

ExCEL Weekly Update 10-7-2009

Hello Everyone!

Site Coordinators & CBO Partners-
Please find the weekly updates below. Have a great week!

-ExCEL CPR REQUIREMENT:

Each ExCEL site is required to have a minimum of 2 people certified in CPR. All ExCEL sites must submit the Safety Form (attached) and list name and title of after school staff certified in CPR and First Aid at your site. Please email or fax completed form to Matt Pemberton - pembertonm@sfusd.edu; fax# 415-750-8653 by October 30.

-2 CPR Classes available for ExCEL ASP staff: October 14th & 16th, from 9am-1pm at 20 Cook. Email Michael Luk: lukm@sfusd.edu to sign up for classes. Please indicate if there are any physical or language modifications that are required. On the day of class, staff will need to bring \$8 cash for certification.

-DISTRICT MAIL: For ExCEL to receive SFUSD District Mail, you need to put on the envelope: **Deliver to ExCEL, 20 COOK Street**. Otherwise, it will take us extra time to receive your documents.

-GREENS are due October 9th: Due to the October 12th Indigenous People's Day, please submit your greens by Friday, October 9th to Wendy Sar at 20 Cook Street. Please note: you will need to submit the Certificated Time Report that documents staff's hours. On the green form, please compute the stipend amount (hours worked x \$29.27), have staff complete contact information and have staff AND Administrator sign the form. Greens need to be on green paper and no white out.

-Itemized Budget Spreadsheet: CBO Partners, as discussed at last week's meeting with DCYF, please submit an Itemized Budget Spreadsheet for each of your ExCEL Programs. The form can be found on ExCEL's website at the following link: <http://www.healthiersf.org/ExCELAfterSchool/Resources/forms.html> under Budget & Contract Materials/Itemized Budget Spreadsheet. Please submit these to Ali Metzler, metzlera@sfusd.edu by December 1st.

-ExCEL's October Professional Development Series

It is time to sign up for **ExCEL's October Professional Development Series!** This month's focus is on Section 6 of the [QSA](#), Youth Development. Please remember that all Site Coordinators must attend at least one event, but that you are welcomed to attend multiple events and to bring along lead staff members. Please choose one or more of the options by registering (clicking) on the link(s) below.

October Workshop: Thursday, October 15, 9am-1pm. "Johnny Hits Sally; Sally tells teacher; Johnny gets sent home." What does Johnny learn? How is Sally righted? How does the community respond to Johnny when he returns? Misbehavior and conflict are an everyday part of life in school and after-school. How we handle them makes a world of difference for young people. Come listen, share, and strategize effective techniques for using mis-behavior as teachable moments with Will Paris, Strategic Specialist -Restorative Approach.

October Brown Bag: Friday, October 23, 11:30am-1pm. The Brown Bag topic for October is Youth Development. Come join us for discussions on topics related to increasing Youth Development-based practices in our after school programs.

-Snack, Attendance & Monitoring Log reminders:

- Sites that receive snacks from ExCEL MPW/Attendance/MMC due on the 5th of each month (please make sure snacks served is not more than students in attendance)
- All Sites Attendance is due on the 5th of each month. Please send to Kitty Ou kouk@sfusd.edu and Lucy Hong excelasp_snacks@yahoo.com.
- All Sites ExCEL Monitoring Log due 10th of each month. Please call Lucy at 750 8650 with any questions.

-San Francisco Public Library's Teenquake

Bring youth (ages 13-18) to the San Francisco Public Library's Teenquake on October 16! See the attached poster for more details.

-Department of Children, Youth & Families (DCYF) has released the **San Francisco Afterschool for All Initiative's 2008-09 Year End Report**. The brief report provides a quick overview of the progress made to date to achieve the goal of providing quality after school options for all elementary & middle school youth who want them. You can read and download the report at this link:
<http://www.dcyf.org/WorkArea/showcontent.aspx?id=4080>

In addition, DCYF has just released two briefs related to afterschool:

- **Promising Practices for Integrating the School Day & Afterschool**: Examples from San Francisco
 Available at: <http://www.dcyf.org/WorkArea/showcontent.aspx?id=4064>
- **Frontloading Brief**
 Available at: <http://www.dcyf.org/WorkArea/showcontent.aspx?id=4066>

-Save the dates! November Professional Development:

In November, ExCEL's Professional Development topic is Section 4 of the **QSA**: Alignment and Linkages with the School Day. In order to provide targeted support on academic alignment, PDs will be conducted as follows:

Elementary Site Coordinators: Wednesday, November 4, 10am-12pm, 20 Cook Street

Middle and High School Site Coordinators: Thursday, November 19, 10am-12pm, 20 Cook Street

These meetings are required for all Site Coordinators and will be conducted by SFUSD's Academics and Professional Development Department (APD), so please mark them in your calendars and plan to attend.