



Title I
Extended Day Academic Program (EDAP)
2016-2017 Program Guidance



The Extended Day Academic Program (EDAP) is funded through Title I. It is a federal grant and therefore, some stringent guidelines must be followed. Title I funds before and after school clubs or activities that support academic achievement in math, reading, fine arts, and science. All activities funded by Title I must align to Common Core State Standards.

Administrator Role

Administrators at the school are committing that their secretarial staff will help with the budget part of this grant without additional compensation. The administrator understands that they will be responsible for the fiscal management and oversight of the grant. The oversight includes:

1. Ensure all activities follow the approved proposal.
2. Sign all timesheets to verify EDAP work performed outside of duty day or that their day and work was extended.
3. Ensure EDAP resources support academic achievement in the areas of reading, math, fine arts, or science before or after regular school and duty day hours.
4. Monitor EDAP budget and spending.
5. Administrators cannot be paid as the Site Coordinator.
6. Submit budget forms for all expenditures prior to spending.
7. Assure all students have access to EDAP. All parents are given the opportunity to enroll their students.
8. At-risk students should be given priority consideration for participation in activities.
9. When the program advertises sessions and fills classes, make sure that it is clear how students will be selected for the program and if there are any limits or restrictions.
10. Documentation regarding criteria for selection needs to be available upon request by Title I, parents, or other inquiring individuals.

Financial Responsibility

EDAP sites are responsible for keeping track of their own budgets, submitting timesheets, and processing purchase orders, etc. The administrator understands and commits that some extra **secretarial services (other duties as assigned) will be necessary to administer the EDAP grant.** Timesheets and supporting documentation will be submitted to Title I each pay cycle. EDAP will need to conclude two days prior to school year end. Timesheets are due to Title I office two days later. Late timesheets will not be processed by Title I. Schools will need to pay for late submissions from another budget source.

A summary sheet completed by the school with important information such as program end date, a running record of staff stipends, supplies, buses, attendance and budget balances are required once a month. If grantees overspend their budget, the financial responsibility of reimbursing Title I EDAP will fall on the school. Title I will monitor spending as well and close programs if overspending occurs. Financial processes in the Title I program guidance documents must be followed to keep programs at the school and for expedient payment processing. *In cases in which funding is not being used, unallowable expenditures are made, staff is not in place, quality programs are not evident or procedures/policies are not followed, funding will be removed from the school.*

Reporting Requirements

Recipients will be required to follow all district procurement procedures which may require additional paperwork/reporting/justification.

All grant recipients are required to complete and submit the following to Title I:

- Monthly participation and budget report;
- Invoices for busing, supplies, and timesheets will all be processed through the Title I office;
- Annual evaluation report that includes both qualitative and quantitative information (to be provided) providing evidence that demonstrates EDAP students' academic progression in CCSS in Reading, Science, Math, and/or Fine Arts;
- Submit timesheets and supporting documentation based on the criteria provided by Title I.

Submission Process

The required Title I timesheets will be provided for you. Complete the timesheet with exact hours worked and your signature in RED. Have your administrator sign the timesheet on the administrator line. Check to make sure that the information is correct.

Make copies for your records.

Submit timesheet along with corresponding Student Attendance Sheet attached together by a **staple** in the upper left corner. For example, when Ms. Smith teaches a club on 2/2 and 2/5 then that timesheet should have two attendance sheets attached. One for 2/2 and one for 2/5. If two staff members are teaching the club, a timesheet for each teacher is to be attached to the student attendance sheet so that we can clearly tell that the club has two teachers. Two adults are allowed for every 24 students.

Give these to your Site Coordinator by his/her deadline. He/She will turn them in all at once from the school. Do not submit them individually.

Originals will need to be turned in to Title I, EDAP office, 912 Oak St, Bldg M by site coordinators.

Please see an example of a student attendance sheet on page 6.

BE CAREFUL. Inaccurate timesheets or Student Attendance Sheets will be sent back for correction. This will delay payment. Use this process for payment and your payment should arrive in a timely manner within your pay check. If you submit timesheets regularly, then your staff will be paid regularly. Processing normally takes 4-6 weeks to be paid.

If grantees overspend or misspend their budget, the financial responsibility of reimbursing Title I EDAP will fall on the school.

Financial Guidance

1. *In cases in which funding is not being used, unallowable expenditures are made, staff is not in place, quality programs are not evident, or procedures/policies are not followed - funding will be removed from the school.*
2. Funds may only be used for Extended Day Academic Programs and only for items in the approved RFI. The preapproved staff will be paid. No staff outside of that list will be paid. All Title I rules, policies and laws apply for allowable expenditures.
3. After the clubs have met and the timesheet days are complete (regardless of the Due Date on timesheet), attach the Student Attendance Sheets and required documents by staple in the upper left corner. Then send to Title I, Attention: EDAP.
4. Please do not wait and submit request for payments all at once. This is a labor law violation.

5. When timesheets are submitted every other week, employees can be expected to receive regular payment for services.
6. Funds need to be spent down by the end of the program. Please do not leave any money unspent.
7. Certified teachers will receive stipends while working instructionally with students.
8. Only certified and licensed staff who are school employees may work in EDAP with the following exceptions:
 - i. If the school uses student teachers that are in their final semester of teaching and are also registered substitutes, they CAN be teachers of EDAP clubs.
 - ii. If a teacher is also a long term substitute at the school site then she/he can be an EDAP teacher.
9. Charter school teachers and Educational Assistants will be required to be paid through the Charter school using a BAR.
10. Educational Assistants or employees other than a contracted teacher will receive their hourly rate. They may not provide direct instruction unless certified staff members provide line of sight supervision.
11. A total of \$500 in stipends at \$18 per hour is allowable for a Site Coordinator.
12. Program changes such as club name change, deleting a club, changing times, changing staff, adding a club, etc. that do not involve any budget changes or transfers may be completed simply by completing an updated proposal with revisions and emailing the completed document to Roxann Morris. Roxann, who has the authority of final acceptance, will review the proposed changes and make a decision. Schools will be notified when changes are approved. Until changes are approved, do not make changes and or submit timesheets or invoices with unapproved expenses.
13. No duplication of pay for services should be billed to APS. If you are working for CSI and EDAP, for example, do not bill for the same hours on the same day. APS Grant Management reviews each of these programs by your name.

Program Staff Job Description

1. Plan and implement activities that support academic achievement in the areas of reading, math, fine arts, or science before or after regular school hours per the approved RFI.
2. Make sure each student signs in to class each time on the required *Student Attendance Sheet*.
3. Keep students safe by having a copy of the EDAP Student Registration Form at all times. This sheet includes emergency contact information, medical information and pertinent accommodation information as it may pertain to student success or safety in the after school program.
4. Stay and make sure each student is picked up by an authorized family member when each session ends. Follow school procedures when a student is not picked up in a timely manner. Never leave a child unattended.
5. Begin and end instruction on time per the approved RFI.
6. Instructional preparation time can be billed at the rate of \$18.00 per hour for every one hour per 10 hours of EDAP club time per person. This can be billed after each set of 10 hours worked. This needs to be billed within the billing cycle worked and not accumulated all year.
7. Accurately complete timesheets by the due dates. Attach via staple the *Student Attendance Sheet* that correlates with each individual timesheet.
8. Turn in timesheet and *Student Attendance Sheet* to Coordinator per his/her deadlines.
9. Ask the school coordinator for the supplies you need that supports student learning and are aligned with the approved RFI at the beginning of the program.
10. At-risk students should be given priority consideration for participation in activities. *Documentation regarding criteria for selection needs to be available upon request.*
11. EDAP instructional time **must** take place before or after your assigned duty time. If your APS paid school day needs to be extended after the EDAP club meetings, Title I will need a letter stating that you will make up the time and when. You and your administrator must sign the letter.
12. No student tutors are allowable.
13. Incentives, awards, or parties for students or staff are not allowable expenses for time or supplies.

14. Extended Day Academic Programs do not support a homework club, but academic tutoring is allowed.

Coordinator Job Description

Site Coordinators will be paid \$500 per year at the rate of \$18.00 per hour. The Site Coordinator's role is to monitor the fidelity of the instructional program and curriculum to the approved proposal. Site Coordinators are instructional leaders who are part of EDAP to ensure quality Common Core State Standards (CCSS) focused programs are delivered successfully to students and results are evident. Site Coordinators are not responsible for running off copies of timesheets or preparing documentation for teacher's pay and will not be allowed to bill for such work. Site Coordinators may also teach in EDAP as long as they are not billing for time spent on both.

1. Oversee the implementation of the approved RFI including selection of students in greatest need, parent/teacher contact, curriculum delivery, and academic growth,
2. Timely submission based on the due date of one set of original time sheets and *Student Attendance Sheet*.
3. Accurate monitoring of program spending.
4. Coordination of monitoring visits by Title I Resource Teacher, when necessary. Most visits will be unannounced.
5. Request permission for any program changes such as times, places, budgets, and teachers with the form to request changes. Wait for approval before implementing changes.
6. Document **two** observations per semester per club using the observation form provided. It can also be found on the APS website.
7. Coordination of buses, if necessary.
8. Paperwork must be completed outside of the teacher contract times.
9. Please remember there is no payment for writing proposals for funding.
10. Payment is for up to \$500.00 per your approved budget. Coordinators are paid \$18.00 per hour for non-direct instruction.
11. Funds for student transportation are available to a limited number of participating schools. These funds are only intended to take students home after the EDAP activities. If your programs require student transportation and your school is approved for buses, it would be indicated in your RFI. Coordination of buses is the role of the EDAP site coordinator.

EDAP Volunteers

We encourage parent and community participation. However, we must also consider the safety of every child in the district by requiring a background check from volunteers prior to any volunteer activity at any APS school. The background check will be conducted based on information obtained on the online application on the APS website.

After-School Snack Program

All schools eligible for the USDA After-School Snack Program (50% or more students eligible for Free/Reduced Lunch) through APS Food Services, are required to provide an after-school snack as a part of the EDAP Program. If your school does not qualify for the USDA program, you may outline what system your school will implement to provide after-school snack to students.

If you provide after school snack through APS Food and Nutrition Services, they have a required process for snack distribution. There is online training involved and an application process. Contact Dorothy Garcia at garcia_dj@aps.edu for more information.

EDAP Time and Instructional/Duty Day Time

Per federal mandates, EDAP employees must certify that the time period listed on their timesheets are 100% EDAP. Schools need to work on a plan to ensure that EDAP staff is not double compensated. For example, if the school day ends at 2:00 PM but staff duty day is from 2:00 PM to 2:30 PM, then the school administrator and

site coordinator must create a plan that fits the needs of the students and the program staff and does not violate the law by double dipping or paying twice to the same person for two different tasks. Once this situation is resolved at your school site, the administrator needs to send Roxann a memo with the plan, who the plan affects, and an example timesheet of what Roxann should see based on the new plan. Some suggestions include:

- Educational Assistants may be allowed to flex the duty day to come in later or stay later to monitor EDAP students, give them a snack, and/or provide a rest break.
- Students may be allowed to stay on the playground with duty personnel until program begins.
- Administrators may extend the EDAP teacher's duty day to make up for the time of EDAP program during the duty day (Come in early or stay beyond EDAP). Again, the administrator needs to provide Title I with the alternate plan in writing. This plan needs to be signed and agreed upon by each staff.

Student Attendance Sheets

It is required to accurately reflect attendance in EDAP sessions by having student's themselves sign in daily using the EDAP Student Attendance Form. However, in rare cases in which the class may be over twenty students or consist of many very young children as participants, a teacher is allowed to preprint student names on the Student Attendance Sheet(s) and have students' initial by their names. Teacher are allowed to preprint student names on the Student Attendance Sheet(s) and have students sign by their names. The EDAP student attendance process needs to be used. Original documents are required.

See example of required Student Attendance Sheet.

Opt Out of EDAP

If a school administrator chooses not to receive the EDAP funding at the school, Title I requires written documentation.

Busing

Busing is intended to transport students' home after EDAP clubs end. Busing services can be shared with CSI or other students. Generally buses are not approved for an after school field trip unless a clear, necessary, and reasonable case is made. APS Transportation Services number is 298-6831.

TIMESHEET EXAMPLE

**2015-2016 Grant Management
TIME SHEET RECORD
STIPEND / HOURLY**

Pay Period 7
DUE 9/16/2015

Company	Accounting Unit	Account	Sub Account
2401	03881031000	513000	1411
Activity	410338800	Category	1080

Grant Name: EDAP Title I

Employee Name: David Smith (Name on paycheck) Emp # 111111
 Position Title: Teacher / Math and Reading Club (List regular paid position: Teacher, EA, Counselor etc.)
 School Name: Zuni Loc.# 388
 Contract/Duty Day: 7:50 AM to 2:00 PM

STIPEND SERVICES MUST BE BEFORE OR AFTER DUTY DAY

Instructions for Completing This Form: Under Description enter the activity you lead. Record time only in 15 minutes increments (15 minutes = .25 hours). Any hours worked over 6.5 must take off .5 for lunch. Time for prep will not be paid. INCOMPLETE FORMS WILL BE RETURNED AND PAYMENT WILL BE DELAYED.

Club Name only

DAY	DATE	PROVIDE CLEAR DESCRIPTION OF ACTIVITY OR THE TITLE OF WORKSHOP/PROF. DEV. ATTENDED	LOC. WORKED	EXACT HOURS WORKED (Time of Day)	TOTAL HOURS
Wed	9/2	Cooking Club	388	2:15 p.m. - 3:15 p.m.	1
Thu	9/3		388	a.m. - a.m. p.m. - p.m.	
Fri	9/4		388	a.m. - a.m. p.m. - p.m.	
Sat	9/5		388	a.m. - a.m. p.m. - p.m.	
Mon	9/7	LABOR DAY NO SCHOOL	388	a.m. - a.m. p.m. - p.m.	
Tue	9/8		388	a.m. - a.m. p.m. - p.m.	
Wed	9/9	Cooking Club	388	2:15 p.m. - 3:15 p.m.	1
Thu	9/10		388	a.m. - a.m. p.m. - p.m.	
Fri	9/11		388	a.m. - a.m. p.m. - p.m.	
Sat	9/12		388	a.m. - a.m. p.m. - p.m.	
Mon	9/14		388	a.m. - a.m. p.m. - p.m.	
Tue	9/15		388	a.m. - a.m. p.m. - p.m.	

* INCOMPLETE FORMS WILL BE RETURNED AND PAYMENT WILL BE DELAYED!

The undersigned hereby certifies that all services on this timesheet have been provided and no payment has been received for these services. (Must be original signatures).

***Please sign with any color ink other than black!

David Smith 9/16/2015
Employee Signature Date

[Signature] 9/17/2015
Verification of Services (Supervisor) Date

Title I will sign + Date

**Grant Program Approval (Program Mgr) Date **If applicable

TOTAL HOURS: 2
 HOURLY RATE: \$20.00
 TOTAL AMOUNT: \$40.00
 PAY CODE: 010

Don't date prior.

001 Hourly
 010 Regular employee
 007 Summer School
 SUBSTITUTES - DO NOT USE THIS FORM*
 *(enter in SEMS)

Time submitted for over 40 hours a week (Overtime pay) requires the Weekly Overtime Sheet filled out, signed, and attached to this document.

This record is a confirmation of the total activity and actual effort expended for the period and fund indicated. I hereby certify that for the period listed above I have spent 100% of my time for this specific fund.

Attach student attendance forms w/ staple which correspond to this timesheet.



Title I
Extended Day Academic Program (EDAP)
 Student Attendance Sheet



Session Name _____ Date _____ # of students attending today _____

	Student Name (Print) Student Sign or initial under	Student APS ID #	Initials	Teachers please answer in legible detail: How did today's activities support academic achievement in the areas of math, reading, fine arts, or science?
1	Johnny Garcia <i>Johnny Garcia</i>	1234567	JG	
2				
3				
4				
5				
6				
7				
8				Example: Students read a non-fiction book in small groups and began to produce a skit tied to CCSS reading standards. Storyboards were created based on a rubric.
9				<p style="text-align: center;">EDAP Teachers and Educational Assistants</p> <ol style="list-style-type: none"> 1. Please use a staple to attach your timesheets (signed in RED) and the corresponding Student Attendance Sheet. 2. Keep a copy for your records. 3. Give these to your Site Coordinator by his/her deadline. <p style="text-align: center;">Thank you so much!</p>
10				
11				
12				

Verified by _____ (EDAP Teacher) School _____ Date _____