

Before and After School Programs Question and Answer Oct. 9& 10 Webcast

DR. STEVE WINLOCK: Will all districts undergoing CPM reviews this year have their Before and After School Programs reviewed? Sounds like that's a question for you, John.

JOHN MALLOY: No, not all programs undergoing CPM review this year will have their Before and After School Programs reviewed. The schedule for reviews of the Before and After School Programs during the CPM is currently available on the CPM website for you to look at, at this time.

DR. STEVE WINLOCK: We have a question regarding the item number two on the review instruments serving students across the grade level where an elementary school, case 6, and have an ACES program. We are almost, that program can pass the funding for 84 students. And if chosen not to serve kindergarten students, the first through 6th grade students get out of the school within 30 minutes of each other, but the kindergarten classes end 11:30. With such an early release time, we would have to serve kindergarten students for a much longer day and After School Program. Since we also have to stay open until six, we heard that we must serve kindergartens in order to comply with the legal requirement. Is that true, John?

JOHN MALLOY: Education Code states the ACES program shall be established to serve pupils in kindergarten and grades 1 through 9 inclusive at participating public schools. In addition, Education Code states that every pupil attending a school operating a program pursuant to the ACES program is eligible to participate in the program subject to program capacity. As you can see, the law says that every pupil attending a program, the school that operates an ACES program is eligible to participate subject to program capacity. However, based on local program design and local needs of a district, a school district could chose to target students based on assessed needs such as the priority for students who are in danger of failing or priority for students who are having problems learning in their homework assignments. If a school district decides a target a certain population for priority, it must be identified in their ACES application or their ACES program plan. Since the program plan must be reviewed at least every three years, the review also allows for the school district the opportunity to evaluate the on-going appropriateness of that established priority.

DR. STEVE WINLOCK: Thank you, John. So, it sounds like you have to designate exactly what your focus is going to be. At the same time, John, if we have kindergarteners, do you have examples of how program are served with kindergarteners that at a half-day?

JOHN MALLOY: Yes, we do have examples of programs like that. I would suggest that anyone who is serving their kindergarteners contact their regional consultants available on the after school website, and ask for specific example in their area of programs they might even go visit, and see how they're working with kindergarteners in the After School Program.

DR. STEVE WINLOCK: What documentation is sufficient for inventory records? John?

JOHN MALLOY: Inventory records are covered by the cross-program instrument dimension II, governance and administration. Number eight, the instrument identifies acquisition information a grantee must maintain, including a physical check of the inventory of equipment that must be conducted every two years. Acceptable documentation could be a spreadsheet identifying all of the acquisition information identified in the prospect program instrument along with a dated certification of the physical inventory. We want to know when you made that physical inventory. Or records could come from your accounting system that demonstrates acquisition verification, and verification of the physical inventory could suffice.

DR. STEVE WINLOCK: Do we have to be a year-round school in order to operate an ACES program in the summer, John?

JOHN MALLOY: The ACES program requires that any school operated--receiving grant funds operates a program on every regular school day. Those are for the core funds and can only be used on regular school days. However, section 8483.7 of the Education Code allows the department to offer supplemental grants, and may be used during intercessions, vacation periods or during the summer to run an After School Program. These funds are only available after the regular after school--the core after school funds have been granted. So, they are very competitive for the supplemental funds but you would have to apply for a supplemental funding in order to run during non-regular school days of December.

DR. STEVE WINLOCK: If more than 15% of the ACES funds are in the district's budget but are spent on school site activities, is this allowable? John?

JOHN MALLOY: The Education Code requires that a grantee must assure that at least 85% of the grant funds are allocated to the school site for direct services to pupils. Now, let me be clear about that, it's very important to understand that it is the grantee's responsibility to insure that 85% of the grant site rather funds, are allocated to the school site for direct services to pupil.

DR. STEVE WINLOCK: Have survey instruments been designed for homework completion and improved behavior yet?

JOHN MALLOY: Those instruments have not yet been completed for release. Education Code requires that the CTE develop standardized schools for collecting and analyzing this data. And then, it also requires that we develop these tools in consultation with the before and after school advisory committee that was established under section 84 and 84.8 of the Education Code. We have been working with the advisory committee and are now working with researchers from the University of California at Davis and the University of California at Irvine to provide reliable and robust research-based tools to be used in the California After School Program. Until those tools have been released, the requirements for submitting data in these areas will not--will be waived, and you will be notified as soon as possible when those tools will be available for you.

DR. STEVE WINLOCK: If the LEA Food Services Department provides the snack for ACES program, can the coordinator assume that the nutritional requirements are being met? John, interesting question.

JOHN MALLOY: It is likely that your Food Services Department is familiar with Education Code sections 49553. However, it doesn't hurt to check. Remember that the grantee is ultimately responsible for all requirements of Ed. Code.

DR. STEVE WINLOCK: So, John, what would be the question that I would ask my provider?

JOHN MALLOY: I would ask that the--well, to say that the best reviewer will certainly review the nutritional requirements during the CPM. And you will want to make sure that your Food Services Department understands that all snacks provided during the After School Program are required to meet all of the Education Code requirements, for the same snacks that would be provided during the regular school day.

DR. STEVE WINLOCK: The example for 20:1 was given for 84 students. You need five staff that is exactly 16.8 to 1 adult to students. Someone is doing their math, thank you. Students do not come everyday, so on any given day, you would not be serving more than 80 students so four staff members should be adequate. Is that correct, John?

JOHN MALLOY: If you are actually serving 80 students or fewer, four qualified staff members would be adequate to meet the--to provide direct supervision. However, good planning would mean that you must ensure the possibility that, more than 80 students, perhaps all 84 of your enrolled students do show up for a program on any one day. In that case, you need to meet the 20:1 ratio or at least five qualified staff member. Every member, whether it's four members or whether it's five members, all staff who directly supervise students must meet the minimum qualifications of an instructional aid according to the LEA's policy.

DR. STEVE WINLOCK: You know, John, we're on another question for Before and After School Program, and it sounds like that the ratio is still a question. Here's another one, does the student-to-staff 20:1 ratio include consultants who come in regularly to provide instruction for special classes such as instrumental music, robotics and so on? So, John, here's a question on ratio again.

JOHN MALLOY: That consultant can meet the ratio if the consultant meets the district's instructional aid qualifications. They may be included in the ratio when they are directly supervising students. However, you must remember that consultant must also meet the health screening and fingerprint clearance requirement under state law and district policy.

DR. STEVE WINLOCK: We contract with the local Community-Based Organization or CBO to provide an elementary ACES program to the CBO staff members who directly supervise students have to meet the district's Instructional Aid Requirement, just as if the district itself was providing the supervision. John?

JOHN MALLOY: Education Code section 84, 83.4 requires that all before and after school staff members, including those employed by CBOs, faith-based organizations or local government entities, all staff members who directly supervise pupils must meet the minimum qualifications for an instructional aid pursuant to the policies of the school district. The program administrator must also ensure that the program meets the pupil-to-staff issue of no more than 20:1. So, in essence, anyone can be counted in the required staff--anyone who is required in that staffing ratio must meet the district's IA requirements.

DR. STEVE WINLOCK: Should our after school site coordinator's salary be charged to administrative or to direct services costs?

JOHN MALLOY: Unless a coordinator has duties that include supervision and/or instructions to students, all of the coordinator's salary would be considered in administrative cost. If, however, the coordinator provides direct services to students that are instructional or supervisory, that portion of the salary could be charged as direct services to students. In the latter situation, a coordinator's salary is to be split proportionately between direct services and administrative cost category. In order to substantiate for the CPM project, the coordinator's actual job duties, you would need to provide a copy of their duty statement and a time study. On the related note, finger printing and coordinator or other supervisory staff could also be charged to administrative cost if they do not perform any direct services to students.

DR. STEVE WINLOCK: Question for Before and After School Programs, the transportation of students to and from the After School Program be funded with our ACES or 21st CCLC program funding or must be refunded from other sources. If allowable, would the student transportation be considered the direct service or an administrative expenditure?

JOHN MALLOY: ACES or 21st century grantee may pay for cost related to transportation of students to and from their After School Program from their grant funds. 21st century grantee have received an optional direct access grant and identified students transportation in that plan may use these funds to pay for transportation cost. Otherwise, 21st century core grant funds can be used. These costs must be reasonable and they can be considered as direct services provided that the transportation is provided to ACES and 21st century students as part of the After School Program.