



2021-2022 Fiscal and Operations Manual

Title IV, Part A: Safe and Healthy Environments Funded Community Schools



INTRODUCTION

The goal of this fiscal manual is to make the Community Schools' budget and fiscal processes as transparent and clear as possible, and to provide guidelines to support collaborative decision making.

- Please refer first to this fiscal manual for spending guidance.
- For programmatic and budget questions, email your Program Manager and cc the Operations Manager, Sunny Asra (PAAsra@schools.nyc.gov).
- OCS-approved budgets will be shared with Budget Directors to schedule Galaxy funds accordingly.

Title IV funds are placed in the selected Community School Galaxy budget through the use of a SAM (School Allocation Memo). Schools have the option to execute the Community School strategy in one of two ways:

1. Subcontract the entire \$150K grant to a CBO partner to implement the strategy and oversee any necessary Community School programming. These responsibilities will be carried out by a CBO-hired Community School Director (CSD). (This requires a separate CBO Budget Template to be completed) - **THIS SUBCONTRACTING PROCESS IS MANAGED BY THE SCHOOL DIRECTLY. PRINCIPALS, PLEASE WORK WITH YOUR BUDGET DIRECTOR ON THIS (MTAC) PROCUREMENT.**
2. Schools can use the \$150K grant to hire a Community School Director (CSD), who will report to the Principal, and/or include other OTPS costs. The CSD will be responsible for implementing the Community School strategy.

TITLE IV GRANT INITIATIVE

Community Schools funded by the New York State Education Department (NYSED) **Title IV, Part A: Safe and Healthy Environments** must adhere to administrative, fiscal and compliance requirements.

New York State (NYS) has awarded these grants to the NYC Department of Education, and it is the expectation of NYS that we adhere to the program plan and associated costs, as well as follow all applicable statutory and regulatory requirements for State awards.

- For Title IV, Part A: Safe and Healthy Environments funded Community Schools, OCS Program Managers are responsible to ensure the program is in alignment with the state requirements. Borough Central Office Budget Directors will support scheduling funds in Galaxy according to the school's work plan and budget detail.
- Costs outside of the approved budget are subject to disqualification for reimbursement.
- OCS Staff has the right to request backup documentation for any expenses.

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Section 1: Process & Timeline

Title IV funds will be allocated to school Galaxy budgets during the Summer. Once funds are available, Principals will work with their CSDs to complete a budget detail and work plan to determine how resources will be allocated to implement the Community School strategy. Once there is an OCS-approved budget, it will be shared with the BCO Budget Directors to schedule the funds in Galaxy.

Due Date	Fiscal Year	Description
July-August 2021	FY 22	<ul style="list-style-type: none">• CSD leads collaborative planning meeting to plan FY 22 budget and programming.• If utilizing CBO model, ensure CBO has approved MTAC for the fiscal year
July 1 - August 30, 2021	FY22	<ul style="list-style-type: none">• Submit all July invoices to school (lead CBO model only)• Funds to be deposited in school Galaxy• Principal and CSD submit Budget Detail and Work Plan to OCS• OCS approves budget detail and work plan• The Budget Director schedules funds according to the approved budget.

September 10 , 2021	FY22	<ul style="list-style-type: none"> ● <u>Title IV Budget Deadline</u> ● Begin programming (targeted and universal student services, mental health service/ afterschool programming).
October 1 - 31, 2021	FY22	<ul style="list-style-type: none"> ● Submit all September invoices to school (lead CBO model only) ● CSD leads Collaborative Planning Meeting
November 1 - 29, 2021	FY22	<ul style="list-style-type: none"> ● Submit all October invoices to school (lead CBO model only)
December 1 - 31, 2021	FY22	<ul style="list-style-type: none"> ● Submit all November invoices to school (lead CBO model only)
January 1 - 31, 2022	FY22	<ul style="list-style-type: none"> ● Submit all December invoices to school (lead CBO model only)
February 1 - 28, 2022	FY22	<ul style="list-style-type: none"> ● Submit all January invoices to school (lead CBO model only) ● CSD leads Collaborative Planning Meeting to align with budget modification window.
March 1 - 31, 2022	FY22	<ul style="list-style-type: none"> ● Submit all February invoices to school (lead CBO model only)
April 1 - 17, 2022	FY22	<ul style="list-style-type: none"> ● Submit all March invoices to school (lead CBO model only)
May 18 - 29, 2022	FY22	<ul style="list-style-type: none"> ● Submit all April invoices to school (lead CBO model only)
June 1 - 30, 2022	FY22	<ul style="list-style-type: none"> ● Submit all May invoices to school (lead CBO model only)
July 1-31, 2022	FY22	<ul style="list-style-type: none"> ● Submit all June invoices to school (lead CBO model only) ● CSD leads Collaborative Planning Meeting for FY 23 budget and programming.
Monday, August 31, 2022	FY22	<ul style="list-style-type: none"> ● Final allowable submission for FY22 invoices

Section 2: Operations and Supports Thresholds and Reporting Requirements Summary

Allowable Galaxy Titles

- Bulk: School Aide (RAIDN)
- Ed Para-Bulk
- F-Status teacher
- Guidance counselor- per session
- Non-contractual Services (0400)
- Parent Coordinator (H- Bank)
- Educational Consultants (0685)
- Professional Services Other (0686)
- School Business Manager (H-Bank)
- School Social Worker- Per session
- Supervisor Per session
- Supplies-General (0100)
- Teacher - Regular Grades - Per Session
- Teacher - Special Ed - Per Session

OTPS Categories (Most Common Purchases; not an exhaustive list)			
Line Item	Allowable	Not Allowable	Galaxy Code(s)
Supplies	X		0100
Facilities Repairs & Maintenance		X	
Staff Transportation		X	0400
Staff Training	X		0686, 0689
Postage	X		
Recruitment & Advertising		X	
Transportation		X	
Professional Services	X		
Stipends		X	
Incentive Payments/Bonus		X	
Food	X		0400
Equipment	X		

*If a non-allowable item is required to meet grant goals, please reach out to your OCS PM/Op's Manager to justify an exception to the current guidelines

Section 3: Summary of Required Documentation

- **Budget Submission**
 - **Deadline for FY 22: September 10, 2021**
 - Budget [FY 22 Grant Tracker \(Title IV Tab\)](#)
 - Updated Comprehensive Education Plan (Community Schools: Section 7)
 - Collaborative Partnership Agreement (Lead CBO schools only)
- **Program Modifications**
 - Revised Work Plan
 - Collaborative Partnership Agreement (Lead CBO schools only)

Section 4: Collaborative Planning

Schools are required to hold **three (3)** formal **Collaborative Planning Meetings** per school year. The purpose of these meetings is to review all Community School data, programming, and funding and make data-driven decisions to ensure equitable allocation of resources to meet student needs.

These meetings are facilitated by the **Community School Director**. The attendees must include the Principal and any CBO partners or school vendors. **OCS Program Managers**, Superintendents, their staff, and/or Borough/Citywide Staff (B/CO) staff may also opt to participate in these meetings.

Sample agendas for Collaborative Planning Meetings are provided by OCS and can be accessed [here](#). This agenda is a template and may need to be modified to accommodate Title IV Community Schools without a CBO partner.

Results for Collaborative Planning Meetings:

1. Align on understanding of annual goal(s) in the Community Schools section of the Comprehensive Education Plan (CEP).
2. Determine impact of interventions on CEP goals and student attendance, and modify interventions as appropriate.
3. Review holistic school budgets (including DYCD-funded programs, Empire funding, ESD/SVP funds, Galaxy funding—such as Title I) to understand the scope of funding available for programmatic support.
4. Assess how current spending is meeting the school's programmatic needs, assess for impact, modify interventions, and generate budget or budget modifications, as needed.

Key actions to remember for Collaborative Planning Meetings:

- During each meeting, CSDs are expected to present year-to-date spending against the approved budget. CSDs will have access to spending plans that will be updated monthly.

- Attendance data provided either in Insight or New Visions Data Portal should be used to guide the conversation on interventions and impact on CEP and student attendance goals. For information on using either of these systems, please reach out to your OCS Program Manager.
- **Within one week of the meeting**, the CSD is expected to share meeting minutes and action commitments to all participants.
- The CSD emails the Collaborative Partnership Agreement (when applicable), meeting minutes, and action commitments to their assigned Program Manager. For the October/November and February/March Collaborative Planning meetings, these documents should be sent at the same time as either the next invoice or budget modification submission. For the May/June meeting, these documents should be sent together with the budget submission.

Collaborative Meeting Calendar

First Meeting – July/ August 2021

- **In Attendance:** Principal, School Staff, CSD, CBO staff, and OCS Program Manager
- CSD collaborates with the Team to reflect on best practices, close out the previous school year, and look to next year. Discuss the creation and development of the FY22 Budget. Prioritize most effective programming for students, parents and the community to be included in the CEP. CSD sends the FY22 Budget to the assigned Program Manager.
- **Budget Due: September 10, 2021**
- The sample agenda for this meeting can be found in **Appendix B**.

Second Meeting – November/ December 2021

- **In Attendance:** Principal, School Staff, CSD, CBO staff, and OCS Program Manager
- Discuss programming start up and impact of services delivered. Anticipate any programming changes that may need to be made.
- The sample agenda for this meeting can be found [here](#).

Third Meeting – March/ April 2022

- **In Attendance:** Principal, School Staff, CSD, CBO staff, and OCS Program Manager
- CSD presents year-to-date expenses and discusses projections for unspent funding. Collaborate with the Team to discuss any potential and necessary modifications needed during the second and final modification window.
- **Modification Window TBD: Aligns with Galaxy Modification window**
- The sample agenda for this meeting can be found [here](#).

Sharing Information between CBOs and Programs: Community School Team

- In addition to facilitating the three Collaborative Planning Meetings with their school partners, CSDs are expected to facilitate monthly community school team meetings for all DOE subcontractors and separately funded partners (including DYCD programs if applicable) to coordinate services across multiple providers, safeguard against supplanting and fraud, optimize potential impact of services rendered on students' outcomes, and ensure programs are on track to meet required participation targets.

Planning Punchlist for Principals and Community School Directors

Please utilize the 2021-2022 Planning Punch List (**Appendix C**) as a resource to guide the collaborative planning process at your Community School. The Punch List includes key action items and the corresponding time frame for when these planning activities should take place.

Section 5: Work Plan & Budget Detail

Program Managers will be the first to review the work plan and budgets. Upon approval by the Program Manager, the OCS Fiscal and Operations Team will review the budgets.

PERSONNEL SERVICES

- PERSONNEL SERVICES (PS) refers to programmatic expenses for Salaries and Fringe Benefits.
- For the 2021-2022 school year, allocations will cover the full twelve month salary costs. Schools will need to schedule the July and August 2022 summer costs in the summer non-professional set aside line (4061), which may appear as an OTPS item in Galaxy. The allocation is being placed in the **Title IV Community Coordinator allocation** category.

Salary Employees

Administration Requirements:

- An employee paid with DOE funds must perform work related to the DOE contract, directly or indirectly.
- For DOE contracts, a full-time employee is defined as one who works 35 hours or more per week, is paid on a salary or hourly basis, and retains a full-time position with the organization.
- Bonus compensation means a non-recurring and non-accumulating (i.e., not included in base salary of subsequent years) lump sum payment(s) in excess of regularly scheduled salary, which is not directly related to hours worked. Bonus compensation is not allowable.
- The New York City Fiscal Year runs from July 1 through June 30.

Operations and Support Budget Thresholds and Reporting Requirements Summary

Line Item	Threshold	Reporting Requirement
Office Supplies	5% maximum of the total allocation	Report costs above \$5,000 - Budget Detail Operations & Support Tab
Safety and Health	\$135 per person for fingerprinting	School/CBO will keep line item costs on file
Waste & Recycling	\$1,000 maximum	School/CBO will keep line item costs on file
Staff Training	5% maximum of total allocation	Report costs above \$5,000 - Budget Detail Operations & Support Tab
Postage	\$500 maximum	School/CBO will keep line item costs on file
Printing	5% maximum of total allocation.	School/CBO will keep line item costs on file
Client Supplies & Activities	5% maximum of total allocation	Report costs above \$5,000 - Budget Detail Operations & Support Tab
Other Expenses	5% maximum of total allocation	Report costs above \$5,000 - Budget Detail Operations & Support Tab
Contracted Services – Subcontractor	50% maximum of the total allocation	Subcontracting Agreement for <u>all</u> subcontractors

Note: Administrative Practices Related to Personnel Services

- **Required Documentation:**
 - OCS reserves the right to request additional justification for salaries, and, if appropriate, to recommend adjustments to compensation.
 - The allocation methodology for staff working in multiple programs must be uniform and properly documented. The NYC DOE retains the right to request and receive documentation including, but not limited to, a W-2 or 1099 to confirm total compensation for any employee/consultant charged to OCS.
- **Non-Allowable Personnel Services:**
 - All personal expenses, which include, but are not limited to - personal travel expenses, beverage charges, gift certificates to staff and vendors, flowers or parties, including holiday parties - are not allowable.
 - Compensation that duplicates worker's compensation awards, jury fees, or disability claims is not allowable.

Data Services

- The New Visions Data Tools—a Google Sheets-based planning and management tool developed by New Visions' data team—provides comprehensive, regularly-updated data on indicators of academic progress including credit-attainment, test score history, student classifications, most-recent marking period grades, and attendance history. Costs for the New Visions Tools are covered centrally in these grants.

MISCELLANEOUS

Forums

- The costs of the yearly community school forum must not exceed \$34 per person attending the forum. This is inclusive of all expenses, including food. The total cost of a forum cannot exceed \$5,000. Event attendance sign-in sheets must be maintained.

Parent/Student Gift Cards

- Gift cards are not allowable

Space Costs

- Extended Use costs and Security are provided at no cost by the NYCDOE for all Community School programs.

The guidance above is by no means comprehensive, and schools are strongly encouraged to contact their OCS Program Manager and Operations team to discuss proposed expenditures to assess if they are allowable, **prior to incurring the expense**.

Further guidance from the US Department of Education and NYSED on the appropriate use of funds for Federal grants are linked below for reference:

NYSED Guidance (Title IV, Part A: Safe and Healthy Students):

[Guidance on Allowable and Unallowable Expenditures](#)

[Title IV, Part A Allowable Activities](#)

Section 6: Budget Modification

Changes to the approved budget may be submitted only as they relate directly to the accomplishment of services required. Schools must submit all modifications to your Program Manager. **Modifications can be submitted on a rolling basis up until the budget mod deadline.** Upon submitting a modification, the assigned Program Manager will review the modification. If the Program Manager approves the modification it will be forwarded to the OCS Operations Team for final approval. If any concerns arise, the school will be notified to make revisions.

No modifications can be made after the May, 2022 deadline.

Underspending

- Schools should be mindful of indicators of potential underspending:
 - Late program start
 - CSD vacancies
 - Unused OTPS funds
- As soon as underspending is identified, schools should develop a plan to modify spending to maximize the benefit to the program.
- Budget expenditures will be reviewed during Collaborative Partnership Meetings for underspending.

Section 7: Internal Controls & General Accounting Procedures

Principals are responsible for establishing and maintaining an internal control structure according to existing DOE policies. Internal controls will vary from one school to the next, depending on such factors as their size, nature of operations and objectives. However, the need for internal controls remains the same; a school should find the most efficient and effective way of implementing its needed internal control procedures.

Where the fiscal manual is silent as to the treatment of a particular cost, it should not be assumed that the cost is allowable. Rather, the school should consult the OCS budget team. If the expense is allowable, the school must obtain that agreement in an email. In any case where the expense is incurred outside these guidelines, and approval cannot be produced, the expense may be subject to disallowance. Schools must also maintain adequate documentation supporting transactions. Please note that all expenditures are subject to audit.

RETENTION OF ACCOUNTING RECORDS

- In accordance with City contract requirements, schools must retain all contract related financial records, including auditors' reports, for six (6) years after the final invoice of the contract is paid.

UNSPENT FUNDS

- Unspent funds within a fiscal year will not roll over to the next year.

ALLOCATED FUNDS

- All funds are subject to NYC DOE Finance and Division of Contracts and Purchasing approval

Appendix A

Staffing, Titles, and Hiring Requirements

Office Title: Community School Director (CSD)
Galaxy Title: 12-Month Community Coordinator

Responsibilities:

Collaborative Leadership and Practice:

- Serve as an advisor to the principal, providing leadership for coordinating work of different school partners.
- Sit on the School Leadership Team (SLT).
- Convene and facilitate Collaborative Planning meetings to ensure partnerships and resources are being used effectively and efficiently.
- Support the development and successful implementation of the school's Community School Plan and its inclusion in the Comprehensive Education Plan (CEP).
- Work with school leadership to maintain a focus on results and track progress.
- Develop strong relationships with parents, students and teachers, and ensure that all stakeholders understand what a community school is and how it supports student achievement.
- Attend OCS-led professional development

Expanded Learning Time (ELT):

- Work with SLT, teachers and partner agencies to integrate expanded learning and enrichment activities before, during or after the school day.
- Build relationships and mechanisms to effectively link the school day to expanded learning activities
- Assist the school in identifying outside providers for ELT as necessary.

Attendance Improvement:

- Serve as a key member on the school's attendance team.
- Assist with data collection and research, and prepare relevant data to bring to meetings.
- Help to organize and oversee assets and needs assessment and seek input from teachers, school staff, parents and students to determine ongoing needs of students and families.
- Identify high need students, coordinate with teachers to target interventions, and track and monitor impact of interventions.

Family and Community Empowerment:

- Work with the principal and SLT to create strong school-to-home partnerships and cultivate parents as leaders in the school.
- Support events that promote family and community empowerment.
- Facilitate trainings and presentations to families at PTA meetings, school forums, parent teacher nights and other events so families are aware of available resources.

Wellness and Integrated Supports:

- Serve as a point person for coordinating health and mental health services in conjunction with the Office of Community Schools.
- Identify local community resources and broker new partnerships that are aligned with school goals and needs.

Qualifications:

- A baccalaureate degree from an accredited college and two (2) years of experience in community work or community centered activities in an area related to the duties described above; or
- High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
- Education and/or experience which is equivalent to “1” or “2” above. However, all candidates must have at least one year of experience as described in “1” above.

Appendix B: Collaborative Planning Agenda

Office of Community Schools Collaborative Planning Agenda

Purpose of Meeting: Review all Community School data, programming, and funding and make data-driven decisions to ensure equitable allocation of resources to meet student needs.

Agenda for July/August 2021

(Please note: this is the first of three collaborative planning meetings for the Fiscal Year '22 Cycle)

Results:

1. Norm on understanding of SMART goals in the Community Schools section of the Comprehensive Education Plan.
2. Determine impact of interventions on CEP goals and student attendance and modify interventions as appropriate.
3. Review CBO and school budgets (including DYCD-funded programs, Extended School Day/School Violence Prevention, 21st CCLC, Empire afterschool, and other Galaxy funding streams) to understand the scope of funding available for programmatic supports.
4. Assess how current spending is meeting the schools programmatic needs, assess for impact, modify interventions, and generate budget modifications as needed.

Meeting	Office of Community Schools Collaborative Planning Meeting
School	
Location	
Date	
Time	1.5 hours
Facilitator	Community School Director or staff determined by CBO Supervisor
Note taker/Meeting support	
Supplemental Materials	Printed budgets for each attendee, School Snapshot Report, Planning Sheet
Attendees	School Staff (Principal, Teachers, Admin Staff), CSD,CBO Staff (if applicable), OCS Program Manager (when applicable). Superintendents, their staff, and/or Borough/Citywide Office staff may also opt to participate in these meetings.
Prep Work (to be sent by CSD one week prior to meeting)	<ol style="list-style-type: none"> 1. Review expectations from the beginning of the current year 2. Review relevant data including the CBO budget from FY 21 and FY 22 Community School budgets, the attendance dashboard and School Snapshot report in the Attendance Heat Map, and the School Quality Snapshot.

Time	Check in	Resources
(5 minutes)	<p>Task: Team check-in</p> <p>Facilitator: Community School Director</p> <ul style="list-style-type: none"> • Welcome, introductions, and check-in question (e.g. How are you today? What is one highlight of the week?) 	Meeting Prep Work

	<ul style="list-style-type: none"> Share meeting results 	
	Result: Ensure team is present in meeting	

Time	Understand Data Trends, CBO Funding and School Funding	Resources
(15 minutes)	<p>Task: School and CSD review the Annual Goals for the school Facilitator: Principal</p> <p>Effective Questions:</p> <ol style="list-style-type: none"> What are the summative goals of the Community School program for the 2021-2022 school year from the CEP? How are these goals shaped by input and data collected at the Community School Forum? <p>Result: Norm on understanding of annual goal/s in the Community Schools section of the Comprehensive Education Plan. Relationship norming for new partnerships and re-calibrating for continuing partnerships.</p> <p>More information on Effective Questions can be found here: (http://bit.ly/GuideToEQs)</p>	<p>Community Schools section of the CEP</p> <p>Community School Forum notes and data</p>
(35 minutes)	<p>Task: Review impact of previous interventions/supports on students over time and determine whether intervention/support is impacting CEP goals and helping students attend school more often.</p> <p>Facilitator: Community School Director</p> <p>Effective Questions:</p> <ol style="list-style-type: none"> Which services, including mental health services and services to address food insecurity, are having the greatest impact on students, families and staff? Which ones are not having the desired impact? Which interventions do you need to be modified, if any, and how will that affect your spending? <p>Result: Determine impact of interventions on student attendance and modify intervention as appropriate.</p>	<p>Access to Insight or New Vision</p> <p>Attendance data from 20-21 school year.</p> <p>Transition plan, when applicable</p>
(30 minutes)	<p>Task: Community School Team plan FY 22 CS budget.</p> <p>Facilitator: Community School Director</p> <p>Result: Review proposed Title IV and other applicable school budgets (including DYCD-funded programs, Extended School Day, Empire afterschool, and Galaxy funding--such as Title I) to understand the full scope of funding available for programmatic supports.</p>	<p>Skeletal agenda created by CBO, when applicable.</p>

	<p>Effective Questions:</p> <ol style="list-style-type: none"> 1. Is there alignment between Community School Title IV budget and other Galaxy funding sources? How do they support one another? 2. Are funds being used to secure resources that aim to impact school goals as defined in the CEP? 3. How is Title IV funding for STH population being leveraged to compliment the Community School budget? 	
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Time	Next Steps	Resources
(5 minutes)	<p>Task: Review meeting action commitments chart</p> <p>Facilitator: Community School Director</p> <p>Result: Team understands next steps and their roles</p>	See below: Meeting Action Commitments

Meeting Action Commitments	Person Responsible	Deadline	Status (Accomplished or in Progress)
Email meeting minutes and action commitments to all participants.	CSD	Within a week following the meeting	

Appendix C: PLANNING PUNCH LIST

Community School Director Priorities: Fall 2021

Additional Resources: www.communityschools.nyc

*All Community School events and meetings will be held in a virtual setting at this time.

Collaborative Leadership and Practice: Collaborative Planning

- ☐ Develop and share schedules for monthly Community School Team Meetings and weekly CSD/Principal check-ins.
- ☐ Create communication plans for Community School Events, ELT and meetings in collaboration with the school team to ensure students, families, school-based staff, and community members are aware of key dates.
- ☐ Plan Community School Introduction (or re-introduction) and other relevant PD for school-based staff. This may include a welcome breakfast, meet and greet, Community School Overview, or Success Mentor Training.
- ☐ Schedule and plan for Nov/Dec collaborative planning meeting.
- ☐ Work with the Principal to update SY 21-22 Community School section of Comprehensive Education Plan (CEP) by end of October. This should be aligned with the July/Aug collaborative planning conversations and the CBO budget.

Family and Community Engagement

- ☐ Organize engagement events for students and families prior to the first day of school.
- ☐ Develop outreach plan and community school tie-in for Family Night in Sept/Oct and Parent Teacher Conferences in November.

Wellness and Integrated Supports

- ☐ Complete a [Mental Health Work Plan](#) to inventory the mental health supports available at your school to students, parents and staff members. Use these [instructions](#) and [Partnership Guide](#) to complete the document.
- ☐ Develop internal referral systems or protocol between CBO, school, and other partner staff to make sure youth and families have access to necessary support services. Ensure all students have mental health consent forms on file.
- ☐ Work with guidance counselors and social workers to develop a support plan that ensures the social-emotional needs of students will be met as they re-enter the school building or continue remote learning.
- ☐ Create a plan and partner with organizations to address food insecurity in the school community.
- ☐ Work with school leaders to create a [School Wellness Council](#) (if not established yet).
- ☐ Build awareness and encourage eligible students to receive the COVID vaccine.

Expanded Learning Time

- ☐ Ensure that all CBO staff have been fingerprinted through PETS and have received clearance before any interaction with students.
- ☐ For 21st CCLC and Empire programs, confirm program schedule with all partners CBOs and that schedule design will meet all grant requirements. See [21st CCLC Toolkit](#) and [21st CCLC Starting Strong Checklist](#) for additional information.
- ☐ Determine after-school start and end dates using [SY 21-22 school year calendar](#).

Every Student, Every Day: Strategy to Combat Chronic Absenteeism

- ☐ Sign confidentiality agreement (if not have not already) to gain access to Portal. Instructions can be found ([here](#) and [here](#))
- ☐ Learn about [Every Student Every Day](#) – the City’s Attendance Policy and Improvement strategy.
- ☐ Complete with your team the Every Student Every Day [Assets and Needs Assessment](#)
- ☐ Work with your Principal to launch a campaign to promote [September Attendance Awareness Month!](#)
- ☐ Get to know the staff in your school working on attendance, including the Attendance Coordinator, Attendance Teacher, Guidance Counselor, Parent Coordinator and ATS Pupil Accounting Secretary.
- ☐ Together with the Principal, schedule [weekly attendance team meetings](#).
- ☐ Login and review the data in the [DOE tool Insight](#) or the New Visions Portal for trends in data and a list of chronically absent students.
- ☐ [Launch a Success Mentor Program](#) and connect Success Mentors to students who were chronically absent during the 2019-20 school year.
- ☐ Conduct regular check-ins with [Success Mentors](#).
- ☐ Review and support with the completion of the school’s [Every Student Every Day Attendance Policy and Plan](#).
- ☐ Schedule a Back to School Fair that shares [messages for families](#) around attending school regularly
- ☐ Connect with the providers in your building and determine how to leverage supports to respond to the needs of the community (see your school’s [ESED Assets and Needs report](#) for help).
- ☐ Look at your school calendar to identify any potential low attendance days and put in place preventative interventions school wide, by grade and/or classroom and by student..

Appendix D: Contact Information

FY 22 OCS CONTACT INFORMATION

Title IV DBN	OCS Staff Name	Title	Email
ALL	Jessica Simonson	Dir, School Support	jsimonson@schools.nyc.gov
ALL	Sunny Asra	Operations Manager	pasra@schools.nyc.gov
03M241	Corey Gordon	Program Manager	cgordon16@schools.nyc.gov
09X163	Lorin Jones	Program Manager	ljones59@schools.nyc.gov
17K012	Nuree Choe	Program Manager	nchoe@schools.nyc.gov
17K241	Nuree Choe	Program Manager	nchoe@schools.nyc.gov
17K246	Nuree Choe	Program Manager	nchoe@schools.nyc.gov
18K068	Nuree Choe	Program Manager	nchoe@schools.nyc.gov
18K135	Jessica Simonson	Dir, School Support	jsimonson@schools.nyc.gov
19K149	Racheal Demps-Lewis	Program Manager	rdempslewis@schools.nyc.gov
23K392	Lynn Pono	Program Manager	lpono@schools.nyc.gov
23K664	Toby Levine	Program Manager	tlevine6@schools.nyc.gov
29Q238	Nuree Choe	Program Manager	nchoe@schools.nyc.gov