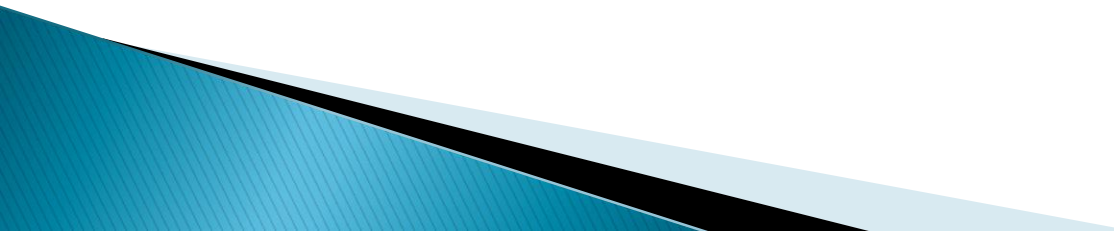


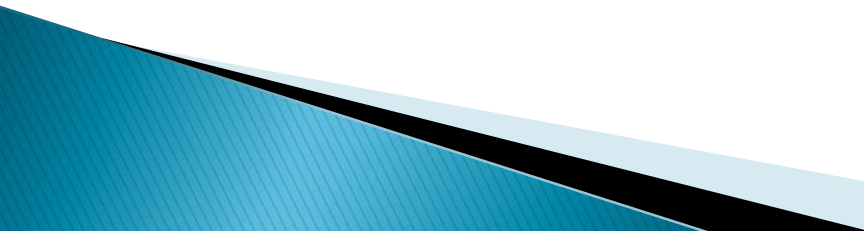
# ExCEL After School Programs

August Institute  
CBO Meeting  
August 1<sup>st</sup>, 2011

# Goals for this year

- ▶ Address multiple year's of audit findings
    - Program hours of operation
    - Early release form
    - Attendance tracking
  - ▶ Continue to find multiple ways to collaborate
  - ▶ Continue to refine ExCEL policies & procedures
- 

# Categorical Program Monitoring (CPM)

- ▶ ExCEL After School Programs **will be** audited this year!
  - ▶ Revised Sign-In & Sign-Out Process for Programs (see attached)
  - ▶ Clear & Consistent Communication Regarding Invoicing Process
  - ▶ Guide has been developed by Tanya to assist us with ensuring we are all meeting CPM requirements
- 

# New to the 2011-12 Contract

## Subcontracting

- ▶ Contractor is prohibited from subcontracting this Agreement or any services provided pursuant to this Agreement without the prior written consent of the District, pursuant to Section III(g) (“Use of Subcontractor”) of Appendix A of this Agreement.

## Administrative Expenses

- ▶ Contractor understands and agrees that it may not utilize more than a maximum of 7.5% of the maximum contract amount for administrative expenses, and that its administrative fees will be set at an appropriate dollar amount to remain at or below this allowable maximum for total administrative expenses.
- ▶ Examples of acceptable administrative expenses include but are not limited to: office supplies and salary costs directly related to grant oversight fiscal activities.

# Attendance Review and Consequences of Low Attendance

SFUSD reserves the right to modify the maximum contract funding allocation made pursuant to this Agreement based on Contractor's reported attendance during the 2011–2012 contract period, as follows:

- Afterschool Program Attendance Data Review Intervals will be November 2011 and February 2012.
- If Contractor's afterschool program does not attain **at least 75%** of its year-to-date approved attendance target at either of the Data Review Intervals, the District will:
  - Notify Contractor **in writing** that Contractor did not attain at least 75% of its approved attendance target for that Data Review Interval; and
  - Provide Contractor with **technical assistance** designed to aid Contractor in attaining its approved attendance target.
  - If, after the above steps have been taken, Contractor's attendance numbers are still below 75% of the approved attendance target, the District reserves the right to reduce the total contract amount, and/or reassign some or all of the contract funds to other contractors, or to the District, for program implementation.

# Attendance Review and Consequences of Low Attendance

For an afterschool program that does not attain at least 50% of its year-

to-date approved attendance target at either of the Data Review Intervals, SFUSD will immediately:

- Notify Contractor in writing that the Contractor did not attain at least 50% of its approved attendance target.
- The Contractor must then provide a written response to the District within ten (10) business days detailing a proposed corrective action plan to increase attendance above 75% of the attendance target.
- Upon receipt of the proposed corrective action plan, the District will review the plan and determine whether the District will:
  - Provide technical assistance to Contractor to implement the proposed plan with any recommended revisions, or
  - Reduce the total contract amount, and/or reassign some or all of the contract funds to other contractors, or to the District, for program implementation. SFUSD will notify the Contractor in writing of its determination.



**Hydra Mendoza,  
President**

**Norman Yee, Vice-  
President**

**Sandra Lee Fewer,  
Commissioner**

**Kim-Shree Maufas,  
Commissioner**



**Jill Wynns, Commissioner**

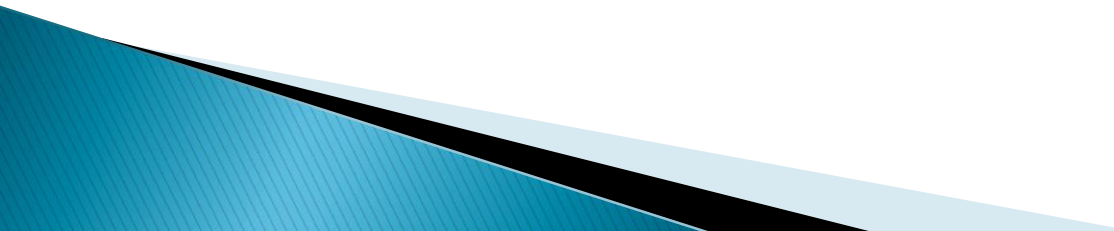
**Rachel Norton,  
Commissioner**

**Dr. Emily Murase,  
Commissioner**

The Board of Education is responsible for:

- Establishing educational goals and standards,
- Approving curriculum,
- The School District budget (independent of the City's budget),
- Confirming appointment of all personnel,
- Approving purchases of equipment, supplies, services, leases, renovation, construction, and union contracts.
- In order to manage the day-to-day administration of the District, the Board of Education appoints a superintendent of schools

# Board of Education Meetings

- ▶ Meetings are held every 2nd and 4th Tuesdays of the month. All Regular and Committee meetings are open to the public, and are held at:
  - ▶ Irving G. Breyer Board Meeting Room  
555 Franklin Street, 1st Floor  
San Francisco, CA 94102
  - ▶ The first Board of Education Meeting for the 2011–12 academic year will be on August 9<sup>th</sup>.
- 



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    - Board of Education Meetings
    - Meeting Agendas, Minutes, & K Resolutions**
    - Resolutions of the Board
    - Submitting K Resolutions

## Meeting Agendas, Minutes, & K Resolutions

### 2011

08/09/11 Board Meeting: <a href="#">notice</a>			
07/26/11 Cancellation Notice: <a href="#">notice</a>			
07/12/11 Cancellation Notice: <a href="#">notice</a>			
06/28/11 Board Meeting: <a href="#">notice</a>	<a href="#">agenda</a>	<a href="#">administratively approved K resolutions</a>	<a href="#">board approved K resolutions</a>
06/14/11 Board Meeting:	<a href="#">agenda</a>		
06/14/11 Board Meeting: Agenda Part 1: <a href="#">notice</a>	<a href="#">agenda</a>	<a href="#">administratively approved K resolutions</a>	<a href="#">board approved K resolutions</a>
05/24/11 Board Meeting: <a href="#">notice</a>	<a href="#">agenda</a>	<a href="#">administratively approved K resolutions</a>	<a href="#">board approved K resolutions</a>
05/10/11 Board Meeting:	<a href="#">agenda</a>	<a href="#">administratively approved K</a>	<a href="#">board approved K</a>

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http://www.sfusd.edu/en/assets/sfusd-staff/about-SFUSD/files/resolutions-k-board/KB%20WEB%20LOG%2011\_JUN\_28.pdf

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**SITE**

**CONSULTANT  
NAME**

Student Support Services Dept.	Learning Services of Northern California <b>(Pending FY 2011-12 Budget Approval)</b>
Student Support Services Dept.	City College of San Francisco <b>(Pending FY 2011-12 Budget Approval)</b>
Student Support Services Dept.	San Francisco State University <b>(Pending FY 2011-12 Budget Approval)</b>
Student Support Services Dept.	CCSF, Dept. of Public Health/ Community Behavioral Health Services <b>(Pending FY 2011-12 Budget Approval)</b>
Student Support Services Dept.	Education, Training & Research Associates <b>(Pending FY 2011-12 Budget Approval)</b>
Student Support Services Dept.	Ingrid Hart dba Modcom <b>(Pending FY 2011-12 Budget Approval)</b>
Student Support Services Dept.	International Institute of Restorative Practices <b>(Pending FY 2011-12 Budget Approval)</b>

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Initiatives](#)[▶ Strategic Plans and Projects](#)[Budget](#)[District Data Center](#)

## Submitting K Resolutions

### Submittal Dates

**Submission Schedule for K-Resolutions, School Year 2011 – 2012**

K Resolutions – Consultant Services Contracts, Consultant Services Contracts Amendments

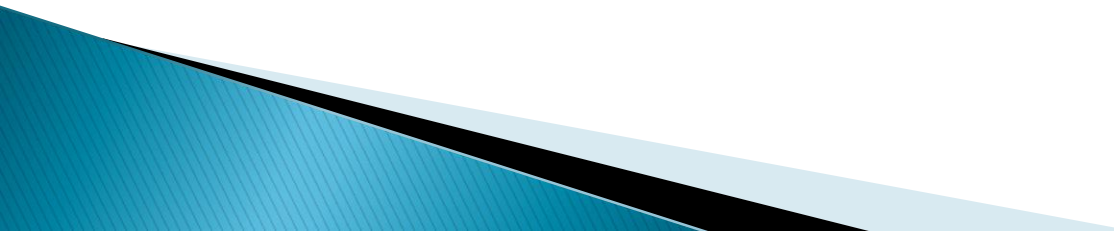
#### Required 2-Step Procedure for Submission

- E-mail the K resolution to [jkresos@sfusd.edu](mailto:jkresos@sfusd.edu) (template(s) available at right)
- Deliver the signed original K resolution and 1 copy by 3:00 p.m. on the due date to the Office of the Board of Education, 555 Franklin Street, Room 106 (415/ 241-6493)

K Resolution Deadline Dates: (Fridays unless otherwise noted)	For the Board Meeting of: (Tuesdays unless otherwise noted)
July 13, 2011 (Wed.)**	August 9, 2011
July 29, 2011	August 23, 2011
August 19, 2011	September 13, 2011
September 2, 2011	September 27, 2011
September 16, 2011	October 11, 2011
September 30, 2011	October 25, 2011
October 14, 2011	November 8, 2011
October 28, 2011	November 22, 2011*
November 18, 2011	December 13, 2011
December 2, 2011	December 27, 2011*
December 14, 2011 (Wed.)**	January 10, 2012
December 28, 2011 (Wed.)**	January 24, 2012
January 20, 2012	February 14, 2012

[K Resolutions](#)[• !\[\]\(631ee2fe17572f859c404086696f1abf\_img.jpg\) K-Resolutions](#)[• !\[\]\(0c4684cf736295b3a7ec5e4c4bebbd57\_img.jpg\) K-Resolutions](#)[Template](#)[• !\[\]\(1831f61c1e273490ae81d3dd8504777e\_img.jpg\) How to](#)[Goals, &](#)[of K-Resolutions](#)[Special Education](#)[English Language](#)[Parent Handbook](#)[What You Need to Know  
by Grade](#)[Budget Update](#)[Learn more about  
budgeting](#)[Students & Staff  
Competitions](#)

# Invoicing

- ▶ Contractor will submit documentation of attendance to the District's ExCEL Office in order for payment of invoices to be processed.
  - ▶ Monthly Attendance is due to the ExCEL Office by the fifth (5<sup>th</sup>) business day of each month
  - ▶ Invoices are due to the EXCEL Office by tenth (10<sup>th</sup>) business day of each month, for the preceding calendar month.
- 

# Invoice Procedures

Invoices shall be submitted in conformity with District required format and contain the following information

- ▶ Agency letterhead or logo
- ▶ Agency name, address, phone, fax and contact person
- ▶ School Site Location Name
- ▶ District Board of Education “K-Reso” Number, Purchase Order Number
- ▶ Grant funding source name—i.e. ASES Base Grant; 21<sup>st</sup> Century (21<sup>st</sup> CCLC) Base Grant; 21<sup>st</sup> Century High School After School Safety and Enrichment for Teens (ASSETs)
- ▶ Invoice billing period by calendar month (ex. 9/1/11 – 9/30/11)
- ▶ Total not-to-exceed contract amount
- ▶ Total Monthly Student attendance total and total days of program operation
- ▶ Remaining contracted amount
- ▶ Invoice number (assigned by Contractor)
- ▶ Authorized Signature from Contractor

**Attachments to Invoice** must include:

- ▶ Expense Back-Up Documentation
- ▶ Income Statements, Revenue and Expenses Statements, or Profit and Loss Statement
- ▶ Expense summary sheet

# Final Invoicing Deadline & Timeline for Payment

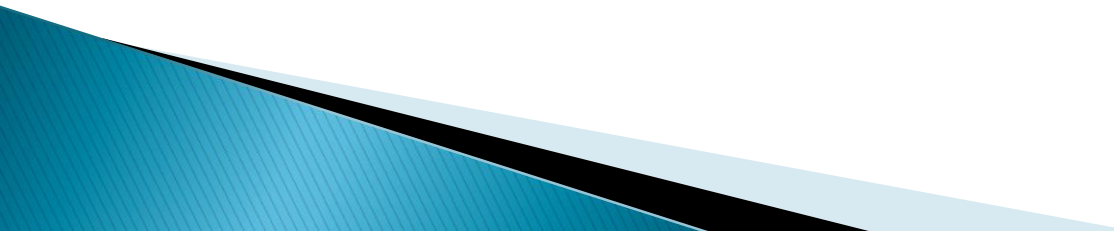
## Final Invoicing Deadline

- ▶ No invoices will be accepted more than twenty (20) days past the end of the term of this Agreement

## Timeline for Payment

- ▶ The District will make reasonable efforts to pay Contractor within sixty (60) days of the District's receipt of an invoice from Contractor that the District accepts as compliant with this Agreement and the terms of the grant.
- ▶ If payment is not issued within 60 days, the District will provide to Contractor, upon Contractor's request, a written explanation of the delay with the estimated timeline for payment.

# Allowable Expenses

- ▶ Benefits – Direct Service Salaried Positions
  - ▶ Youth Stipends – pilot for high school
  - ▶ Snacks/Food for Students – use of gift cards to be determined
  - ▶ T-Shirts – guidelines to be determined
  - ▶ Field trips outside of San Francisco
- 

# Administrative Expenses

- ▶ Middle Management Salaries
- ▶ Cell phones
- ▶ Currently under discussion
  - Staff meetings
  - Staff retreats

# ExCEL CBO Workgroups 2011-12

- ▶ Annual Events
- ▶ Evaluation
- ▶ Invoicing
  - Back-up Documentation

# Introduction

- ▶ City-Span
- ▶ Public Profit