



Afterschool Centers on EducationTM

Success – A Texas State of MindTM

Afterschool Policies and Procedures

20XX-20XX

Internal Policies and Procedures

ACE, Mayberry ISD

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ACE

POLICIES AND PROCEDURES

INTERNAL GRANT MANAGEMENT

Organizational Structure:

The 21st CCLC program, otherwise known as ACE, is located at 10 MISD campuses: 1 High School (Center 1), 1 Middle School (Center 2), 1 Intermediate School (Center 3), 2 Middle School (Center 4), 2 Intermediate School (Center 5), 1 Elementary (Center 6), 2 Elementary (Center 7), 3 Elementary (Center 8), 4 Elementary (Center 9), 5 Elementary (Center 10).

The Administrative Team is comprised of: Full-time Project Director who oversees both programs. For 21st CCLC, administrators include: Full-time Academic Liaison, 10 Full-time Site Coordinators.

Communication

Daily Administrative Meetings – Each morning the Project Director and Academic Liaison meet to discuss the general overview of the Texas ACE Program.

Texas ACE, Weekly Administrative Meetings - Project Director, Academic Liaison and Site Coordinators will meet weekly to discuss enrollment, performance goals, current issues, and upcoming activities. An agenda will be provided by the Director to guide the meeting. Minutes will be taken, transcribed, and disseminated by the Academic Liaison each week. Enrollment and Attendance updates will be provided to Site Coordinators by the Academic Liaison to ensure goals are met.

Project Director and Executive Director of Community Services will meet weekly to discuss performance goals, current issues, and upcoming activities. Meetings will be logged on the Meeting Tracking form by Project Director.

Texas ACE, Community Afterschool Task Force (CAT) - The Texas ACE CAT will meet quarterly to review progress towards performance goals. In addition, the CAT will work with program staff to update the Grantee Project Plan and to assist with work assigned to their committees. Tasks and roles are outlined in the CAT Bylaws. An agenda will be created for each meeting, notes will be taken, transcribed and disseminated to members. Meetings will be logged on the Meeting Tracking Form by the Project Director.

Texas ACE, Principal Meetings-Site Coordinators will meet with their principal as needed but not less than once per month throughout the school year to ensure core-day connection and implementation of campus needs assessment. An agenda will be prepared by the Site Coordinator and meetings notes will be taken. The meetings will be logged on the Meeting Tracking Form and that tracking form will be turned in to the Academic Liaison monthly and it will then be updated in the PRIME assessment notebook.

Texas ACE, Team Meetings-Site Coordinators will participate in campus grade-level team meetings as often as necessary to ensure that students in ACE are represented and core-day teachers are supported. Notes will be taken and the meetings logged on the Meeting Tracking Form.

Texas ACE, Parent Meetings-Parent meetings will be held on an as-needed basis to discuss individual student need. These meetings will be tracked on Meeting Tracking Form and also within our EZ Report System.

Fiscal

Texas ACE, Annual Budget- Cycle 6 budget year runs from August 1st through July 31st. The annual budget will be developed by the Project Director and included in the Continuation Grant. Once approved by the Community Services Executive Director and TEA, the budget will be provided to MISD Accounting to set up in Skyward. Oversight of the budget will be the responsibility of the Project Director. Amendments will be done as needed, however, the final amendment must be completed 90 days prior to the end of the grant year.

Payroll-The Project Director's salary is paid 75% from 21st CCLC and 25% from STARS. Site Coordinators are paid 90% from 21st CCLC and 10% from STARS. Time and Effort are kept electronically.

Texas ACE, Time and Effort-Time and Effort logs will be kept on all staff whose salaries are split between budgets. These logs will be submitted monthly to the Project Director and they will be kept electronically within the Project Directors files. Time and Effort reports will be kept for 7 years beyond the life of the grant.

Weekly/Monthly Reporting – the ACE secretary will keep an ongoing shadow budget for all program expenditures. The shadow budget will be compared to the district's accounting department budget to ensure accuracy. A copy of the year-to-date budget will be supplied to the Project Director at the 1st of each month for review. The reports will be then be kept in the Budget Notebook in the Director's office.

Purchase Orders – purchasing is completed by the secretary in Skyward. Purchases must be made from approved vendors (list in office) or be approved by the Purchasing Department. Once PO's have been put into the system, the Director will receive a message that a PO is ready for approval. The Project Director must go in and approve each PO. The PO's are then sent electronically to the Executive Director and then to Accounting. Once they have gotten all approvals, the ACE secretary will receive notification that is okay to place the order.

Texas ACE Deadline -- All purchases must be ordered and received by the last day of the grant year (July 31st). If they are not received, the grant cannot cover the expense under that year's budget and the expense will have to be paid from local funds or be disallowed.

Collaboration – Texas ACE

MOU's – A Memorandum of Agreement will be completed for every contractual partner. These MOU's will be kept in the Grant Binder and also in the Director's file cabinet. MOU's will be reviewed each year and revised as necessary.

If the partner is being paid, they must complete the SB9 Contractor Certification forms and these must be returned to HR.

If the partner is providing services in-kind, they must complete the SB Volunteer Certification for each staff member working on the project and forms returned to HR.

Forms can be found with the ACE secretary.

Core-day – A Memorandum of Agreement will be completed for each campus included in the grant. A new MOU will be signed when there is a change in principal at the campus.

Current Texas ACE Community Partners include:

Sylvan Learning Centers	Jack Flash	555-555-5555
Community Action	Lisa Ling	555-555-5556
Workforce/Leadership	Lynn Flynn	555-555-5557

Current Texas ACE District Partners include:

Migrant/Homeless (Parent activities and student enrollment)	Rocky Gallup	Ext. 555
Communications (photo ops and program highlights)	Jimmy Johns	Ext. 556

Twilight John Doe 555-555-5558

(credit recovery...21st CCLC has committed \$25,000 towards salaries of Twilight. We are capturing only the student attendance for credit recovery, not accelerated or self-paced.

Tutoring – Currently all tutoring is paid for through Title 1 funds and/or local funds. Texas ACE has expanded some tutoring services by offering morning programs or teachers who begin tutoring earlier than the core day traditionally begins. Texas ACE provides transportation to students who are in tutoring providing they attend the second part of ACE. Tutoring attendance data for those enrolled in ACE is captured.

Human Resources

Texas ACE, Hiring-Applications for all Texas ACE positions will be downloaded from the MISD website. Interviews are set by Site Coordinators and Academic Liaison. Site Coordinators will be

responsible for all interviews. Prior to interviewing a candidate, a questionnaire will be completed and given to Site Coordinators to review. Coordinators will complete a scoring sheet. A Recommendation Form will be completed for all chosen candidates and the ACE secretary will submit and follow through on all background checks. HR is responsible for setting the pay level for all incoming staff. The ACE secretary will follow-up with HR to determine hourly rate for each staff member and input that rate into the payroll tracking spreadsheet.

A copy of the Recommendation, application/resume, background check and all other pertinent data will be placed in a file in the secretary's filing cabinet.

All administrative staff files will be kept in the Director's office.

Payroll – timesheets for all hourly employees will be submitted weekly for the Director's approval. Staff are paid every two weeks following the District's pay schedule.

Staff who are currently working within the MISD system, will do paper timesheets to avoid confusion with their core-day timekeeping. All temporary part-time staff will use ERMA to track their time. All time records are due to the administrative office Monday morning.

Para-professional staff are paid 1-1/2 time for hours worked afterschool. Certified teachers are paid \$12/hour for training and \$25/hour for instructional work. All other staff salaries are determined by HR based on experience. Their salary will be determined after the Recommendation for Hire is submitted and they meet with the candidate.

Leave Requests – Leave requests for all full-time employees must be submitted in writing at least 3 days prior to the date requested.

Sick Leave – All full-time staff are required to call in and talk to their supervisor if they are unable to come to work due to illness. Voice mail or email may result in a write-up. Part-time staff should follow the policy outlined in their afterschool employee handbook.

Progressive Discipline-MISD's progressive discipline policy will be followed in all circumstances. Site Coordinators and Site Supervisors are responsible for verbal warnings to Site Assistants. If a Formal Write Up becomes necessary, the Project Director, Academic Liaison/Afterschool Coordinator and Site Coordinator/Site Supervisor will meet with the staff member.

All verbal and written write up documentation will be sent to the administrative office and kept in files in the Director's office.

Employee Handbook-The MISD Employee Handbook, the Texas ACE Employee Handbook, and the STARS Employee Handbook will be implemented. The Texas ACE Employee Handbook and STARS Employee Handbook outlines specific requirements pertaining to the afterschool program.

Texas ACE, Training-All Texas ACE staff require training in Project-Based Learning. All incoming staff will be required to watch the PBL webinar on the MyTexasAce website. In addition, training in

areas such as Child Development and Classroom Management will be provided. Training should be provided prior to the start of any program semester. No funds have been allocated for staff training. Site Coordinators and Academic Liaison have been trained as trainers and provide all training for incoming staff.

Evaluation—Formal evaluations will be completed for all administrative staff each Spring. HR will provide the evaluation forms. Each staff member will be required to complete their self assessment. Once complete, the Project Director will complete the evaluation, and meet with the staff member to review the evaluation. A copy of the evaluation will be kept in the employee’s file and the original returned to the Executive Director of Community Services.

Evaluations for front-line staff will be completed in April of each year. The forms for these evaluations are kept in the cabinet in the secretarial area.

Site Coordinator evaluations will be completed by front line staff. These evaluations will be done anonymously and returned together in a brown envelope to the Project Director for review. The evaluations will be presented to the Site Coordinator at their annual evaluation meeting.

Enrollment

Texas ACE, Enrollment Numbers – The number of students to be enrolled at each campus is determined by what was written into the original grant. The enrollment shown in the grant represents the number of “regular attendees (attending 30 days or more throughout the year) the campus must serve to avoid losing funding. The number of students a campus is required to serve cannot be changed under any circumstance.

Elementary

Students that are enrolled in our program have to meet at least one of these criteria:

- Income (CCMS Guidelines or on F/R Lunch)
 - Unemployed
 - Unskilled (linked w/workforce solutions; minimum wage)
- Lost job in the past 6 months (possibility; debt to credit ratio)
- Academics (C or less in any core day classes)
 - Failed 1 or more TAKS tests
 - Performed below average on TAKS
- Attendance (Chronic Absences)
- Behavior (repetitive, non-violent, referrals)
- Principal and Counselor referral
- LEP/ESL; language challenged

Transportation provided at some campuses upon verified need

Secondary

Enrollment for secondary will follow the same criteria as elementary, but will allow all students an opportunity to participate once initial registration of the at-risk students is complete. This is usually within the first couple of weeks of programming.

Secondary Site Coordinators should keep at least 10 spots open for students who need the program later in the semester.

***If a student qualifies based on criteria and has a sibling/s that do not qualify, Site Coordinators may enroll siblings into the program providing space is available. This is done to make it easier for working parents.

Student IEP

Site Coordinators will work with campus administration and teachers to develop Individual Education Plans for students enrolled in ACE. Strategies such as quantity of services, and types of services offered to each student will be outlined in their file. ACE will support students by providing guided tutoring and homework assistance in areas of highest need and by providing opportunities for Project-Based Learning enrichment targeting knowledge and skills in most need of improvement.

Adult

Parents/Guardians of students enrolled in ACE are required to attend at least 2 parent activities annually. Parents who do not comply, may lose enrollment for their child/children. Parents will be provided a calendar each semester and required to sign up for 2 activities upon enrolling their child. Enrollment rosters will be built based on those sign-ups and reminders will go out to all parents who registered as well as new flyers to all parents who may want to sign up.

Implementation

Texas ACE, Grantee Project Plan –The Grantee Project Plan is to serve as the guide for every year of grant operation and will aid in sustainability plans beyond the grant years. It will be reviewed quarterly by the CAT and all ACE staff to ensure the plan is on target. Adjustments will be made as necessary and goals will be updated. Annually in August, the plan will be reviewed and updated for the next year.

Texas ACE, Center Project Plan – In February each year, work will begin on the Center Project Plans. These plans will be completed after individual campus needs assessments are complete. These plans become components of the Grantee Project Plan which is required to be submitted along with the Continuation Grant. The Center Project Plan will be used to guide our yearly program implementation at each individual center.

Texas ACE, Campus Needs Assessment – In February of each year, Site Coordinators will work with their campus principal and other stakeholders to complete their campus needs assessment. This

assessment will be turned into the Project Director (date to be announced) and the data will be analyzed for the purpose of updating the Center Project Plan and the Grantee Project Plan.

Texas ACE, Student Interest Inventory – Student interest inventories will be completed in May of each year. The inventory will help drive programming for the upcoming Fall. This data will be included in the campus needs assessment and be used in the development of the campus operational plan.

Texas ACE , Four Components – All campus activities will offer activities in the Four Component Activity categories listed below each semester (Fall, Spring, and Summer):

Academics

Enrichment

College/Workforce

Parent Support Services and Engagement (literacy and parent involvement)

The Project Director and Academic Liaison will be responsible for entering activity categories in the EZ Reports and TX21st to ensure accurate coding. Site Coordinators will be responsible for entering activities, classes, and daily attendance into TX21st in addition to any future data requests from TEA.

Texas ACE, Activity Schedule – Each campus will develop a weekly activity schedule that shows activities offered each day at their site. The schedule must include activities in academics, enrichment, and college/career. The schedule should also indicate the staff member leading and the room number where they will be meeting.

Texas ACE, Parent University Calendar -- Parent University activities will be listed on the annual calendar and disseminated to campus leaders and parents of enrolled students.

Texas ACE, Supplies – A Resource Room has been set up at Mina Elementary to house commonly used afterschool supplies (consumable and non-consumable). Supplies are ordered in bulk to help provide quick turnaround on supply requests. Supply requests are to be submitted on the supply request form. Forms are due in the administrative office on Wednesday each week. Pick up day for the requested supplies is the following Thursday. Order status will be sent to the Site Coordinators by a secretary for the items not in the Resource Room.

The designated Site Coordinator/s will pull supplies from the Resource Room and placed in campus bins when possible. All other supplies will be purchased and placed in bins. Site Coordinators will be responsible for picking up their bins each Thursday and disseminating supplies to their staff.

Daily Operation

Texas ACE, Hours – The number of hours a center will be open are determined by the content of the original Texas ACE grant written for MISD. The number of hours a campus would be open were

determined by campus needs assessments and cannot be changed for any reason. If adjustments must be made (ie: plan to operate on Saturday in original grant, but not getting attendance and want to add the hours to afterschool), a letter should accompany your amendment and/or continuation grant which indicates why the change is needed. This letter should be signed by the Superintendent.

STARS, Hours-The STARS program is open from 2:45-6:30pm each day. In addition, the STARS program will be available on early release days, all-day outs, and designated holidays. Refer to the MISD STARS Enrollment packet.

Texas ACE, Operating Days – The number of days a center will be open are determined by the content of the original Texas ACE grant written for MISD and are the same for every center. Each center must be open the number of days stated in the original grant. In August of each year, ACE administrative staff will review each campus needs assessment and determine the days they will be open each semester. Centers must provide programming in the summer for at least 4 days per week, 4 hours per day, for 4 weeks.

Texas ACE, Transportation – Transportation home from programming will be offered to students who live more than 2 miles from their campus. Central drop will be used rather than door-to-door on most campuses to shorten the time students are away from home. For students in 5th grade and below, an adult is required at the bus stop before the student will be allowed to leave the bus. A letter will go home with all new students outlining the Central Drop Off policy and must be signed by the parent before a student can begin attending. If no adult is present, the child will be taken back to the bus barn and a guardian will be required to pick up from there. Efforts will be made at the campus to encourage parents to pick up their students in an effort to help parents become more involved at the campus.

Nutritional Snacks – The following procedure will be used at all campuses for all programs.

- Inform cafeteria Manager how many nutritional snacks will be needed for the first day (every day) by 9:30.
- Pick up nutritional snacks for the day between 2:00pm-2:15pm for elementary (staff leaves at 2:30) or 2:30pm-2:45pm for secondary (staff leaves at 3:00).
- Distribute entire nutritional snack to students, all students must receive all components before marking roster as to who received them. Partial snacks are not reimbursable.
- Secure extra nutritional snacks in STARS/ACE office & refrigerator for the night.
- By 9:30, return extra snacks to cafeteria Manager with previous day's roster (Remaining snacks plus roster equals amount given). Let Manager know at this time how many nutritional snacks are needed for the current day.
- If STARS/ACE share a refrigerator, the ACE staff will return the roster and the nutritional snacks to the cafeteria by 9:30am the following morning.

Texas ACE, Student Discipline

Children attending The Texas ACE Program will adhere to the discipline policy for the Mayberry Independent School District students during the core day. (See MISD Student Handbook).

Children whose behavior endangers others will be supervised away from other children. The child will have the opportunity to discuss the problem with a staff member and any other concerned party. If deemed necessary, the parent will be called to pick the child up for the day.

Guidance will always be positive, productive, and immediate when behavior is inappropriate. No child will be humiliated, shamed, frightened, or subjected to verbal or physical abuse while in the care of The Texas ACE Program staff.

The Texas ACE Program reserves the right to remove a child without use of the three steps listed below if the Project Director and Site Coordinator deems it appropriate.

Serious behavioral problems will be documented and the following actions will be taken:

- 1) 1st Offense - child counseled, note and phone call to parent;
- 2) 2nd Offense - child removed from class, counseled, and parent/teacher conference held before child returns to program;
- 3) 3rd Offense – child removed from program.

Options will be available to prepare the child for re-entry into the program.

Data Collection

Texas ACE, Teacher Surveys – Teacher surveys will be completed in May of each year to determine if students enrolled in ACE are improving. Site Coordinators will be responsible for disseminating surveys, collecting the data, and reporting results in a chart to the Project Director. This data will be included in the year-end report and in the program needs assessment used to drive updates to the Grantee Project Plan and Center Project Plans.

Texas ACE, Parent Surveys – Parent surveys will be completed at the end of the year to determine satisfaction with the program and impact on students in school and at home. Site Coordinators will be responsible for disseminating surveys, collecting the data, and reporting results to the Project Director. This data will be included in the year-end report and in the program needs assessment used to drive updates to the Grantee Project Plan and Center Project Plans.

Texas ACE, Student Interest Inventories and Focus Groups -- Student interest inventories will be completed in May of each year for elementary, intermediate, and middle school students. The inventory will help drive programming for the upcoming Fall. This data will be included in the campus needs assessment and be used in the development of the Campus Project Plan. Focus Groups will be held in September at the high school and students will use the information gathered to help design their program for the year.

Texas ACE, Attendance—Attendance will be entered daily into EZ Reports and into TX21st. Weekly reports on enrollment, average daily attendance, regular attendees will be run and analyzed by the Project Director and Academic Liaison. Enrollment graphs will be produced showing progress towards enrollment and attendance goals. This report will be shared with Site Coordinators and the Executive Director each week. Two copies of this report will be given to the Executive Director each week and one copy will be filed in the ACE notebook or weekly report file.

Internal Monitoring—Data will be reviewed for accuracy by the Project Director, Academic Liaison, Afterschool Coordinator, Site Coordinators, and Site Supervisors on a weekly basis. The Enrollment Report as well as demographic reports will drive the continuous monitoring of movement towards enrollment/attendance performance goals.

Texas ACE, Monitoring - Campus monitoring will be done through classroom observations by the Site Coordinator and will measure strategy effectiveness, ability to teach new skills, and implementation of training. The Academic Liaison will review at least one campus daily using the Site Observation Form to ensure grant compliance, ACE compliance, and implementation of best practices.

Texas ACE, Reporting -- Project Director and Academic Liaison will input all data into TX21st except for activity set-up and daily attendance. Site Coordinators will input data daily into EZ Reports and TX21ST. Coordinators will also collect the following data:

- Grades 1st 6 weeks (collect no later than mid-October)
- Final 6 weeks (collect by June 3rd)
- Total classes taken and passed each semester (collect in Dec and May)
- Core Day Attendance each semester (collect in Dec and May)
- Discipline each semester (collect in Dec and May)

Dates for data to be inputted by Coordinators will be communicated by the Project Director and Academic Liaison. Depending upon TEA reporting deadlines, it may become necessary to collect data earlier than end-of-semester.

Community Afterschool Task Force (CAT)-Texas ACE

The Community Afterschool Task Force (CAT) will be comprised of program leaders, district leaders, community leaders, parents, and, as appropriate, students. The CAT will meet at least quarterly to review the Grantee Project Plan and to aid the program in sustainability.

The CAT members are listed on the member roster and members can be removed or added as the Project Director deems appropriate.

An agenda, sign-in sheets, and meeting notes should be completed for each meeting and copies of each placed in the PRIME notebook.

DISTRICT CONTACTS

Information Needed	Contact Person	Number
Pay Rates	John Doe	Ext. 1000
Budget	Jack Doe	Ext. 1001
Cell Phone Allowances	Jane Doe	Ext. 1002
Payroll	Allan Doe	Ext. 1003
Background Checks	Shawn Doe	Ext. 1004
Communications	Lauri Doe	Ext. 1005
Maintenance	Thomas Doe	555-5560
Custodial	Alfred Doe	555-5561
Nutrition	Al Doe	Ext. 1006
TEASE approval from District	Nancy Doe	Ext. 1007
IT	Randy Doe	Ext. 1009
Com Ed	Allison Doe	Ext. 1010

BUDGET CODES

Texas ACE

111 55 6115 11 999 1 24 0 00	Professional Personnel – Teachers
111 55 6115 11 999 1 24 0 01	Professional Personnel – Director, Lead Coordinator, Academic Liaison
111 55 6115 11 999 1 24 0 02	Support Personnel – Admin. Secretaries, Coordinators, Instructors
111 55 6115 11 999 1 24 0 03	Employee Allowances – Cell Phones
111 55 6115 11 999 1 24 0 04	Professional Services/ Contractual
111 55 6115 11 999 1 24 0 05	General Supplies
111 55 6115 11 999 1 24 0 06	Travel – Employee – Administrative and Local
111 55 6115 11 999 1 24 0 07	Transportation Expenses - Busses