

# Expanded Learning Opportunities (ELO) Program Plan

## ExCEL After School Programs

### Leadership Monthly Meetings SY23-24

#### SFSD's Division-Wide Agreements

- We keep **liberation** for students & families at the center of our work, with clear focus on the racialized experiences of students and families continually under-served by us and marginalized by our systems and structures. We choose to explicitly uplift the experiences of Black, Indigenous, and people of color (BIPOC). We acknowledge everyone has their own story and identities [and some may not be reflected here]. Still, we believe that by centering those continually under-served by us, we inevitably lift up the voices, experiences and intersections of ALL.
- We embody **Wellness, Anti Racism & Authentic Partnership** in our process and decisions and work to preserve the dignity of students and families while working towards anti-racism.
- We attend to conflict in the moment by pausing and checking in - We attend **to impacts before sharing intention** and in racialized conflict we **do not center the comfort of those in the dominant culture position**.
- We **honor all voices by paying attention to patterns of participation**, and allow others to express themselves in ways that work for them.
- We stay **engaged, managing our discomfort/resistance and to accept non-closure**.

[ZOOM LINK](#)
[SIGN-IN FORM](#)
[FEEDBACK FORM](#)
[The HUB](#)

### SY 23-24 Meeting Dates:

#### FALL 2023

- ☐ [ExCEL July 25 meeting](#)
- ☐ August 24: Mandated Training on Adult/Student Boundaries
- ☐ [ExCEL September 12 Meeting](#)
- ☐ [ExCEL October 10 Meeting](#)
- ☐ [ExCEL November 14 Meeting](#)
- ☐ [ExCEL December 12 Meeting](#)

#### SPRING 2024

- ☐ [ExCEL January 9 Meeting](#)
- ☐ [ExCEL February 13 Meeting](#)
- ☐ [ExCEL March 12 Meeting](#)
- ☐ [ExCEL April 9 Meeting](#)
- ☐ [ExCEL May 14 Meeting](#)



# LEADERSHIP MEETING

## May 14th, 2024 10AM-12PM

### AGENDA & [SLIDES](#)

Agenda Item	Details
<b>Opening Moves</b>	Welcome & Opening Moves Agreements Agenda Review Connector
<b>Resource Alignment Initiative</b>	Updates <ul style="list-style-type: none"> <li>RAI Website: <a href="https://sfusd.edu/RAI">sfusd.edu/RAI</a></li> <li>Q&amp;A</li> </ul>
<b>Dates : Summer &amp; SY 24-25</b>	<p><b>Leadership Institute - July dates:</b> <a href="#">Survey</a></p> <ul style="list-style-type: none"> <li>July 25th and/or 26th</li> <li>Vote! One full day OR two half days <ul style="list-style-type: none"> <li>Who: Exec Directors, Directors and Program Managers</li> </ul> </li> </ul> <p><b>Monthly Leadership Meetings SY24-25</b></p> <p><b>August Institute:</b></p> <ul style="list-style-type: none"> <li>Monday - <b>August 5th</b> - In person (location TBD)</li> <li>Friday - <b>August 9th</b> - Virtual <ul style="list-style-type: none"> <li>Who: Program Managers, Site Coordinators and other roles as you best see fit based on agenda/deliverables</li> </ul> </li> </ul>
<b>Preview of May Monthly Meeting - and SY 24-25</b>	<p><b>May 16th: via zoom</b></p> <ul style="list-style-type: none"> <li>Reflections &amp; feedback received this year</li> <li>Preview of shifts &amp; process for SY24-25</li> <li>Celebrating teams &amp; work this year</li> </ul> <p><b>Monthly SC/PM Meetings - for SY24-25</b></p> <ul style="list-style-type: none"> <li>Continuing with 3rd Thursdays, except <ul style="list-style-type: none"> <li>November &amp; December will be 2nd Thursdays</li> </ul> </li> <li>Dates are on the ExCEL Calendar now!</li> <li>Draft Scope &amp; Sequence will be shared at the July &amp; August Institutes</li> </ul>
<b>PD Feedback Update</b>	<a href="#">CBO PD Opportunities Form</a> - complete by May 10th
<b>Feedback to Update ExCEL Guiding Documents</b>	<p><b>Feedback to ExCEL Tools &amp; User Guides</b></p> <p>→ Use the <a href="#">feedback form</a> or <a href="#">Notes Doc</a></p> <ul style="list-style-type: none"> <li>◆ <a href="#">ExCEL / ELO-P Program Manual</a></li> <li>◆ New: <a href="#">ExCEL Systems &amp; FPM Checklist</a></li> <li>◆ New: <a href="#">Deliverables &amp; Deadlines</a></li> </ul>

<b>EMS Updates ELOP Summer Updates</b>	<ul style="list-style-type: none"> <li>• Operational updates</li> <li>• EMS Data reports</li> </ul>
<b>Reminders/ Announcements</b>	<p><b>Closing SY 23-24</b></p> <ul style="list-style-type: none"> <li>• Attendance</li> <li>• EQAP - Reflect and Plan Meeting</li> <li>• EBS</li> </ul> <p><b>Enrollment Form</b> - Please review the <a href="#">spreadsheet</a> for updates. Share revised enrollment packets to Karina Henriquez (henriquezk@sfsud.edu) and Robin Castel (castelr@sfsud.edu) by May 14th.</p>
<b>Closing, Survey and Questions</b>	<p>Feedback Form</p> <p>Closing</p>

## LEADERSHIP MEETING

Apr 9, 2024 10AM-12PM

### AGENDA & [SLIDES](#)

Agenda Item	Details
Opening Moves	<p>Welcome &amp; Opening Moves</p> <p>Community Builder</p> <p>Agreements</p> <p>Agenda Review</p> <p>Connector:</p>
Feedback to Update ExCEL Guiding Documents	<p>Feedback to Update ExCEL Tools &amp; User Guides</p> <ul style="list-style-type: none"> <li>• March 21st - Feedback to ExCEL's Program Manual, the Quality Action Plan, and some new tools to support navigating our systems &amp; deliverables.</li> <li>• April 18th - Feedback to inform updates to the Incident Protocols &amp; report form</li> </ul>
Preview of April and May Monthly Meetings	<p><a href="#">Monthly Meetings - SY23-24</a></p> <p>→ <b>By April 12:</b> <a href="#">Survey re: dates for August Institute</a></p> <p><b>April 18th: In person!</b> @ the <a href="#">Southeast Community Center</a>, 3rd St. &amp; Evans.</p> <ul style="list-style-type: none"> <li>• <a href="#">RSVPs to date</a> - only 49 people!</li> <li>• <b>Please <a href="#">RSVP by Weds., April 10th</a></b> so we can plan food &amp; activities</li> </ul> <p><b>May 16th: via zoom</b></p>

	<ul style="list-style-type: none"> <li>● Preview ExCEL shifts &amp; process for SY24-25</li> <li>● Feedback to inform content for monthly meetings &amp; PD for SY24-25</li> <li>● Celebrations &amp; Appreciation!</li> </ul>
QAP MM#2 Status Update	<p><a href="#">Status of MM#2 submitted</a></p> <ul style="list-style-type: none"> <li>● As of April 5th: Missing 24 sites</li> </ul>
ExCEL Award Amounts FY 24-25- CCR's	
Reminders / Announcements	<ul style="list-style-type: none"> <li>● Submit 2024-2025 <a href="#">Consultant Contract Request (CCR)</a> to Justin Paz at pazj@sfusd.edu. You only need to submit one CCR for all grants.</li> <li>● Summer 2024 ESSERS</li> <li>● New SFUSD Insurance Requirements for FY 24-25 contracts</li> <li>● Reminder: DCYF/SFUSD will not utilize the CMS to EMS transfer for summer 2024 attendance. <ul style="list-style-type: none"> <li>○ Programs required to report to SFUSD ExCEL must report directly in EMS and separately in CMS (for DCYF-funded services).</li> <li>○ DCYF and SFUSD ExCEL will revisit the CMS to EMS transfer for school-year services in the months to come.</li> </ul> </li> <li>● Request for Qualifications (Releasing summer 2024)</li> <li>● Due April 15: School Year Real Estate Permits</li> <li>● <a href="#">Summer Meals Application</a> were due March 24</li> <li>● <b>NEW!</b> Professional Development limit removed from ELO-P in Salesforce</li> </ul>
Summer Office Hours	<ul style="list-style-type: none"> <li>● Attendance Office Hours will include Summer technical assistance, please feel free to include new hires and come join to learn and practice summer attendance and EMS / ELO-P outreach best practice <ul style="list-style-type: none"> <li>○ April 19th 10am</li> <li>○ May 5th 10am</li> </ul> </li> </ul>
Closing, Survey and Questions	Feedback Form Closing

Mar 12, 2024 10AM-12PM

## AGENDA

Agenda Item and	Details
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<a href="#">Slides</a>	
Opening Moves	Welcome & Opening Moves Community Builder Norms Agenda Review Connector
ExCEL's Newest Team Member	Welcome, Mei Ting Ling, new Manager I to the ExCEL team
Attendance	<a href="#">February Attendance 2024</a> <a href="#">Attendance Unlock Form</a>
ELO-P Update	<ul style="list-style-type: none"> <li>• Summer Meals</li> <li>• Early Release and Late Arrival policies for the summer: ELO-P not needed</li> <li>• Summer Communications on our Website - <a href="#">feedback request</a></li> <li>• EMS- ELO-P numbers for the Summer 2024</li> </ul>
ExCEL Award Amounts FY 24-25	Billing Professional Development
Reminders/ Announcements	<ul style="list-style-type: none"> <li>• EMS to CMS Transfer (summer- no transfer)</li> <li>• <a href="#">Summer Meals Application</a>- due March 29, 2024</li> <li>• <b>March 11, 2024:</b> Submit 2024-2025 <a href="#">Consultant Contract Request (CCR)</a> to Justin Paz at pazj@sfusd.edu. You only need to submit one CCR for all grants.</li> <li>• <b>April 15, 2024</b> Summer 2024 Permits Due</li> <li>• <b>May 1, 2024</b> School Year Permits SY 24-25 Due <b>April 1, 2024- Mile Marker #2 elements</b> - deadline to submit in the EQAP</li> <li>• <b>March 15, 2024-</b> ELO-P Contract Amendment Deadline</li> </ul>
Monthly meetings with SCs/PMs	Upcoming meetings: <ul style="list-style-type: none"> <li>• March 21st: Zoom</li> <li>• April 18th: In person! @ the <a href="#">Southeast Community Center</a>, 3rd St. &amp; Evans. <ul style="list-style-type: none"> <li>◦ <a href="#">Please RSVP</a> by Friday, April 5th.</li> </ul> </li> </ul>
Closing, Survey and Questions	<a href="#">Feedback Form</a> Closing
Facilities Use Permit- Training session	<a href="#">Zoom Link</a> - begins at 11am <a href="#">PPT</a>

## February 13, 2024 • 10A-12P

### AGENDA and [Slides](#)

Agenda Item	Details
Opening Moves	Welcome & Opening Moves Community Builder Norms Agenda Review <b>Connector - Fav Lunch Spot:</b> <ul style="list-style-type: none"> <li>• Thai Temple - North Oakland</li> </ul>

	<ul style="list-style-type: none"> <li>• Happy Bakery on Irving</li> <li>• Bernal Star, Bernal Heights</li> <li>• Dinosaurs on Ocean</li> <li>• Thai House Express- Castro</li> <li>• Kukje Market - Daly City</li> <li>• San Tung - Irving</li> <li>• All Good Pizza- Bayview</li> <li>• Teani's- SSF</li> <li>• Creative Ideas on Leland Ave</li> <li>• United Dumplings- Bernal</li> <li>• Souvla</li> <li>• Senor Sisig - Mission</li> <li>• Birma- West Portal</li> <li>• Zazie on Cole St</li> <li>• Irma's Pampanga - SF</li> <li>• El Cafe Paninis - Taraval</li> <li>• Takal - Excelsior</li> </ul>
Attendance	<p>January Attendance 2024</p> <p>Attendance Audit (following up with sites that did not submit sign in sheets and Early Release Policy)</p> <p><a href="#">Attendance Support Request Form</a></p> <p>Next Steps:</p> <ul style="list-style-type: none"> <li>• <a href="#">January Attendance by Date and Site 2.8.24</a></li> <li>• If your school site(s) have zero attendance <ul style="list-style-type: none"> <li>○ Submit the <a href="#">Attendance Support Request Form</a> by COB today</li> <li>○ Complete attendance by Friday, February 16th</li> <li>○ If you are a Beacon school site, 1/9/24 was Beacon Day and you do not need to submit attendance for that day</li> </ul> </li> </ul>
Federal Program Monitoring	<p><a href="#">Time and effort records requirement starting 23-24</a></p> <p>July to December 2023</p>
Reminders/ Announcements	<p>Learning from the FPM</p> <p>24-25 award letters will be sent February 16, 2024</p> <p><a href="#">SY24-25 Calendar has been board approved</a></p> <p><a href="#">ELO-P Summer June 2024 Funding</a> (if funds are leftover, CBOs can use for the summer June 2024)</p>
Monthly meetings with SCs/PMs	<p>Upcoming meetings:</p> <ul style="list-style-type: none"> <li>• February 15th, 2024</li> <li>• March 21 &amp; Apr 18, 2024</li> <li>• <a href="#">Agendas for monthly meetings for SY23-24</a></li> <li>• <a href="#">ExCEL PD Calendar</a></li> </ul>
Closing, Survey and Questions	<p><a href="#">Feedback Form</a></p> <p>Closing</p>
Technical Assistant	<p>EMS Zoom Link: <a href="https://sfusd.zoom.us/j/88041508270">https://sfusd.zoom.us/j/88041508270</a></p>

ELO-P in EMS	<p>Walking through the difference between Summer 2024, SY 24-25 and SY 23-24.</p> <p>What are our requirements for EMS</p> <p>Detailed information for the change in grade level during the summer.</p> <p>Summer funding formula</p> <p>Summer Outreach</p> <ul style="list-style-type: none"><li>- ELO-P categories</li><li>- Grade level and UPP eligibility from 23-24 school year</li><li>- Outreach = documented in EMS with backup documents as an agency if pulled for audit<ul style="list-style-type: none"><li>- Examples: Opt-out form from any family who opted out, call log with name of person who opted out and date/ time of call, personal email correspondence with the parent stating opt-out</li></ul></li></ul>									
Announcement: Student Success Grants	<p><b>What:</b> <a href="#">DCYF Student Success Grants</a> offer two grant opportunities that sites can choose to apply for funding to begin, or continue their Community Schools work.</p> <table><tr><th>Grant Type</th><th>Maximum Award</th><th>Grant Terms</th></tr><tr><td><b>Readiness Grants</b> are for sites that need support to meet the eligibility criteria for SSF Implementation Grants. These funds can be used to hire a Community Schools Coordinator as well as any other critical staffing and other support needed.</td><td>\$350,000.00 per fiscal year</td><td>July 1, 2024-June 2026</td></tr><tr><td><b>Implementation Grants</b> are for sites that have hired/or have identified their Community Schools Coordinator, have completed their Community Schools Plan and are ready to implement.</td><td>\$550,000.00 per fiscal year</td><td>July 1, 2024-June 2027 (With opportunity for 2 extension)</td></tr></table> <p><b>Eligibility:</b> All SFUSD school sites are eligible to apply for funds (County Schools are not eligible for this opportunity). Each school site must have a functioning SSC and either have or plan to hire a Community School Coordinator.</p> <p>Note: Current CCSPP grantees can use <a href="#">this chart</a> to determine the maximum amount of funding that they can apply for.</p> <p><b>Key Information:</b></p> <ul style="list-style-type: none"><li>- Grant Application website: <a href="https://www.dcyf.org/2024ssfapp">https://www.dcyf.org/2024ssfapp</a></li><li>- Link to <a href="#">Question and Answer Document</a> (Updated 2/9/24)</li><li>- Link to <a href="#">Scoring Rubric &amp; Priority Schools Criteria</a> (Please read before applying)</li><li>- <b>Application Due Date: Friday, February 26, 2024</b> (Updated from 2/23/24)</li><li>- <b>Awards Announced: Wednesday, March 13, 2024</b></li></ul> <p>Application Questions: Please Contact Dr. Carol Hill, Manager of Community Schools Initiatives: <a href="mailto:carol.r.hill@dcyf.org">carol.r.hill@dcyf.org</a></p>	Grant Type	Maximum Award	Grant Terms	<b>Readiness Grants</b> are for sites that need support to meet the eligibility criteria for SSF Implementation Grants. These funds can be used to hire a Community Schools Coordinator as well as any other critical staffing and other support needed.	\$350,000.00 per fiscal year	July 1, 2024-June 2026	<b>Implementation Grants</b> are for sites that have hired/or have identified their Community Schools Coordinator, have completed their Community Schools Plan and are ready to implement.	\$550,000.00 per fiscal year	July 1, 2024-June 2027 (With opportunity for 2 extension)
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## RESOURCES

Resource (Link)	Details
<a href="#">Slide Deck</a>	
<a href="#">ExCEL ELOP Program Manual</a>	
<a href="#">ExCEL Enrollment Packet</a>	
<a href="#">ELO-P Info + translation links</a>	
<a href="#">Community Schools DCYF SSF Grant Update</a>	

January 9, 2024 • 10A-12P

## AGENDA and [Slide Deck](#)

Agenda Item	Details
Opening Moves	Welcome & Opening Moves <ul style="list-style-type: none"> <li>• <a href="#">Please Sign In</a></li> </ul>
Standing: ELO-P Updates	<ul style="list-style-type: none"> <li>• <a href="#">Summer enrollment</a></li> <li>• <a href="#">Summer landscape</a></li> <li>• Changes in EMS regarding ELO-P</li> </ul>
Attendance (Jan to December 2023)	<ul style="list-style-type: none"> <li>• <b><a href="#">December Attendance</a></b></li> <li>• <b><a href="#">January to December Attendance</a></b></li> </ul>
Quick Reminders/ Announcements	<ul style="list-style-type: none"> <li>• High School Funding: Please RSVP: HS Meeting with Assistant Superintendent Guthertz January 23 at 10:30am</li> <li>• Preview of Monthly SC / PM Meeting</li> <li>• FY 2024-2025 Contracts Timeline</li> </ul>
Closing, Survey and Questions	<ul style="list-style-type: none"> <li>• <a href="#">Feedback Form</a></li> </ul>
Technical Assistant	

## RESOURCES

Resource (Link)	Details
<a href="#">Slide Deck</a>	
<a href="#">ExCEL ELOP Program Manual</a>	





## LEADERSHIP MEETING

December 12 • 10A-12P

### AGENDA & [SLIDES](#)

Agenda Item	Details
Opening Moves	<p>Welcome &amp; Opening Moves</p> <ul style="list-style-type: none"> <li>• <a href="#">Please Sign In</a></li> </ul>
Standing: ELO-P Updates	<p>Focus for Dec/ Jan: Clear ELO-P Priority students from Waitlists</p> <ul style="list-style-type: none"> <li>• <a href="#">Add notes to this document</a>: <ul style="list-style-type: none"> <li>○ What is the key reason for the waitlist?</li> <li>○ Any updates or corrections to the data?</li> </ul> </li> </ul>
Summer Landscape	<p>Summer Funding &amp; Locations:</p> <ul style="list-style-type: none"> <li>• <a href="#">Summer Dates</a></li> </ul>
Safety Care Training	<p>Safety Care Training is available for agencies interested in contracting directly for professional development</p>
CDE updates	<p>Grant priority access to homeless and foster youth on any non-school day that the program is in operation.</p>
Quality Action Plan - status	<p>Status of elements submitted - as of December 5, 2023</p> <ul style="list-style-type: none"> <li>• <a href="#">Status Report on QAP Deliverables</a></li> </ul>
Preview of Monthly SC / PM Meeting	<p>Monthly Meetings with Site Coordinators &amp; Program Managers:</p> <ul style="list-style-type: none"> <li>• You can see the <a href="#">Scope &amp; Objectives</a> for meetings through the spring</li> <li>• In January we are going to focus on looking at Quality Action Plan and Incident Reports data - to support mid-year check in meetings with site leaders</li> <li>• The sites who haven't submitted their items won't have the data to work with</li> <li>• The December meeting includes work time &amp; technical assistance to complete pending items.</li> </ul>
Attendance	<p>Attendance Data:</p> <ul style="list-style-type: none"> <li>• <a href="#">January to November Attendance as of 12/6/23</a></li> <li>• <a href="#">November Attendance as of 12/6/23</a></li> <li>• If you find any discrepancies or have any EMS issues, please submit an <a href="#">EMS Attendance Support Request</a></li> </ul>
Enrollment Packets	<p>Deadline to submit enrollment packet revisions is <b>January 9th</b>. Please <a href="#">review this spreadsheet</a> to see the comments made by the team. If you have any questions, please reach out to Karina Henriquez at <a href="mailto:henriquezk@sfusd.edu">henriquezk@sfusd.edu</a> .</p>
ExCEL Incident Reports	<p>The ExCEL Incident Report Fall 2023 Form will close on December 28th. For sites with no submissions, we are asking Site Coordinators to <a href="#">sign off on this spreadsheet</a> (options: no moderate/severe incidents occurred or will submit reports by 12/28).</p>

Quick Reminders/ Announcements	<a href="#">Student Success Fund</a> - Grant Applications
Closing, Feedback and Questions	<ul style="list-style-type: none"> <li>• <a href="#">Feedback Form</a></li> </ul>
Technical Assistance	

## RESOURCES

Resource (Link)	Details
<a href="#">Slide Deck</a>	
<a href="#">ExCEL ELOP Program Manual</a>	



## LEADERSHIP MEETING

November 14th • 10A-12P

### AGENDA & [SLIDES](#)

Agenda Item	Details
Opening Moves	Welcome & Opening Moves Community Builder Norms Agenda Review Connector
Summer Landscape	<ul style="list-style-type: none"> <li>• Summary of survey last month</li> <li>• Current needs for focal populations</li> <li>• Work time: Update to clarify max capacity available per school</li> <li>• <a href="#">ExCEL Summer 2024 . Proposed</a></li> </ul>
Standing: ELO-P Updates	<ul style="list-style-type: none"> <li>• New in EMS– drop down for waitlist</li> <li>• Enrollment Reflection updates</li> <li>• We will be amending the Master Services Agreement to include ELO-P language</li> </ul>
Quality Action Plan - Status & Action Steps	Status & Action Steps for Quality Action Deliverables <ul style="list-style-type: none"> <li>• <a href="#">Report - Status of Quality Action Plan deliverables</a></li> <li>• <a href="#">Action Steps - Tracking sheet</a></li> <li>• <a href="#">Internal Attendance review</a></li> </ul>
Attendance	<a href="#">October Attendance Totals (as of 11/8)</a>

	<a href="#">Principal emails regarding possible grant reductions</a> <a href="#">Projections for reductions FY 24-25</a> Mandatory Meetings for CBO partners
Breakouts & Work Time	<ol style="list-style-type: none"> <li>1. Breakout for sites facing grant reductions</li> <li>2. Individual work time for other folks <ul style="list-style-type: none"> <li>• Look at summary re: status of QAP deliverables</li> <li>• Look at EQAP / details re: draft v. submitted</li> <li>• Look at attendance review tracking sheet</li> </ul> </li> </ol>
Incident Reports	Review <a href="#">Incident Report - Fall 2023</a> (August - October) <ul style="list-style-type: none"> <li>• <a href="#">Incident Report Submissions - Site List</a> <ul style="list-style-type: none"> <li>○ 60 Sites submitted incident reports</li> <li>○ 40 Sites have not submitted reports</li> </ul> </li> <li>• Pairshare Discussion <ul style="list-style-type: none"> <li>○ After reviewing the Incident Data Report &amp; Incident Report Submission Site List: <ul style="list-style-type: none"> <li>■ What's coming up for you?</li> <li>■ How do you plan to use this information to support your sites?</li> <li>■ What professional development is offered to support your SCs/PMs growth?</li> </ul> </li> </ul> </li> </ul> Looking Ahead <ul style="list-style-type: none"> <li>• <a href="#">CCT Survey</a> for Site Coordinators</li> <li>• <a href="#">Upcoming Professional Development</a></li> </ul>
Preview of Monthly SC / PM Meeting	<a href="#">Monthly Meetings: Scope &amp; Objectives</a> <ul style="list-style-type: none"> <li>• November 16th: STEAM PD Series, Coordinated Care Teams survey, Cohort Time</li> <li>• December 21st: Safety Protocols, Work Time &amp; Technical Assistance</li> <li>• January 18th: Coordinated Care Teams &amp; Diving into Data</li> </ul> <p>The monthly meetings focus on supporting Intentional Program Design - aligned with:</p> <ul style="list-style-type: none"> <li>• SFUSD priorities, including Guardrail #2</li> <li>• <a href="#">Quality Action Plan</a> timelines</li> <li>• <a href="#">QAP - SFBI - DCYF Crosswalk SY23-24</a></li> </ul> <p>Some months are more flexible &amp; we'll be planning those based on:</p> <ul style="list-style-type: none"> <li>• Feedback Responses</li> <li>• Incident Reports &amp; monthly PD topics</li> </ul>
Reminders	Please submit your <a href="#">Enrollment Forms</a> (pdf format) <ul style="list-style-type: none"> <li>• Check this <a href="#">spreadsheet</a> for comments on your submitted form(s).</li> </ul>
Dec. Meeting Topics	
Closing, Survey and Questions	Feedback Form Closing
Technical Assistance	

## RESOURCES

Resource (Link)	Details
<a href="#">Slide Deck</a>	
<a href="#">ExCEL ELOP Program Manual</a>	

## LEADERSHIP MEETING

October 10th • 10A-12P

### AGENDA

Agenda Item	Details
Opening Moves	Welcome & Opening Moves Community Builder <a href="#">Link to Slides</a>
Summer Landscape	<ul style="list-style-type: none"> <li>Summer Landscape <ul style="list-style-type: none"> <li>Link to Summer <a href="#">Spreadsheet for input</a> - Fill in by Sept 30th</li> </ul> </li> <li>Enrollment 23-24; waitlists updated by Sept 30th (keep current through 11/1)</li> </ul>
Standing: ELO-P Updates	<ul style="list-style-type: none"> <li>Next month with some preliminary funding formulas based on the information.</li> <li>New in EMS– drop down for waitlist</li> <li>Enrollment Summary Reports</li> </ul>
Attendance Update	<ul style="list-style-type: none"> <li><a href="#">August</a> and <a href="#">September</a> attendance in EMS (All Schools submitted attendance)</li> <li>Reminder to submit <a href="#">EMS Attendance Request for issues</a></li> <li>Sharing <a href="#">EMS request log</a></li> <li><a href="#">Projections for reductions FY 24-25</a></li> <li>Attendance Audit status update</li> </ul>
SY23-24 Scope & Objectives - SC/PM Meetings	<p><a href="#">Monthly Meetings: Draft Scope &amp; Objectives</a></p> <ul style="list-style-type: none"> <li>Organized to support Intentional Program Design &amp; QAP timelines</li> <li>Opportunities for collaborative planning &amp; facilitation</li> <li>Supporting alignment: <a href="#">QAP - SFBI - DCYF Crosswalk SY23-24</a></li> </ul>
Preview of October 19th SC/PM Meeting	<p><a href="#">Agendas &amp; links for monthly meetings</a> this year.</p> <p>The October 19th meeting is in person!</p> <ul style="list-style-type: none"> <li>Be sure that folks <a href="#">RSVP by Friday, Oct. 13th</a>.</li> <li>We'll email info about parking by Tuesday, Oct. 16th to everyone who RSVPs.</li> </ul> <p>Objectives:</p> <ol style="list-style-type: none"> <li>Build community, support alignment &amp; facilitate peer leadership across CBOs. <ol style="list-style-type: none"> <li>Time in breakouts by cross-team cohorts</li> <li>Highlight “lessons learned” by CBOs on the ground &amp; share strategies.</li> </ol> </li> </ol>

	<ol style="list-style-type: none"> <li>2. Deepen understanding of Quality Action Plan &amp; Intentional Program Design: <ol style="list-style-type: none"> <li>a. Purpose of and preparing for Program Walk-Throughs</li> <li>b. Tips re: submitting in EQAP</li> </ol> </li> </ol>
Breakout Groups	<p><b>Small Group Discussions:</b></p> <ol style="list-style-type: none"> <li>1. What stands out from this as you think about supporting site coordinators with issues &amp; upcoming deliverables?</li> <li>2. How are you thinking about approaching the upcoming Program Walk-Throughs &amp; to support staff to have these be meaningful &amp; successful?</li> <li>3. Do any questions come up about navigating the EQAP?</li> </ol>
QAP Deliverables - Status Update	<p><b>QAP timelines - by now:</b></p> <ul style="list-style-type: none"> <li>• Submit Baseline Assessment</li> <li>• Create SY23-24 QAP</li> <li>• Email <a href="mailto:pazj@sfusd.edu">pazj@sfusd.edu</a> - <a href="#">one spreadsheet per agency</a> to request access for new users and/or to reset passwords for existing users.</li> </ul>
Quick Reminders	<ul style="list-style-type: none"> <li>• <a href="#">Enrollment Packets Form</a> due October 16th</li> </ul>
Nov. Meeting Topics	<ul style="list-style-type: none"> <li>• Incident Reports Update</li> <li>• Attendance Reports <ul style="list-style-type: none"> <li>◦ Internal audit</li> </ul> </li> </ul>
Closing, Survey and Questions	<ul style="list-style-type: none"> <li>• <a href="#">Feedback Form</a></li> <li>• Closing</li> </ul>

## RESOURCES

Resources	Quick Links (topics covered in this meeting)
<a href="#">Slide Deck</a>	<a href="#">Enrollment Packets</a>
<a href="#">Directors &amp; Fiscal Reps &amp; Two Contacts - SY23-24</a>	<a href="#">Summer Landscaping</a>
<a href="#">ExCEL / ELO-P Program Manual - updated</a>	<a href="#">Attendance audit folder</a>
<a href="#">Quality Action Plan - updated</a>	

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## LEADERSHIP MEETING

September 12th • 10A-12P

### AGENDA

Agenda Item	Details
Opening Moves	Welcome & Opening Moves Community Builder
Enrollment Check In	To this meeting bring the following: <ul style="list-style-type: none"> <li>Updated waitlist information broken down by individual school sites</li> <li><a href="#">Link to enrollment reflection</a> - complete during meeting; Friday 9/15 deadline</li> </ul>
<a href="#">Enrollment Packets</a>	<ul style="list-style-type: none"> <li>Overall Process</li> <li>Expectations of Students and Families</li> </ul>
Standing: ELO-P Updates	<ul style="list-style-type: none"> <li>Summer Landscaping <ul style="list-style-type: none"> <li>Link to Summer <a href="#">Spreadsheet for input</a> - Fill in by Sept 30th</li> </ul> </li> <li>Enrollment 23-24; waitlists updated by Sept 30th</li> </ul>
Contract amendment timeline	<ul style="list-style-type: none"> <li>ELO-P</li> <li>High Schools</li> <li>21st CCLC grants</li> </ul>
Preview of Monthly Meeting	<ol style="list-style-type: none"> <li>Build community &amp; alignment</li> <li>Align with SFUSD &amp; SFSD priorities</li> <li>Support Quality Action Plan &amp; Intentional Program Design: <ol style="list-style-type: none"> <li>Baseline Assessments</li> <li>Create QAP Goals</li> </ol> </li> </ol>
Quick Reminders	<p>Internal Attendance Audit (<a href="#">week of September 4-8</a>)</p> <p>Federal Program Monitoring- New items being reviewed</p> <p>Admin expenses in EBS- the cap is automatically calculated</p> <p>Allowable Expenses:</p> <ul style="list-style-type: none"> <li>Can invoice for July</li> <li>Follows <a href="#">ASES/21st Century requirements</a>; however no need to submit documentation for invoicing.</li> <li>ADDITIONAL: can bill a portion of Directors and Program Managers</li> </ul>
Closing, Survey and Questions	<ul style="list-style-type: none"> <li><a href="#">Feedback Form</a></li> <li>Closing</li> </ul>

### RESOURCES

Resources	Quick Links (topics covered in this meeting)
<a href="#">Slide Deck</a>	<a href="#">Enrollment Packets</a>
<a href="#">Directors &amp; Fiscal Reps &amp; Two Contacts - SY23-24</a>	<a href="#">Summer Landscaping</a>
<a href="#">ExCEL / ELO-P Program Manual - updated</a>	<a href="#">Attendance audit folder</a>
<a href="#">Quality Action Plan - updated</a>	

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## LEADERSHIP MEETING

July 25, 2023 • 10A-12P

### AGENDA

Agenda Item	Details
Opening Moves	Welcome & Opening Moves <a href="#">Link to Slides</a>
What we did last year	What we did last year Breakout Group/ <a href="#">Jamboard</a>
Context & Framing for SY23-24	SFUSD/ExCEL Our Role as <a href="#">Local Educational Agency</a> (LEA)  Tools to Communicate CDE and SFUSD Requirements: <ul style="list-style-type: none"> <li>ExCEL <a href="#">Quality Action Plan</a> &amp; <a href="#">Program Manual</a></li> </ul>
Strategic approach to monthly meeting and Communication	Strategic approach to monthly meetings  Directors & Fiscal Reps & Two Contacts - <b>New!</b> <a href="#">Doc for SY23-24</a> <ul style="list-style-type: none"> <li><b>Do now:</b> Add/revise your contacts as Suggestions to the Doc (Deadline / lock date: August 1st)</li> </ul>
Attendance	Attendance: Data, Issues and Impacts California Department of Education looking at 2023 attendance numbers: Jan-December 2023. Sites with new grants have a six month grace period. These are the new 21st CCLC sites and new ASSETs sites.  Breakout Group/ <a href="#">Jamboard</a> (slide 3)  Next steps: <ul style="list-style-type: none"> <li>Office hours to meet with each CBO re: attendance data &amp; potential action</li> </ul>

	<p>items.(CBO directors: <a href="#">Sign up here</a>, <a href="#">Attendance Office hours</a> (starting September 8, every other Friday)</p> <ul style="list-style-type: none"> <li>• <a href="#">Attendance folder</a>- pulled from EMS</li> </ul>
ExCEL's Back to School Institute Preview	<p>ExCEL Back to School Institute: August 8th and 9th</p> <ul style="list-style-type: none"> <li>• August 8: In person - <a href="#">RSVP by this Friday, July 28th!</a></li> <li>• August 9: Virtual</li> </ul>
What's next:	<p>Directors meeting in September: Tue, September 12, 10am – 12pm Join Zoom Meeting:<a href="https://sfusd.zoom.us/j/88041508270">https://sfusd.zoom.us/j/88041508270</a></p>
Closing Survey and Questions	<p><a href="#">FEEDBACK FORM</a> Q&amp;A Thank you</p>

## RESOURCES

Resources	Quick Links (topics covered in this meeting)
<a href="#">Slide Deck</a>	<a href="#">Jamboard</a>
<a href="#">Directors &amp; Fiscal Reps &amp; Two Contacts - SY23-24</a>	<a href="#">CDE Attendance Reduction Guidelines (slide 45-47)</a>
<a href="#">ExCEL / ELO-P Program Manual - updated</a>	<a href="#">Attendance folder</a> - pulled from EMS in June
<a href="#">Quality Action Plan - updated</a>	<a href="#">Sign up for Attendance Office Hours</a>

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