

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

Contract Requisition Number:
Contract Number:
Vendor Number:

MILWAUKEE BOARD OF SCHOOL DIRECTORS PROFESSIONAL SERVICES CONTRACT

This Contract is being entered into this ___ day of _____ 2024, by and between _____ (“Contractor”) and Milwaukee Board of School Directors d/b/a Milwaukee Public Schools (“MPS”). Contractor is a pre-approved lead agency for MPS’s before and after school recreation programming pursuant to **RFP 1075**.

1. SCOPE OF SERVICES

Contractor shall specifically perform the following tasks:

Contractor shall operate a Community Learning Centers, (each a “CLC” and together the “CLCs”) at the direction of MPS, which complies with the “2024-25 Community Learning Center Contract Standards” and “2024-25 MPS Community Learning Center Program Guidelines and Standards, to provide a safe place for MPS students and neighborhood children within the city of Milwaukee to participate in recreational and educational activities.

Detailed scope of services is described in attachment, **Attachment A**.

Contractor shall provide, at its own expense, all personnel, supplies, and equipment required to perform the services under this Contract. Unless otherwise indicated, all services are in-person.

2. TERM

This Contract shall be in effect on August 1, 2024 through June 30, 2025.

Detailed requirements of dates of operations are further outlined in **Attachment A**.

No work shall commence before a Contractor receives a fully executed Contract and has been given approval to proceed. Any work performed by the Contractor prior to obtaining a fully-executed Contract with approval to proceed shall not be compensated pursuant to this Contract. Any continuation of the Contract beyond this term must be set forth in writing and signed by the original signatories to the Contract.

3. COMPENSATION

Total compensation under this Contract shall not exceed \$ _____. Additional guidelines and requirements regarding compensation are identified in **Attachment A, Section V**, and its referenced attachments.

MPS reserves the right to determine in its sole discretion whether services have been adequately and fully delivered; to withhold payment until services are fully and adequately delivered; or to disallow a pro rata share of payments for services not fully and adequately delivered.

No payment shall be made until a properly submitted invoice/Cost Report(s) pursuant to **Attachment A, Section V**, is approved. Said invoice/Cost Report(s) shall be submitted to:

Milwaukee Public Schools
ATTN: Michelle Porter
5225 W. Vliet Street, Rm 162
Milwaukee, WI 53208
Copied to Email: waltermm@milwaukee.k12.wi.us

As a matter of practice, MPS attempts to pay all invoices/cost reports in 30 days. It is mutually agreed that State Prompt pay law does not apply to this Contract.

Unless otherwise specified, MPS shall not pay cost reports/invoices submitted more than 60 days after actual work. In the case of grant funding, no payments shall be made after grant close out. Final cost reports/invoices must be marked as such.

4. NON-APPROPRIATION OF FUNDS

This Contract is contingent upon the appropriation of sufficient funds by appropriate MPS officials. If funds are not appropriated, Contractor agrees to take back any commodities furnished under the Contract, terminate any services supplied to MPS under the Contract, and relieve MPS of any further obligations under the Contract.

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

Contract Requisition Number:

Contract Number:

Vendor Number:

5. NON-DISCRIMINATION

In the performance of work under this Contract, Contractor shall not discriminate in any way against any employee or applicant for employment on the basis of a person's sex, race, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, disability, or socio-economic status. This prohibition includes but is not limited to employment; promotions, demotions and transfers; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeships. Contractor shall post in conspicuous places, available for employees of Provider and applicants for employment, notices setting forth the provisions of this non-discrimination clause. Contractor is required to include a similar provision in all subcontracts to this Contract. Contractor agrees to comply with further terms as outlined in **Attachment A, Section VIII**.

If MPS determines Contractor has violated this non-discrimination policy, MPS may terminate this Contract without liability for undelivered services or materials. MPS may also deem the Contractor ineligible to participate in future contracts with MPS.

6. INDEMNITY

Notwithstanding any references to the contrary, Contractor assumes full liability for all of its acts or omissions in the performance of this Contract, as well as the acts or omissions of its subcontractors. Contractor shall indemnify and hold harmless MPS, its agents, officers and employees against all liabilities, losses, judgments, decrees, costs, and expenses that may be claimed against MPS as a result of granting of this Contract to said Contractor, or that may result from the carelessness or neglect of said Contractor, its agents, or employees. Contractor agrees to accept tender of the defense of any claim or action against MPS falling within the scope of this indemnity. If judgment is recovered against MPS in suits of law or equity for any reason, including by reason of the carelessness, negligence, or acts or omissions of the Contractor, against such persons, firms or corporations carrying out the provisions of the Contract for the Contractor, the Contractor assumes full liability for such judgment, not only as to any monetary award, but also as to the costs, attorneys' fees or other expenses resulting therefrom.

In accordance with applicable laws, MPS shall be responsible for defending and paying judgments on behalf of its officers, employees and agents while acting within the scope of their employment or agency for any claims that may arise out of MPS's negligence for acts, policies, or directives that affect the activities covered by this Contract.

7. BACKGROUND CHECKS

Contractor will conduct, at Contractor's expense, a criminal information records background check, (hereinafter referred to as "background check"), through the Wisconsin Department of Justice and other appropriate states' agencies, on all current and potential administrators, board members, officers, and employees who have, or who are anticipated to have, "direct, unsupervised contact" with MPS students in the performance of this Contract. Further, Contractor agrees to comply with all additional terms outlined in **Attachment A, Section I.C. and Section VIII.B**.

An out of state background check should be completed in the state(s) in which the individual resided for at least six months within the last two years and was eighteen years or older at the time.

Contractor will submit to MPS's Department of Employment Relations (DER), (via mail to Milwaukee Public Schools Background Checks, Attn: Department of Employment Relations, Room 116, 5225 West Vliet Street, Milwaukee, WI 53208, or via email at 564@milwaukee.k12.wi.us), all completed background checks. Such records will be reviewed and MPS will notify Contractor of any individual(s) who, based on MPS standards, are unfit and should not have contact with MPS students. All determinations made by MPS with regards to whether an individual is fit to provide services pursuant to this Contract are made in MPS's sole discretion.

The following will each be a material failure to comply with the terms of this Contract and cause for immediate termination of this Contract by MPS: failure to perform background checks as outlined in this Section 7; failure to submit background checks to MPS as outlined in this Section 7; allowing services to be provided by an individual who has not be subjected to a background check; and allowing services to be performed by an individual who has been determined to be unfit by MPS as outlined in this Section 7.

8. INSURANCE AND PROOF OF FINANCIAL RESPONSIBILITY

Contractor understands and agrees that financial responsibility for claims or damages to any person, or to Contractor's employees and agents, shall rest with the Contractor. Contractor and its subcontractors shall effect and maintain any insurance coverage, including, but not limited to, Workers' Compensation, Employers' Liability, General Liability, Contractual Liability, Automobile Liability and Umbrella Liability to support such financial obligations. The indemnification obligation, however, shall not be reduced in any way by existence or non-existence, limitation, amount or type of damages, compensation, or benefits payable under Workers' Compensation laws or other insurance provisions.

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

Contract Requisition Number:
Contract Number:
Vendor Number:

The minimum limits of insurance required of the Contractor by MPS shall be:

Workers' Compensation	Statutory Limits
Employers' Liability	\$100,000 per occurrence
General Liability	\$1,000,000 per occurrence/\$2,000,000 aggregate
Professional Liability*	\$1,000,000 per occurrence
Auto Liability	\$1,000,000 per occurrence
Umbrella (excess) Liability	\$4,000,000 per occurrence
School Leaders' Errors and Omissions**	\$1,000,000 per occurrence/\$2,000,000 aggregate
Fidelity Bond/Crime Insurance	Value of the Agreement

**Professional liability insurance may be used in lieu of School Leaders' E & O (or Directors' and Officers') insurance only if Provider is a one-person Independent Contractor.*

***Directors' and Officers' insurance may be used in lieu of School Leaders' E&O provided that the insurance company shows written proof shows written proof that all employees and volunteers are protected by the coverage.*

Commercial General Liability shall be on an occurrence form covering the risks associated or arising out of the services provided under this Agreement. This insurance is not to have any exclusions, sub-limits, or restrictions as respects coverage for sexual abuse and molestation, corporal punishment, athletic events, and use of gymnasium equipment.

The Milwaukee Board of School Directors shall be named as an additional insured under Contractor's and subcontractors' general liability insurance and umbrella liability insurance. Evidence of all required insurances of Contractor shall be submitted electronically to MPS via its third party vendor, EXIGIS Risk Management Services. Waivers and exceptions to the above limits will be in the sole discretion of MPS and shall be recorded in the EXIGIS system, which records are incorporated into this Contract by reference. The certificate of insurance or policies of insurance evidencing all coverages shall include a statement that MPS shall be afforded a thirty (30) day written notice of cancellation, non-renewal or material change by any of Contractor's insurers providing the coverages required by MPS for the duration of this Contract.

A sample Certificate of Insurance is attached hereto and incorporated by reference as **Attachment A, Appendix I**.

9. SHIPPING /TAXES

If goods are provided pursuant to this Contract, please note that MPS is exempt from Federal Excise and Wisconsin Sales Taxes. All vendor quotes, bids and invoices must include delivery FOB destination to the MPS location receiving the goods and freight must be prepaid. This means any freight, shipping, processing, handling or like charges must be part of a unit price. Any separate line items for freight, shipping, processing, handling or like charges listed on an invoice will be deleted and NOT PAID.

All textbook purchases shall be governed by the terms and conditions in the Milwaukee Board of School Directors' Textbook Contract, which provides that textbooks shipped to MPS or its schools must be done at no additional charge to MPS or its schools.

MPS reserves the right to reject any items that do not conform to the bid, quote or Purchase Order. All return freight charges associated with the rejected materials shall be borne by the vendor.

10. IRREPARABLE HARM

It is mutually agreed the breach of this Contract on Contractor's part shall result in irreparable and continuing damage to MPS for which money damages may not provide adequate relief. Therefore, the breach of this Contract on Contractor's part shall entitle MPS to both preliminary and permanent injunctive relief and money damages insofar as they can be determined under the circumstances.

11. TERMINATION BY CONTRACTOR

Contractor may, at its option, terminate this Contract upon the failure of MPS to pay any amount, which may become due hereunder for a period of sixty (60) days following submission of appropriate billing and supporting documentation. Upon said termination, Contractor shall be paid the compensation due for all services rendered through the date of termination including any retainage.

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

Contract Requisition Number:

Contract Number:

Vendor Number:

12. TERMINATION BY MPS - BREACH BY CONTRACTOR

If Contractor fails to fulfill its obligations under this Contract in a timely or proper manner, or violates any of its provisions, MPS shall thereupon have the right to terminate it by giving 10 days written notice before the effective date of termination of the Contract, specifying the alleged violations, and effective date of termination. The Contract shall not be terminated if, upon receipt of the notice, Contractor promptly cures the alleged violation with 10 days. In the event of termination, MPS will only be liable for services rendered through the date of termination and not for the uncompleted portion, or for any materials or services purchased or paid for by Contractor for use in completing the Contract. However, MPS shall recover all funds paid to Contractor under this Contract to which Contractor is not entitled. The decision of MPS will be final.

Contractor shall meet or exceed all federal, state, and local laws, regulations, and ordinances and shall meet the standards set by any federal, state, or local agency which may have regulatory or administrative control over such party, its facility, and/or activity. The failure of Provider to meet such standards may result in the automatic termination of this Contract.

13. TERMINATION BY MPS

MPS further reserves the right to terminate this Contract at any time for any reason by giving Contractor written notice by Registered or Certified Mail of such termination. MPS will attempt to give Contractor 30 days' notice, but reserves the right to give immediate notice. In the event of said termination, Contractor shall reduce its activities hereunder, as mutually agreed to, upon receipt of said notice. Upon said termination, Contractor shall be paid for all services rendered through the date of termination, including any retainage. This section also applies should the Milwaukee Board of School Directors fail to appropriate additional monies required for the completion of the Contract.

Nothing in this, or any other, section shall prevent MPS from immediately terminating this Contract if it determines, in its sole discretion, that continuing this Contract would cause an immediate and incurable threat to the safety of the participants in the Summer Recreation Program.

14. INDEPENDENT CONTRACTOR

Contractor agrees and stipulates that in performing this Contract, it is acting as an Independent Contractor, and that no relationship of employer and employee, partnership or joint venture is created by this Contract. Contractor's engagement with MPS is limited solely to the operation of the 21st Century Community Learning Centers as outlined in this Contract. Contractor has exclusive control over work hours, location, and other details of such services, and MPS's sole interest is to ensure that said service shall be performed and rendered in a competent, safe, efficient, timely and satisfactory manner in accordance with the terms of this Contract.

Contractor has the sole obligation to provide for and pay any contribution or taxes required by federal, state or local authorities imposed on or measured by income. Contractor specifically covenant not to file any complaint, charge, or claim with any local, state or federal agency or court in which Contractor claims to be or to have been an employee of MPS during the period of time covered by this Contract and that if any such agency or court assumes jurisdiction of any complaint, charge or claim against MPS on Contractor's behalf, Contractor will request such agency or court to dismiss such matter. MPS shall not be charged any obligation or responsibility whatsoever of extending any fringe benefits which may be extended to MPS employees, including any insurance, or pension plans.

Contractor further agrees that MPS is not to be charged with the obligation or responsibility of extending any fringe benefits such as hospital, medical and life insurance, or pension plans which may be extended to employees of MPS from time-to-time and further agree to indemnify and hold harmless MPS and all its employees, officers and agents from any liability for personal injuries, including death, or for damage to or loss of personal property, which might occur as a result of the performance of the services provided for under this Contract.

15. ASSIGNMENT LIMITATION

This Contract shall be binding upon and inure to the benefit of the parties and their successors and assigns; provided, however, that neither party shall assign its obligations hereunder without the prior written consent of the other.

16. PROHIBITED PRACTICES

A. Contractor during the period of this Contract shall not hire, retain or use for compensation any member, officer, or employee of MPS to perform services under this Contract, or any other person who, to the knowledge of Contractor, has a conflict of interest.

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

Contract Requisition Number:
Contract Number:
Vendor Number:

- B. Contractor hereby attests it is familiar with MPS’s Code of Ethics, providing in pertinent part, “[a]n employee of Milwaukee Public Schools may not accept any gift or gratuity in excess of \$25.00 annually from any person, persons, group or any firm which does business with or is attempting to do business with MPS.”
- C. No person may enter into this Contract for services that the MPS employee would otherwise perform as an employee.
- D. No current or former MPS employee may perform services on a professional services contract without the prior written consent of the MPS Chief Human Capital Officer or his/her designee.
- E. If Contractors intends to use funds hereunder to purchase apparel for \$5,000.00 or more, the Provider agrees to provide only items manufactured by responsible manufacturers as that term is defined in MPS’s Administrative Policy 3.09(18)(B)4. Provider is required to include this provision in all subcontracts to this Contract.
- F. Contractors shall be nonsectarian in its programs, admissions policies, employment practices and all other operations. Contractor will regularly monitor the activities of its subcontractors, and any individual who participates in the providing of the CLC, to ensure compliance with this requirement.

17. LIVING WAGE REQUIREMENT

Contractor shall comply with, and ensure its sub-contractors performing work under this Contract comply with Milwaukee Board of School Directors’ Administrative Policy 3.09(17), which requires that employees be paid a “living wage”. If MPS determines in its sole discretion, Contractor has violated this living wage policy, MPS may terminate this Contract without liability for undelivered services or breach of contract. MPS may also deem Contractor ineligible to participate in future contracts with MPS.

18. NOTICES

Notices to either party provided for in this Contract shall be sufficient if sent by Certified or Registered mail, postage prepaid, addressed to the signatories on this Contract, or to their designees.

To: Lynn A. Greb, Senior Director
Milwaukee Public Schools
Department of Recreation & Community Services
5225 W. Vliet Street, Room 162
Milwaukee, WI 53208

To: Provider:

Copy To: Director of Procurement & Risk Management
Milwaukee Public Schools
5225 W. Vliet Street, Room 160
Milwaukee, WI 53208

19. WAIVER

The waiver or failure of either Party to exercise in any respect any rights provided for in this Contract shall not be deemed a waiver of any further right under this Contract.

20. INTEGRATION / SEVERABILITY

This Contract and its attachments and appendixes, if any, constitute the entire Contract among the Parties with respect to the subject matter hereof and supersede all prior proposals, negotiations, conversations, discussions and Contracts among the Parties concerning the subject matter hereof. No amendment or modification of any provision of this Contract shall be effective unless the same shall be in writing and signed by both Parties.

The District shall not be bound by any terms and conditions included in of Contractor’s packaging, service catalog, brochure, technical data sheet or other document which attempts to impose any conditions at variance with or in addition to the terms and conditions contained herein.

If any term or provision of this Contract will be found by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, the same will not affect the other terms or provisions hereof of the whole of this Contract, but such term or provision will be deemed modified to the extent necessary in the court’s opinion to render such term or provision enforceable, and the rights and obligations of the parties will be construed and enforced accordingly, preserving to the fullest permissible extent the intent and agreements of the parties herein set forth.

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

Contract Requisition Number:

Contract Number:

Vendor Number:

21. CHOICE OF LAW & FORUM

The state courts of Wisconsin shall be the sole forum for all disputes arising of this Contract. The validity, construction, enforcement and effect of this Contract shall be governed solely by the laws of the State of Wisconsin.

22. TIMING

Time is of the essence in this Contract.

23. CERTIFICATION REGARDING DEBARMENT OR SUSPENSION & LOBBYING RESTRICTIONS

Contractor certifies that neither Contractor or its principals; its subcontractors or their principals; the sub-recipients (if applicable) or their principals are suspended, debarred, proposed for debarment, voluntarily excluded from covered transactions, or otherwise disqualified by any federal department or agency from doing business with the Federal Government pursuant to Executive Orders 12549 and 12689. Contractor specifically covenants that neither the Contractor or its principals, its sub-contractors or their principals, or the sub-recipients (if applicable) or their principals are included on the Excluded Parties List System ("EPLS") maintained by the General Services Administration ("GSA").

Concurrently with signing this Contract, Contractor will provide MPS with a certification which certifies that neither Contractor nor its principals and its subcontractors nor their principals are listed as debarred or suspended in the System for Award Management (SAM), the government-wide exclusion list maintained by the federal government. Provision of this certification is a material term of this Contract and condition precedent to any payment of compensation. If during the term of this Contract, Contractor, its principals or its subcontractors, are listed on SAM, Contractor has a duty to inform MPS of the same, at which time MPS will have the right to immediately terminate this Contract. In the event of such a termination, MPS will only be liable for services rendered through the effective date of termination. MPS will not be liable for any uncompleted portion of this Contract or for any goods or services purchased or paid for by Contractor for use in completing the Contract.

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

24. FORCE MAJEURE

MPS will not be liable to pay Contractor for any work that the Contractor is unable to perform due to act of God, riot, war, civil unrest, flood, earthquake, outbreak of contagious disease or other cause beyond MPS's reasonable control (including any mechanical, electronic, or communications failure, but excluding failure caused by a party's financial condition or negligence).

25. STUDENT DATA

Contractor acknowledges that student data is protected by both federal and state law. *See* Wis. Stat. § 118.125; 20 U.S.C. § 1232g(b); 34 C.F.R. § 99.1 *et seq.* If MPS determines that Contractor has disclosed any student record information in violation of either federal or state law, without prejudice to any other rights or remedies the MPS may have, MPS shall be entitled to immediately terminate this and every other existing Contract without further liability. Moreover, MPS may bar Contractor from future MPS contracts for varying periods up to and including permanent debarment.

26. NON-DISCLOSURE & OWNERSHIP

Absent prior written consent, Contractor shall not: (1) disclose, publish, or disseminate any information, not a matter of public record, that is received by reason of this Contract, regardless of whether the Contractor is or is not under contract at the time of the disclosure; or (2) disclose, use, publish, or disseminate any information or work product developed for MPS under this Contract for its own or any third party's benefit. Contractor agrees to take all reasonable precautions to prevent any unauthorized use, disclosure, publication, or dissemination of the same information.

All information and any derivatives thereof, whether created by MPS or Contractor under this Contract remains the property of MPS and no license or other rights to such information is granted or implied hereby. For purposes of this Contract, "derivatives"

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

Contract Requisition Number:
Contract Number:
Vendor Number:

shall mean: (i) for copyrightable or copyrighted material, any translation, abridgment, revision, or other form in which an existing work may be recast, transformed, or adapted; and (ii) for patentable or patented material, any improvement thereon.

Within ten business days of the earlier of receipt of MPS' written or oral request, or final payment, Contractor will return all documents, records, and copies thereof it obtained during the development of the work product covered by this Contract.

27. MPS LOGO/PUBLICITY

No Contractor shall use the MPS Logo in its literature or issue a press release about the subject of this Contract without prior written notice to and written approval of MPS's Executive Director of Communications & Outreach.

28. ORDER OF PRIORITY

Should Contractor and MPS sign Contractor's Contract in addition to this Contract, the terms set forth in this Contract shall govern in the event of a conflict.

29. PUBLIC RECORDS

Both parties understand that the Board is bound by the Wisconsin Public Records Law, and as such, all of the terms of this Contract are subject to and conditioned on the provisions of Wis. Stat. § 19.21, *et seq.* Contractor acknowledges that it is obligated to assist the Board in retaining and producing records that are subject to Wisconsin Public Records Law, and that the failure to do so shall constitute a material breach of this Contract, and that the Contractor must defend and hold the Board harmless from liability under the law. Except as otherwise authorized, those records shall be maintained for a period of seven years after receipt of final payment under this Contract.

30. CONTRACT COMPLIANCE REQUIREMENT

The HUB requirement on this Contract is 10% after staff expenses. The paid student employment requirement of this Contract is 0 hours. The student career awareness requirement for this Contract is 10 hours. Failure to achieve these requirements may result in the application of some or all of the sanctions set forth in Administrative Policy 3.10, which is hereby incorporated by reference. Further information is outlined in **Attachment A, Section VI.**

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

Contract Requisition Number:
Contract Number:
Vendor Number:

IN WITNESS WHEREOF, the parties here to have executed this Contract on the day, month and year first above written.

CONTRACTOR (Vendor #:)

MILWAUKEE BOARD OF SCHOOL DIRECTORS

By: _____
Authorized Representative

By: _____
*Janine Adamczyk, Director
Procurement & Risk Management*

Date: _____

Date: _____

VENDOR
ADDRESS
CITY, STATE, ZIP
PHONE

By: _____
*Eduardo Galvan
Acting Superintendent of Schools*

Date: _____

SSN / FEIN:

Budget Code:

By: _____
*Marva Herndon, President
Milwaukee Board of School Directors*

Date: _____

Reviewed by Insurance Compliance:

By: _____

Date: _____

Reviewed by Contract Compliance:

By: *Jiquinna Cohen* _____

Date: 07.10.24 _____

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

ATTACHMENT A

2024-2025 21st CENTURY COMMUNITY LEARNING CENTER (CLC)

_____, (hereinafter referred to as “Provider”) and Milwaukee Board of School Directors, (hereinafter referred to as “MPS”) agree this Attachment A and all appendices adhered to are hereby incorporated as part of the Professional Service Contract [inserted contract number] (hereinafter “Contract”)

WHEREAS, MPS is authorized by § 118.001, Wis. Stats. to take any board action that is within the comprehensive meaning of its terms and powers if the action is not prohibited by state or federal law; and

WHEREAS, the Secretary of the United States Department of Education has been authorized to allot funds to states to be awarded as competitive sub-grants to local applicants under the 21st Century Community Learning Centers Act, (“21st CLC Act”), and P.L. 114-95, Title IV, Part B, Sec. 4201 Every Student Succeeds Act of 2015 (“ESSA”); and

WHEREAS, MPS has applied for, and has received, a grant award under the 21st Century Community Learning Centers Program from the Wisconsin Department of Public Instruction, (hereinafter referred to as “WDPI”), to operate Community Learning Centers, (each a “CLC” and together the “CLCs”), in schools that are in program improvement status per Title 1 designation; have been determined to be in need of intervention and support to improve academic achievement and other outcomes; and enroll students who may be at risk for academic failure, dropping out of school, involvement in criminal or delinquent activities, or who lack strong positive role models; and

WHEREAS, the grant awarded to MPS authorizes MPS to operate CLCs in conjunction with local governmental agencies, businesses, vocational education programs, institutions of higher education, community colleges, and cultural, recreational, and other community and human services entities to provide a broad array of student services, programs, and activities; and,

WHEREAS, Provider is a pre-approved lead agency for MPS’s before and after school recreation programming; and

WHEREAS, MPS is entering into this Contract with Provider to provide services to MPS that are authorized in the 21st CLC Act and ESSA and required by the WDPI grant awards;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, the parties hereby agree as follows:

I. SCOPE OF SERVICES

A. Administrative and Operational Standards.

1. Provider will operate a CLC at the direction of MPS, which complies with the “2024-25 Community Learning Center Contract Standards” and “2024-25 MPS Community Learning Center Program Guidelines and Requirements” attached hereto and incorporated herein by reference as **Appendices A and B**, respectively.
2. Provider will inform its officers, administrators, employees, volunteers, and subcontractors of all applicable standards and procedures.
3. Provider agrees to submit a completed 2024-25 CLC “Program Plan” in the form required by MPS throughout the year for each “Program Cycle”. A sample form, “2024-25 Community Learning Center Program Plan - Cycle 1” is attached hereto and incorporated herein by reference as **Appendix C**. Funds will not be disbursed until this Program Plan is received and approved by MPS for each Program Cycle. Throughout the term of this Contract there will be two Program Cycles.
4. The CLC must operate for a minimum of 10 hours per week, a minimum of 115 days per academic school year, and for a period no less than 33 weeks;
 - i. K5-K8 sites shall:
 1. Begin programming no later than September 9, 2024; and
 2. Must operate, at a minimum, through June 5, 2025. MPS written approval is required for any K5-K8 CLC requesting to close earlier than June 5, 2025; and
 3. All K5-K8 sites will provide programming Monday-Friday.

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

- ii. Middle/High School Sites shall:
 - 1. Begin programming no later than September 9, 2024; and
 - 2. Must operate, at a minimum, through June 5, 2025. MPS written approval is required for any Middle/High School CLC requesting to close earlier than June 5, 2025; and
 - 3. All middle/high school sites will provide programming Monday-Thursday. Middle/High school CLC programs may choose to operate programming on Fridays. The targeted populations for CLC programs are students with the greatest academic need as determined by school administration and Provider.
- iii. Provider's start and end times shall coincide with the MPS Bell Schedule and MPS Engineer's work schedules (**Appendix N and Appendix O**). All requests to operate outside of the aforementioned work schedules must be pre-approved in writing by MPS. Provider shall be responsible for all engineer overtime costs, as outlined in **Section II.A.1**.

B. Program Standards.

- 1. The CLC will be developmentally appropriate for its participants and varied to maintain student and parent participation. Each CLC will include programming in the following program areas for each Program Cycle, including at least one type of academic enrichment programming and at least two additional types of services, programs, and/or activities that contribute to overall student success.
 - i. Mentoring programs
 - ii. Remedial educational activities
 - iii. Tutoring services
 - iv. Service-learning programs
 - v. Activities that enable students to be eligible for credit recovery or attainment
 - vi. Literacy education programs
 - vii. Mathematics education programs
 - viii. Arts and music programs
 - ix. Counseling programs
 - x. Financial literacy programs
 - xi. Environmental literacy programs
 - xii. Nutritional education programs
 - xiii. Regular, structured physical activity programs
 - xiv. Services for individuals with disabilities
 - xv. Programs for English Language Learners
 - xvi. Cultural programs
 - xvii. Telecommunications and technology education programs
 - xviii. Expanded library service hours
 - xix. Parenting skills programs that promote parental involvement and family literacy
 - xx. Programs that provide assistance to students who have been truant, suspended, or expelled
 - xxi. Drug and violence prevention programs and counseling programs
 - xxii. Programs that build skills in science, technology, engineering, and mathematics (STEM)
 - xxiii. Programs that partner with in-demand fields of the local workforce or build career competencies and career readiness and ensure that local workforce and readiness skills are aligned with the Carl D. Perkins Career and Technical Education Act of 2008 and the Workforce Innovation and Opportunity Act
 - xxiv. Programs that extend mental health and wellness supports from the school day to after-school time (including social-emotional learning (SEL) or social-emotional development (SED)).
- 2. Each CLC will be evaluated in the following areas after each Program Cycle according to the Standards as outlined in **Appendix A** to this Contract. Provider understands that the ability to meet the required Standards is directly correlated to future continuation, as well as funding levels.
 - i. Overall Attendance.
 - ii. Academic Enrichment Programs – All CLC sites.
 - 1. Academic enrichment programming must be integrated into extended-day programming. The School, (*i.e.*, the facility where the CLC is located), and Provider will ensure that all CLC participants are enrolled in academic enrichment activities which are aligned with students' core academic needs (*i.e.*, literacy, reading, math, science, etc.) as identified by the School Improvement Plan ("SIP") and completed CLC Program Plan and Needs Assessment. Provider,

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

in conjunction with the School Principal, Site Coordinator, Academic Coordinator (whose roles are defined in **(Appendix E)**) and a core group of the School's teachers will ensure the academic activities are closely aligned with the SIP, instructional strategies, best practices, and Common Core State Standards for Mathematics, Reading, and English Language Arts.

2. All before and after-school academic enrichment programming must take place prior to recreation enrichment programming. Any schedule changes that deviate from this format must be pre-approved by MPS Recreation.
3. All CLC participants are required to participate in academic enrichment activities for a minimum of 45 minutes per day, four days a week, starting on, or prior to, September 9, 2024, for middle/high school sites and on September 9, 2024, for K5-K8 sites throughout the duration of the CLC program. CLC staff must ensure that the daily CLC schedule supports participation in academic enrichment by each participant.
4. CLC academic enrichment programming must be diversified and intentionally designed to support student academic achievement and support school-specific learning outcomes as identified in the SIP and CLC Program Plan and Needs Assessment. Programming must be organized and follow a scope and sequence of engaging learning activities which promote active learning by participants. All CLC academic enrichment activities must follow a daily or weekly lesson or activity plan, and lesson or activity plans must be kept on file in the CLC.
5. Provider will be required to implement an academic enrichment program specified by grade level which aligns with the MPS Ambitious Instruction Plan for Reading, Writing, and Math. MPS recommends literacy, math, and other student learning resources accessible from the MPS Student Toolbox (Clever) to support CLC academic enrichment programs and activities. Provider, via the annual CLC Program Plan and Needs Assessment, shall designate which academic curricula will be used for CLC programs.
6. Currently, MPS approves and supports the implementation of LitART and Comic Book Club for literacy enrichment. If the Provider requests to implement an alternative academic enrichment curriculum, MPS shall evaluate the proposed alternative curriculum in accordance with the criteria set forth in the 21st Century Community Learning Center Grant program Application Guidelines for 2024-2025. The 2024-25 CLC Alternative Enrichment Curriculum Request Form (**Appendix K**) must be completed and submitted to MPS for review and approval for any proposed academic enrichment curriculum not listed below.
 - i. LitART Literacy Enrichment Curriculum - K5-K8 Sites
 - a. As part of the regular schedule of academic programming, all K5-K8 sites must, unless otherwise approved by MPS, facilitate the LitART literacy enrichment curriculum for all participants in grades 1-8 for a minimum of 60 minutes per group each week. LitART literacy enrichment sessions must be offered weekly, beginning September 30, 2024, and ending no earlier than May 30, 2025.
 - b. All new staff members from each K5-K8 site who are teaching LitART must attend the LitART training in Fall 2024 and requested follow-up trainings throughout the academic school year. MPS Recreation may identify and require staff in need of additional training, including Site and Academic Coordinators, to attend refresher trainings as needed.
 - c. Attendance records must be documented in Cayen APlus for all individual LitART activities. Participant assessments, (in the form of pre-and post-tests), provided through the LitART curriculum must be completed and submitted as requested by MPS.
 - ii. Comic Book Literacy Enrichment Curriculum - Middle-High School Sites.
 - d. As part of the regular schedule of academic programming, all middle/high school sites (and selected K5-K8 sites) must, unless otherwise approved by MPS, facilitate the "Reading is a Super Power" Comic Book Club Literacy Enrichment Curriculum for a minimum of 15 participants at least once per week for a minimum of 60 minutes. Comic Book Club sessions must be offered weekly, beginning no later than September 30, 2024, and ending no earlier than May 30, 2025.
 - e. A minimum of two (2) staff members from each participating site must attend Comic Book Club training in Fall 2024 and requested follow-up trainings throughout the academic school year. MPS Recreation may identify and require staff in need of additional training, including Program Site and Academic Coordinators, to attend

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

- refresher training as needed.
- f. Attendance records must be documented in the MPS Cayen APlus for all individual Comic Book Club activities. Each site must complete one approved culminating project no later than May 16, 2025. Each site must also participate in the culminating Comic Book Club event which will take place by May 22, 2025. A minimum of two (2) staff members and four (4) students from each middle/high school site must attend Comic Book ComicCon to present their final project.
 - g. Participant assessments, (in the form of pre and post-tests), provided through the “Reading is a Super Power” Comic Book Club Literacy Enrichment Curriculum must be completed and submitted as requested by MPS.
- iii. Arts Enrichment - K5-K8 Sites and Middle-High School Sites
 - i. As part of the regular schedule of academic programming, all CLC locations must provide at least 30 minutes of arts enrichment (visual, performing, etc.) twice weekly for a total of 60 minutes per week for all CLC participants. Activities may be provided by Provider or offered by a qualified arts vendor. MPS will provide approved arts resources for programs to utilize in fulfilling this requirement.
7. Provider will be required to implement a social/emotional enrichment curriculum for middle/high school students (grades 6-12). Currently, MPS approves and supports the implementation of Lion’s Quest Out-of-School-Time (OST) Enrichment Curriculum. MPS shall evaluate any proposed alternative curriculum by the Provider in accordance with the criteria set forth in the 21st Century Community Learning Center Grant program Application Guidelines for 2024-2025. The 2024-25 CLC Enrichment Curriculum Criteria Checklist form (**Appendix K**) must be completed and submitted to MPS for review and approval for any proposed academic enrichment curriculum not listed below.
- i. Lions Quest Enrichment Curriculum - Middle/High School Sites.
 - a. As part of the regular schedule of academic programming, all middle/high school (and selected K-8) sites must, unless otherwise approved by MPS, facilitate the Lions Quest Out of School Time enrichment curriculum for a minimum of 20 participants at least once per week for a minimum of 60 minutes. Lions Quest sessions must be offered weekly, beginning September 30, 2024, and ending no earlier than May 23 2025.
 - b. A minimum of two (2) staff members from each middle/high school site must attend Lions Quest training in Fall 2024 and requested follow-up trainings throughout the academic school year. MPS Recreation may identify and require staff in need of additional training, including CLC Program and Academic Coordinators, to attend refresher trainings as needed.
 - c. Attendance records must be documented in Cayen APlus for all individual Lions Quest activities. Each site must participate in at least one “approved” Community Service-Learning Project (“CSLP”) to be completed no later than May 16, 2025.
 - d. A minimum of two (2) staff members and four (4) students from each middle/high school site must attend the Lions Quest Wrap-Up Celebration to present their CSLP on May 16, 2025. A video diary of the CSLP, (minimum of 5 minutes), and a written project narrative must accompany each project.
 - e. Participant assessments, (in the form of pre-and post-tests), provided through the Lions Quest curriculum and other required forms or documents must be completed and submitted as requested by MPS.
8. High-Quality Homework Help.
- i. High-Quality Homework Help is required to begin by September 9, 2024, for K5-K8, Middle, and High School sites.
 - ii. The Provider will offer a minimum of 30 minutes of high-quality homework help four (4) days per week based upon individual participant needs. Regular communication with the School’s day staff regarding participant needs, and a quiet, appropriate space in which participants can receive assistance with homework assignments must be established.
9. Youth Recreation Programs.
- i. The Provider will develop and operate a Youth Recreation Program which exposes participants to activities in the arts (dance, drama, poetry, music, etc.); sports and fitness (activities designed to get kids moving and physically active, as well as discussions on health and nutrition); cooperative learning games (non-competitive in nature); games that

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

provide opportunities to practice basic academic skills such as chess, checkers, puzzles and word games; and experiences that build on a wide diversity of cultural and ethnic groups. Youth Recreation Programs are required to begin by September 9, 2024, for K5-K8, Middle, and High school sites and operate for a minimum of 45 minutes per day, four days a week, and end no earlier than June 5, 2025, for middle/high school sites and June 5, 2025, for K5-K8 sites.

- a. Sports Physical Activity & Recreation for Kids (SPARK) Curriculum - Required for K5-K8 Sites.
 - b. As part of the regular schedule of CLC recreation programming, all K5-K8 sites must facilitate the SPARK curriculum for all participants ages 5-14 for a minimum of 45 minutes per group. SPARK sessions must be offered weekly, beginning September 30, 2024, and ending no earlier than June 5, 2025.
 - ii. One staff member from each K5-K8 site must attend a SPARK training in Fall 2024 and any requested follow-up training throughout the academic school year. MPS Recreation may require identified staff to attend refresher trainings as needed.
 - iii. Attendance records must be documented in the MPS Cayen APlus/Transact system for all individual SPARK activities. Evaluations provided through the curriculum must be completed and submitted as requested by MPS.
10. Family Involvement.
- i. Family enrichment programming supporting student learning: The Provider must offer a minimum of two (2) CLC family events or programs per Program Cycle. A minimum total of four (4) high-quality programs designed to engage CLC family members in support of student learning must be offered annually. Based on the respective CLC grant award funding tier, each grant site must reach a minimum of 10-30 unduplicated families by June 6, 2025. CLCs unable to meet the minimal number of unduplicated families shall submit to MPS an action plan outlining Provider's effort to reach additional families.
11. Parent orientation: Provider must complete at least one (1) parent orientation event with at least one (1) parent or guardian of each CLC participant for the purpose of the CLC program. The orientation must emphasize the academic focus, participant selection process, and program commitment, among other policies.
- i. This may be completed virtually or via mass gatherings, individual parent meetings, or a combination of the three. Participation/attendance at all parent orientation events, gatherings, or individual meetings must be documented in Cayen APlus as a parent orientation activity within one (1) week of the occurrence. School-led open house events are not sufficient unless an audience of CLC parents is separately addressed. All CLC families must receive written orientation materials at the time of parent orientation. All CLC parents must sign off on receipt of all orientation materials. CLC grantees must maintain hard copies on-site of all CLC parent orientation meetings, gatherings, events, written agreements, and supporting documentation.
 - ii. The parent orientation may qualify as a family enrichment program if also accompanied by academically-focused and engaging activities for parents that are in support of student learning.
12. Provider will work with the School to coordinate mandatory, on-site professional development for all staff, including those working with academic enrichment, for a minimum of 10 hours per academic school year. Provider and the School Principal or a designee will work with the CLC and the School's day staff to facilitate professional development that is aligned with the goals and objectives of the SIP and CLC Program Plan, and CLC grant goals. All CLC professional development will focus on program improvements to support student/participant academic achievement.
13. Provider's representative and School Leader will conduct quarterly site visits of the CLC program, a minimum of four (4) times per year (to be completed by November, January, March, and May), to observe the quality of the program content and academic instruction. Both the Provider and School Leader must submit Site Observation Forms to MPS immediately following the site visits.
14. Provider will advertise and promote the CLC program, ensuring that all flyers, documents, and information sent to community residents and families of the school CLC site be translated into languages and written in a manner that ensures access to information regarding the CLC program.

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

15. Provider will be responsible for the care, custody, control, supervision, and security of all individuals participating in CLC-sponsored programs.
 - i. Provider will ensure that the entry to the CLC is secured or monitored at all times.
 - ii. Provider will ensure that CLC participants are supervised at all times. Under no circumstances will a child be left on-site or on off-site field trips unsupervised. In the event child abuse is suspected, and Child Protective Services (CPS) is contacted, Provider will contact and verbally report to a member of the MPS CLC Recreation Team as soon as possible, but no later than 30 minutes after the report of the incident. Additionally, Provider will submit a confidential report to the MPS CLC Program Office via email to Provider's assigned MPS project team member within 24-hours indicating why Child Protective Services was contacted.
 - iii. Provider will submit a "CLC Program Safety Plan," via the form included in **Appendix C**, as well as a written policy for participant discipline to the designated MPS CLC Recreation Supervisor or Manager. The discipline policy will also be communicated to parents/guardians of CLC participants as part of the required parent orientation.
16. For emergency situations requiring police, fire, CPS or ambulance services, Provider shall, within 30 minutes following an incident/accident, verbally report the incident/accident to the designated MPS CLC Recreation Supervisor or Manager. If no MPS CLC Recreation Team member is available, the caller must communicate the situation verbally to a full-time staff member of the MPS Recreation Department. Additionally, Provider shall submit a written incident report within 24-hours of the incident via email to a member of the MPS CLC Recreation Team. The MPS CLC Recreation Team may request that reports and/or additional documents be submitted sooner, if necessary. MPS CLC Recreation Team will report emergency incidents to the Wisconsin Department of Children and Families (DCF) with any necessary information once the emergency incident is reported to Milwaukee Recreation.
17. Any information pertaining to student records obtained for the purpose of this Contract is restricted to the services provided under this Contract and will not be used or given to anyone or any other parties outside of the Contract as governed by any state law or federal regulation.

C. Staffing Requirement.

1. Provider will employ a sufficient number of qualified and properly trained persons to effectively carry out the CLC program. MPS reserves the right to request, in writing and provided to the Provider's Human Resources Department, the removal of any CLC personnel whom MPS, in its sole discretion, determines is not effectively carrying out his/her job duties. Provider must supply ample staff in accordance with DCF Group Childcare Licensing Standards, as identified in **Appendix C**.
2. Required CLC positions (as referenced in **Appendix E**) include:
 - i. Site Coordinator for each individual CLC site that is qualified and trained to oversee the CLC program's operation and services. Site Coordinators must be hired and begin performing duties by August 12, 2024, for all K5-K8, Middle, and High school sites.
 - ii. Academic Coordinator for each individual CLC location who is a highly qualified, certified teacher to work jointly with the CLC and the School's administration to assist with the planning and facilitation of Academic Programs. Academic Coordinators must be hired and performing duties by September 6, 2024. If the Academic Coordinator position is not filled, then the Provider is responsible for ensuring that the roles and responsibilities of the Academic Coordinator are implemented fully.
 - iii. Security Monitor who will be present at the site at all times of CLC program operation. Provider will ensure that the entry to CLC is secured or monitored at all times. All K5-K8 sites require a minimum of one (1) Security Monitor, and all middle-high school sites require a minimum of two (2) Security Monitors, one of whom should be an MPS School Safety.
 - iv. Data Entry Personnel who are responsible for entering all participant registration information and daily attendance by activity. A minimum of two (2) CLC staff members, one of whom must be the CLC Site Coordinator and must be trained in the MPS Cayen APlus/Transact attendance tracking system by September 6, 2024. Monthly cost reimbursements for CLC expenditures will not be released by MPS until two (2) CLC staff members are trained, and monthly attendance data has been entered into the MPS Cayen APlus/Transact system. Provider will ensure that all participant reports and personnel information are kept confidential as governed by state law and federal regulations. If the Data Entry Personnel position is not filled, then the Provider is responsible for ensuring that the roles and responsibilities of the data entry personnel

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

- are implemented fully.
3. Sites will have a maximum of 30 days to fill any vacancies of the above-mentioned required positions from the date of vacancy. Failure to fill the required positions within 30 days may result in termination of this Contract.
 4. Provider will ensure that all staff in regular contact with children obtain and maintain a current certificate of completion for infant and child CPR and external defibrillator use from an agency approved by DCF within three (3) months of hire per Section 251.5(1)(c) of the Monitoring Checklist – Public School Operated Programs - DCF 251.
- D. Provider will determine the steps required to adequately prepare for the CLC program, as well as those needed at the conclusion of the CLC program. Provider will use its best judgment when determining staffing needs outside of actual CLC program dates.
- E. Provider will hire an MPS Food Nutrition Services employee at his/her current rate whenever Provider uses the kitchen located at the site unless otherwise authorized by the MPS Department of School Nutrition Services.
- F. MPS will provide dinner or a snack to all CLC participants. MPS will provide dinner to CLC participants at selected sites (determined by MPS School Nutrition Services) provided the following requirements are met:
1. Provider has at least two (2) persons at each site where dinner is being served that are trained in all applicable Child and Adult Care Food Program (“CACFP”) rules and regulations. Provider must attend annual training for the CACFP program conducted by MPS School Nutrition Services.
 2. Provider must keep documentation sufficient for MPS to claim the meals pursuant to the USDA’s CACFP on MPS’ Cayen APlus data tracking system. This includes input of a daily point-of-sale meal count and current enrollment information.
 3. Provider must perform their own clean-up and food disposal. Clean-up means the removal of all food trays and debris on tables to allow for wipe-down and sanitation by MPS Nutrition Service staff. Food disposal means disposal of food in appropriate, agreed-upon containers. MPS Nutrition Services is responsible for sanitizing debris-free tables and MPS Facilities is responsible for emptying trash containers.
 4. Provider is responsible for supervising the children in the cafeteria and through the service line.
 5. Provider will provide written notice of cancellation of meal service to MPS Nutrition Service site staff two weeks in advance. Failure to notify MPS Nutrition Services could result in Provider covering any lost costs.
 6. Provider must follow instructions on how to operate the Point of Service (POS) which includes entering each child into the POS. If unable to operate the POS computer, Provider will document the name and ID number of each child that receives a meal.
 7. Failure to comply with any of these requirements will result in the discontinuance of meal service and could result in the provider to cover any lost cost to Nutrition Services.
- G. Provider will monitor all CLC staff and volunteers and provide performance evaluation reports as requested by MPS.

II. FACILITIES

- A. Building Usage.
1. MPS will provide space, (on a nonexclusive basis), utilities and routine custodial cleaning and maintenance at the MPS facility _____, (hereinafter referred to as “facility”), located at _____ on pupil attendance days from 6:30 a.m. to the start of the school day and from the end of the school day until the closing of the authorized CLC programming, but no later than 10:00 p.m., for the 2024-25 school year.
Provider’s start and end times shall coincide with the MPS Bell Schedule and MPS Engineer’s work schedules. All requests to operate outside of the aforementioned work schedules must be pre-approved in writing by MPS. *Provider shall be responsible for all engineer overtime costs incurred as a result of any approved overtime requests.*
In the event the CLC operates on a weekend, the cost of the facility’s operations personnel overtime will be charged to Provider’s CLC grant. If special circumstances arise, e.g., CLC special event, during the week that requires non-routine custodial cleaning, the cost of overtime will also be charged to Provider’s CLC grant.

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

2. MPS may provide space in the facility on non-pupil attendance days at such times as negotiated between the parties. However, access on non-pupil attendance days is not guaranteed. MPS shall have sole discretion to provide space on non-pupil attendance days.
3. MPS will provide an appropriate number of classrooms/multi-purpose rooms in which to run the CLC program. Additionally, MPS will provide adequate office space for the CLC on-site that is equipped with a desk, telephone, locked filing cabinet, accessibility to the internet to enter data into Cayen APlus/Transact and storage space for supplies/equipment. The school will assure access to classrooms during academic enrichment and Homework Help activities to create a conducive learning environment during the CLC program. Access must be assured prior to the start of the program. MPS will provide CLC staff and students daily/regular access to school technology, including the internet, classroom computers, computer labs, and computer carts, to enable students participating in the afterschool program access to online and computer-based intervention and enrichment tools and resources in support of student academic achievement. MPS will, as needed and upon request, provide any required training for CLC staff to ensure appropriate usage of any and all school technology.
4. Provider will use the MPS facility, equipment, and supplies provided for under this Contract only for the purpose of operating the CLC.
 - i. Provider does not have authorization to allow outside groups, not contributing to the operations of the CLC, to use the facility. This includes lead agency events not related to operating the CLC. This Contract may be terminated if Provider authorizes outside groups to use the facility.
5. Provider will make no alterations or additions to the fixed equipment and building structure.
6. Provider shall be responsible for cleaning and maintaining classrooms and all MPS facilities, equipment, and supplies utilized for the program on a daily basis in accordance with the MPS Daily Cleaning Procedures for Classrooms, incorporated herein as **Appendix M**. This includes but is not limited to: sweeping floors; cleaning table surfaces; and the collection of garbage from all rooms used.
7. Provider will quit and deliver up possession of the utilized facility and equipment peaceably and quietly at the end date of this Contract in the same condition as the facility and equipment were in at the commencement, reasonable wear and tear excepted. Any personal property owned by Provider, its agents, or employees not removed from a facility at the end of the Contract will become the property of MPS, to be disposed of as MPS sees fit. At no time will MPS be responsible for any damage/theft of property belonging to Provider, its agents, or employees.
8. Provider will repair, at its expense, any damage to the common areas and technology resulting from the acts of its agents, employees, or the acts of its participants occurring during the regular hours of the CLC program, reasonable wear and tear excepted.
9. Provider will be liable to MPS for any damage, except for reasonable wear and tear, to property, equipment, and supplies of MPS in the operation of the CLC program, and will hold MPS and its agents, representatives, successors, and assigns harmless from any liability, claim, or damages caused by the acts or omissions of Provider, its staff, agents, representatives, successors, and assigns.
10. Provider will adhere to any emergency procedures that may be required by MPS, *e.g.*, fire drills, tornado drills, etc. Provider will routinely conduct safety drills so that participants are aware of the proper procedures to follow in the event of an emergency as referenced in the CLC Safety Plan, School Safety Plan, and Milwaukee Recreation Emergency Action Plan, Milwaukee Recreation Critical Incident Response Manual, and Milwaukee Recreation General Security Plan.
11. Provider will have a message delivery system indicating to callers they have reached the Community Learning Center installed prior to the start date of the CLC program. The message system will be either: (1) 24-hour voicemail; or (2) 24-hour answering machine. All voice messages must be returned by CLC staff within a 24-hour business day period.
12. MPS will provide unreserved parking spaces to Provider, its officers, agents, employees and visitors under such restrictions as MPS may determine from time to time, including the requirement that priority in parking space assignment will be given to MPS's use and the requirement that all of Provider's vehicles, and those of its officers, agents, employees and visitors, be removed from the MPS parking lot daily and immediately after the conclusion of the CLC Program. MPS will not be responsible for any damage to vehicles that are parked in the MPS parking lot.
13. The Parties will collaborate to ensure compliance with any governmental or health regulations as it relates to communicable diseases. Both parties shall collaborate with one another in providing as much information as possible while maintaining proper confidentiality standards due the nature of the information being shared.
14. While MPS will provide daily custodial cleaning of the facility if Provider reports any safety or

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

emergency cleaning needs to address matters such as mold, fungus, rodents, or obstructing trash/debris, MPS will use best efforts to promptly address the cleaning needs and will provide Provider with an update on actions taken to address the matter.

III. COLLABORATION

Provider will cooperate and comply in all respects with MPS obligations as a 21st Century CLC grant recipient, including the 21st Century CLC Collaborative “Roles and Responsibilities”; attached hereto and incorporated herein by reference as **Appendix E**. Provider will work with the School to carry out the requirements set forth in this Contract.

- A. Provider will actively engage in the monitoring and continuous improvement of student academic performance through participation in CLC activities.
- B. Provider will ensure that its employees and volunteers attend all mandatory in-person and virtual CLC meetings which include, but are not limited to:
 - 1. Site Coordinator and Academic Coordinator meetings;
 - 2. Orientations, trainings, and conference sessions;
 - 3. Cayen APlus/Transact training sessions;
 - 4. School Learning Team meetings;
 - 5. CLC collaborative meetings (Lead Agency, Mid-Year and End-of-Year reviews, etc.); and
 - 6. Special district meetings.

In the event Provider fails to adhere to this requirement, MPS may, in its sole discretion, reduce the reimbursement of administrative costs due to Provider under the CLC grant for each documented infraction.

- C. In addition to MPS trainings, the following conferences are also approved for CLC staff to attend:
 - 1. Wisconsin DPI CLC Conference/Wisconsin Statewide Out-of-School Time Conference;
 - 2. Center for Summer Learning National Conference;
 - 3. Beyond School Hours Conference;
 - 4. National Afterschool Association Conference;
 - 5. Wisconsin Afterschool Association Conference; and
 - 6. Wisconsin Association of Child and Youth Care Professionals.

Attendance at any other staff trainings on which CLC funds will be expended must be submitted for pre-approval to MPS by completing a “Request for Professional Training/Conference Reimbursement.” A sample reimbursement form is attached hereto and incorporated by reference as **Appendix F**. If said form is not submitted and approved prior to attendance, MPS will have the right to withhold reimbursement.

- D. Provider will work closely with the School to ensure that collaborative meetings are held between stakeholders where CLC data is presented, discussed, and acted upon as outlined in **Appendix B**.
- E. All CLC promotional materials, (flyers, articles, media coverage, etc.) must include reference to the “*Nita M. Lowey 21st Century Community Learning Center (21st CCLC)*” and the partnership with either “*Milwaukee Recreation*” or “*Milwaukee Public Schools*.” All CLC promotional materials must be approved by MPS, in writing, prior to distribution.

IV. EQUIPMENT AND SUPPLIES

- A. Equipment and supply purchases made with CLC funds must be related to the objectives of the CLC program.
- B. Provider will provide equipment, materials and supplies as needed to efficiently operate the CLC Program, unless MPS agrees otherwise. All equipment, materials, and supplies used in the CLC Program, whether purchased by Provider with CLC Program grant funds or directly by MPS, will remain the sole property of MPS upon termination of this Contract. Provider will keep all equipment, materials and supplies used in the CLC Program in good and safe working condition. Provider will be responsible for repairing and/or replacing damaged, lost or broken equipment, materials, and supplies, reasonable wear and tear accepted.
 - 1. All apparel, (e.g., t-shirts, jackets, etc.), and printed items, (e.g., business cards, banners, stationary, flyers, etc.), purchased with CLC funds must include reference to the “*Nita M. Lowey 21st Century Community Learning Center (21st CCLC) Program*” and either “*Milwaukee Recreation*” or “*Milwaukee Public Schools*.” In the event apparel is purchased by Provider, Provider shall comply with the standards set forth in MPS Board of School Directors’ Administrative Policy 3.09(18) and the Milwaukee Recreation Style Guide. Purchases that do not conform to these requirements will not be reimbursed.
 - 2. All technology purchases, purchased with CLC funds, must be pre-approved by Milwaukee Recreation and MPS Technology, are considered MPS District Property by the MPS Department of Technology,

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

and will be subject to all applicable standards established by the Department of Technology.

- C. Provider will submit a "Request to Purchase Equipment Over \$300" form, a sample of which is attached hereto and incorporated by reference as **Appendix D**, for approval by MPS prior to making any equipment purchases equal to, or over, \$300. If said form is not submitted and approved prior to purchase, MPS will have the right to withhold reimbursement. Provider will place an MPS inventory identification tag on all equipment equal to, or over, \$300 that has been reimbursed with CLC funds. Provider will keep written records of these items, as well as their corresponding inventory number.

V. COMPENSATION

- A. MPS will make payment to Provider for an amount, not to exceed, as outlined in Section 3 of the Professional Service Contract (Contract) in which this Attachment is incorporated. However, payment shall only be made at MPS's sole discretion if Provider meets the CLC program requirements as outlined in this Contract and as additionally provided below. Provider shall submit reimbursements or cost reports as follows:
 1. No later than August 30, 2024, Provider will return to MPS a completed "21st Century CLC Project Annual Budget Forecast," for each location under this Contract indicating an annual budget by cost category. A Budget Forecast form is included in collective budget documents which are attached hereto and incorporated herein by reference as **Appendix G**. This Contract is contingent upon the appropriation of funds by the MPS Board of School Directors. MPS will not reimburse Provider for any expenditures incurred prior to the start date of this Contract without prior approval from MPS.
 2. MPS will review Provider's proposed budget documents. Upon approval, Provider will submit a "Monthly Cost Report" by the 28th of each month for reimbursement. It will be at the sole discretion of the MPS Recreation Department whether late Cost Reports will be accepted. Failure to timely submit a "Monthly Cost Report" may result in a delayed payment.
- B. Reimbursement for expenditures will be made on a monthly basis, provided that Provider has complied with all MPS's fiscal requirements and has supplied all records and reports requested by MPS including, but not limited to Employee Criminal Background Records, CLC Program Plans, Teacher Surveys, and Parent/Participant Surveys. MPS will have 45 days from timely receipt of Provider's Monthly Cost Report to reimburse approved expenditures.
- C. Fiscal Requirements.
 1. Provider agrees to spend all funds received under this Contract in accordance with the authorized cost categories identified in **Appendix G**.
 2. Provider will maintain adequate source records including, but not limited to, invoices, payroll records, time sheets, and receipts for up to seven years after the termination of this Contract.
 - i. Personnel expenditures must be entered on a "Schedule of Paid Cost" form. A Schedule of Paid Costs Monthly Report form is included in **Appendix G**.
 - ii. Copies of all receipts submitted by the Provider must be "legible" and provide the following information:
 1. Name of vendor from which the item was purchased;
 2. Date of the purchase, which must coincide with the period in which the reimbursement is requested;
 3. Identification and quantity of items purchased; and
 4. Amount spent (excluding all taxes, late payment fees, etc.).
 - iii. All purchases must include a written description of the purpose of the expenditure on the monthly "Schedule of Paid Costs." A Schedule of Paid Costs Monthly Report form is included in **Appendix G**. Any purchase that does not include a description may not be approved for reimbursement.
 3. Provider will use appropriate cash management procedures so that public funds disbursed under this Contract are discernible from other funds.
 4. Provider will expend and account for funds in a manner consistent with the provisions of this Contract; 34 C.F.R. § 75.532, (U.S. Department of Education General Administrative Regulations ("EDGAR")); and for allowable costs as outlined in 2 C.F.R. § 200.400 *et seq.*
 5. Provider must submit an amended budget to MPS for approval prior to making any adjustments in the budget category amounts. Budget amendments will not be accepted after January 17, 2025.
 6. All remaining funds allocated to Provider, but not expended, during the term of this Contract will remain under MPS' jurisdiction for future programming. These funds may be retained by MPS and sent back to DPI for review and approval for carry-over use.
 7. Provider must get approval from MPS before any and all fundraising efforts for MPS CLC programs.

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

Provider understands that a portion of any funds raised by the Board for the CLCs may be used to assist with MPS's CLC operation costs.

D. Revenue-Generated Activities and Wisconsin Shares Child Care Subsidy.

1. Provider will maintain adequate source records relating to program fees and revenue-generating activities, *i.e.*, program fees, field trips, and fundraisers, and include documentation of all funds collected under "CLC Program Revenue" on the Monthly Cost Reports. All income must be spent during the program year in which the funds were generated. Upon request, records related to revenue expenditure must be provided to MPS. Failure to report revenue associated with CLC operations may result in the termination of this Contract in MPS's sole discretion.

2. Unless prior written approval by MPS has been received, Provider will not exceed the suggested fee limits as set by MPS and/or the Department of Public Instruction. Provider must make accommodations to service all CLC participants regardless of their ability to pay.

All funds generated through the collection of Wisconsin Shares Child Care Subsidies will be monitored by MPS. In the event Wisconsin Shares childcare subsidies are utilized, Provider must meet the standards for licensed childcare centers established by the Wisconsin Department of Children and Families and participate in the YoungStar Quality Rating and Improvement system. Wisconsin Shares Child Care Subsidies are only to be used for CLC purposes and must be spent in accordance with the authorized cost categories as identified in **Appendix G**. CLC funds will be expended in the following order:

- i. CLC grant funds as set forth in **Section V** of this Contract; then
 - ii. Program revenue; then
 - iii. Wisconsin Shares Child Care Subsidies
3. Provider understands that seven and one-half percent (7.5%) of the Wisconsin Shares Child Care Subsidies collected will be placed in a central account to pay for administrative costs.

E. Fiscal Compensation Procedures.

1. Provider will submit by the 28th of each month, to the MPS Department of Recreation and Community Services; Attn: Michelle Porter; 5225 West Vliet Street, Room 162; Milwaukee, WI 53208, a completed "Monthly Cost Report." Provider will have 30 days from the end of the CLC Program to submit all financial documentation, including, but not limited to Cost Report Schedules of payments, and invoices and receipts for "final" reimbursement of program expenses. Any reimbursement requests submitted after that date may not, in MPS's sole discretion, be approved for reimbursement.

2. Provider will include, with each Monthly Cost Report submitted, the following documentation:

- i. Legible copies of all paid receipts and invoices submitted for reimbursements which conform to the requirements of § V.C.2. A completed Schedule of Paid Costs should also be submitted with the receipts;
- ii. Copies of Organizational Checks used for payment of authorized expenses; and
- iii. Copies of Payroll ledger forms and other relevant data (identifying payee, check number, hourly rate, gross wages and authorized deductions).

3. Provider will have each Monthly Cost Report signed by the school principal and lead agency authorized organizational officer and identify the name and telephone number of the person responsible for its preparation.

4. Provider will assure that all Cost Report documentations are legible, clear, and organized in their submission, recognizing that any required document that isn't submitted or is in error will reduce or delay the payment requested.

VI. CONTRACT COMPLIANCE SERVICES (CCS) REQUIREMENTS

- A. In educating the children and youth of Milwaukee, MPS is also a primary purchaser of goods and services in the Milwaukee marketplace. MPS believes it is obligated to display in its own operations the values of excellence, diversity, and economic responsibility that it strives to teach its students.

To that end, MPS requires for this Contract the use of Historically Underutilized Business (HUB) firms and the engagement of the MPS contract awardee in Student Engagement activities.

- B. The HUB participation requirement for this Contract is 10% per 12-month contract period of total purchased goods and/or services by a certified HUB vendor, including, but not limited to: general supplies, office supplies, program supplies, equipment rental, contractual services, and transportation.

- C. All information relating to the HUB participation requirement and the Student Engagement Requirement, including all forms required to document compliance with these requirements, can be found at <http://www.milwaukee.k12.wi.us> (click on Vendors, then click on Forms), which is herein expressly

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

incorporated by reference.

- D. Provider must submit a HUB Utilization Plan. No credit for participation will be granted until MPS-recognized HUB Firm certification documentation is received.
- E. Provider is responsible for verifying with any HUB vendor that certification is current and that the North American Industry Classification System (NAICS) description (or qualifications description on the certification document) matches the commercially useful function listed in Appendix H to this Contract.
- F. The forms attached hereto as **Appendix H1 – H3** and incorporated by reference are a binding part of this Contract. Failure to return these forms within the required timeline will result in the termination of this Contract. Fillable versions of these same forms can also be found at <http://www.milwaukee.k12.wi.us> (click on Vendors, then click on Forms):
 - 1. HUB Utilization Plan (current certification document, with NAICS code, must be submitted);
 - 2. Prime Vendor Information Sheet; and
- G. Student Career Awareness/Education Plan/Commitment.
 - 1. The Student Engagement Requirement is 10 hours of Career Education per 12-month contract.

VII. PROGRAM EVALUATIONS AND AUDITS

- A. If Provider is required, under the statutory requirements and provisions of P.L.98-502 or the requirements of 2 C.F.R. § 200.501, to have a single audit, Provider will provide MPS a copy of its annual single audit no later than 90 days after the end of Provider's fiscal year. If Provider is not required to have a single audit, a written letter affirming this will be submitted to MPS no later than 30 days after receiving and signing this Contract.
- B. Provider will grant MPS or any authorized MPS representative the right to conduct a program evaluation and/or a contract compliance/financial audit of the program funded under this Contract for a period of up to three years following the expiration of this Contract. If Provider fails to allow the audit, this Contract will become null and void and all funds previously advanced under this Contract will be returned from Provider to MPS.
- C. If any audit identifies costs as inappropriate, MPS will be entitled to recover any payments made to Provider under this Contract.

VIII. ADDITIONAL CONDITIONS

- A. Provider will comply with the following state and federal laws and regulations:
 - 1. Title VI of the Civil Rights Act of 1964, (P.L. 88-352), which prohibits discrimination on the basis of race, color or national origin;
 - 2. Title IX of the Education Amendments of 1972, as amended, (20 U.S.C. §§ 1681-1683, §§ 1685-1686), which prohibits discrimination on the basis of sex;
 - 3. Section 504 of the Rehabilitation Act of 1973, as amended, (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps;
 - 4. The Age Discrimination Act of 1975, as amended, (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age;
 - 5. The Drug Abuse Office and Treatment Act of 1972, as amended, (P.L. 92-255), relating to nondiscrimination on the basis of drug abuse;
 - 6. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, as amended, (P.L. 91-616), relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
 - 7. Sections 523 and 527 of the Public Health Service Act of 1912, as amended, (42 U.S.C. § 290 dd-- 2), relating to confidentiality of alcohol and drug abuse patient records;
 - 8. Title VIII of the Civil Rights Act of 1968, as amended, (42 U.S.C. § 3601, *et seq.*), relating to nondiscrimination in the sale, rental or financing of housing;
 - 9. Any other nondiscrimination provisions in the specific statute(s) under which application for Federal Assistance is being made;
 - 10. The requirements of any other nondiscrimination statute(s) which may apply to the application;
 - 11. P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by the award of the CLC Program grant;
 - 12. All applicable requirements of all other federal laws, executive orders, regulations and policies governing the CLC Program; and

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

13. All health and safety laws or rules that apply to public schools.
- B. Provider agrees to strive to implement the principles of equal employment opportunities through an effective Affirmative Action program. A copy of such program shall be produced by Provider upon request by MPS. The program shall set its objective to increase the utilization of women, minorities and handicapped persons, and other protected groups, at all levels of employment in all divisions of Provider's work force, where these groups may have been previously under-utilized and under-represented. Provider also agrees, in the event of any dispute as to compliance with the aforementioned requirements, it shall be Provider's burden to show it has met all such requirements.
 1. When a violation of the non-discrimination, equal opportunity, and/or affirmative action provision of this Contract has been determined by MPS, Provider shall immediately be informed of the violation and directed to take all action necessary to halt the violation, as well as such action as may be necessary to correct, if possible, any injustice to any person adversely affected by the violation, and immediately take steps to prevent further violations.
 2. If, after notice to Provider of a violation of the non-discrimination, equal opportunity and/or affirmative action provision of this Contract, further violation of those provisions are committed during the term of the Contract, MPS may terminate the Contract without liability for any remaining funds which may be disbursed. MPS, at its sole discretion, may permit Provider to complete the Contract. In the case of any violations of these provisions, Provider may be ineligible to participate in future contracts with MPS.
- C. Provider must comply with all requirements of Wis. Stats. § 48.685 and § 48.686, which identify the standards required for criminal history and child abuse record searches for licensed Caregivers and Child Care Programs.
 1. Provider will conduct, at Provider's expense, any and all required background checks, as set forth below:
 - i. Providers participating in the YoungStar Quality Rating System and receiving Wisconsin Shares Child Care Subsidies must abide by all background check requirements prescribed by the Wisconsin Department of Children and Families ("Department"), including, but not limited to:
 1. Submitting a request to the Department for a criminal background check for each potential caregiver and at least once every 5-year period for each existing caregiver;
 2. Obtaining FBI fingerprint checks every five (5) years;
 3. Submitting background checks for any and all employees and contractors with the opportunity for unrestricted access to children;
 4. Using the Child Care Provider Portal (CCPP) to submit new and prospective employee information needed to trigger fingerprint-based checks;
 5. Abiding by all other requirements prescribed by the Department, available at <https://dcf.wisconsin.gov/ccbgcheck>.
 - ii. Providers not subject to the requirements set forth in the above **Section VIII(C)1.a.** must obtain a criminal information background check through the Wisconsin Department of Justice (<https://recordcheck.doj.wi.gov/>) and other states' agencies, as applicable, on all current and potential administrators, board members, officers, full-time employees, part-time employees and volunteers who have, or who are anticipated to have direct, unsupervised contact with children throughout the Fall Recreation Program. (Note: No background checks are required for youth mentors/workers who are under the age of 18).
 1. An out-of-state background check should be completed in the state(s) in which the individual resided for at least six months within the last ten years and was 18 years or older at the time.
 2. For purposes of this Contract, a volunteer is any non-paid person who provides services on a regular and ongoing basis for more than five hours a week. A volunteer is not a parent or other adult who is a one-time volunteer for a field trip or other one-time-only activity. Provider will use good judgment in accepting the services of a volunteer and will be familiar with the volunteer before accepting services of that volunteer.
 3. No later than one month before work with children at the CLC program begins, Provider will electronically submit completed background checks for all individuals providing services under this Contract utilizing the Smart Sheet link provided herein: <https://app.smartsheet.com/b/form/9095513a736c49a791df055c1e2fa879>. Records that indicate a history of conviction or pending criminal charges will be reviewed by the MPS Department of Employment Relations. Thereafter, MPS will immediately notify Provider of any individual(s) who, based on MPS standards, should not have contact with children. Failure to submit the results of any crime information records checks prior to the provision of

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

services will result in the termination of services. All determinations made by MPS with regards to whether an individual is fit to provide services under this Contract are made in MPS's sole discretion.

- iii. As required by law, Providers shall complete the other searches required by Wis. Stat. § 48.685, review the results and determine that there is nothing in the background of Provider's employees, agents or sub-contractors that would render them unfit to provide services under this Contract where there is contact and access to children. Background factors that would disqualify any individual from providing services to MPS include, but are not limited to: falsification of background information; conviction of a criminal offense that substantially relates to the duties and responsibilities to be assigned to or performed by Provider under this Contract; or pending criminal charges alleging acts of a similar nature. Provider has a duty to retain all documentation related to background checks and other searches performed pursuant to this Contract and Wis. Stat. § 48.685 on file for the duration of this Contract and to provide the same to MPS upon request.
- D. For purposes of this Contract, a volunteer is any non-paid person who provides services on a regular and ongoing basis for more than five hours a week. Provider shall use good judgment in accepting the services of a volunteer, and shall be familiar with the volunteer before accepting services of that volunteer. In the event Provider hires, or accepts as a volunteer, any individual during the term of this Contract to provide services under this Contract, the requirements of **Section VIII**. must be fulfilled before said individual is allowed to have contact with children participating in the 21st Century Community Learning Centers Program.

IX. INFORMATION AND REPORTS

- A. Provider will give information at such times and in such forms as may be requested by MPS, or its designee, concerning any of the operations of the CLC Program. Provider will generate and provide this information in a format and at the time as requested by MPS or its designee.
- B. Provider is required to submit two (2) completed CLC Program Plans to the Milwaukee Recreation CLC Project Team, in Room 163 of MPS's Administration Building, according to the following schedule:
 1. Program Plan for Cycle 1: Due no later than August 30, 2024;
 2. Program Plan for Cycle 2: Due no later than January 10, 2025. (The submission of a Cycle 2 Program Plan is required only for those CLCs making changes or additions to Cycle 1 activities, programming, program operations.)
- C. Provider is required to have two (2), maximum of three (3) CLC staff, (one (1) of whom must be the Site Coordinator), trained on the Cayen APlus system at all times under this contract to enter CLC attendance data on a daily basis. Monthly cost reimbursements for CLC expenditures will not be released by MPS until two (2) CLC staff are trained and all monthly attendance data has been entered into the Cayen APlus system.

All data must be entered accurately and honestly to reflect actual participant counts. Falsification of data will be grounds for termination of this Contract with no further liability on the part of MPS.

 1. Provider understands that site access to Cayen APlus may be discontinued if two (2) CLC staff are not trained in the Cayen APlus System.
- D. Provider will notify the Before/After-School Coordinator of MPS's Department of Recreation and Community Services of any correspondence regarding the CLC Program received from the United States Department of Education or the WDPI that requires a formal response.

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

APPENDICES

The following documents are hereby made a part of this Contract and Provider agrees to abide by all the terms and conditions herein.

Appendix A	2024-25 Community Learning Center Contract Standards
Appendix B	2024-25 Community Learning Center Program Guidelines and Requirements
Appendix C	2024-25 Community Learning Center Program Plan - Cycle 1
Appendix D	Request to Purchase Equipment Over \$300 (form)
Appendix E	Roles and Responsibilities
Appendix F	Request for Professional Training/Conference Reimbursement (form)
Appendix G	Budget Categories and Allowable Expenses Information
Appendix H1	HUB Utilization Plan
Appendix H2	Student Career Education Plan Commitment CLC
Appendix H3	Prime Vendor Information Sheet CLC
Appendix I	Sample Certificate of Insurance
Appendix J	Building Permit
Appendix K	2024-25 CLC Alternative Enrichment Curriculum Request Form
Appendix L	DCF Health & Safety Checklist – Public School Operated Programs
Appendix M	MPS Daily Cleaning Procedures for Classrooms
Appendix N	2024-25 MPS Bell Schedule
Appendix O	MPS Engineer/BA Work Schedule

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS



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Milwaukee Recreation
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Updated 6/22/2024

**MPS Nita M. Lowey 21st Century Community Learning Center (CLC)
 Contract Standards - Elementary & K-8 School Sites
 2024-2025 School Year Calendar**

Standard	Competitive Grant (Max. of \$80,000)	Competitive Grant (Max. of \$100,000)	Competitive Grant (Max. of \$115,000)	Competitive Grant (Max. of \$130,000)	Competitive Grant (Max. of \$145,000)
Program Participation Standards					
Minimum Hours of Operation per Week:	10	10	10	10	10
Minimum Weeks of Operation per year:	33	33	33	33	33
First Day of MPS Student Attendance:	Sept. 3, 2024	Sept. 3, 2024	Sept. 3, 2024	Sept. 3, 2024	Sept. 3, 2024
CLC Programming must begin by:	Sept. 9, 2024	Sept. 9, 2024	Sept. 9, 2024	Sept. 9, 2024	Sept. 9, 2024
Last Day of MPS Student Attendance:	June 12, 2025	June 12, 2025	June 12, 2025	June 12, 2025	June 12, 2025
CLC Programming may not end earlier than:	June 5, 2025	June 5, 2025	June 5, 2025	June 5, 2025	June 5, 2025
DPI-Required Minimum Number of Students Served Daily Per Approved Funding Tier (Average Daily Attendance):	Range: 25-40	Range: 41-55	Range: 56-70	Range: 71-85	Range: 86+
MPS-Required Minimum Number of Attendees Served Daily:	25	41	56	71	86
Minimum Percentage of CLC Attendees Served Who Attend the Primary (Host) CLC Day School:	51%	51%	51%	51%	51%
Homework Help Participation Standards					
Minimum Time per day:	30 minutes	30 minutes	30 minutes	30 minutes	30 minutes
Minimum Days per Week:	4	4	4	4	4
Programming must begin by:	Sept. 9, 2024	Sept. 9, 2024	Sept. 9, 2024	Sept. 9, 2024	Sept. 9, 2024
Academic Enrichment Standards					
Minimum Time per day:	45 minutes	45 minutes	45 minutes	45 minutes	45 minutes
Minimum Days per Week:	4	4	4	4	4
Minimum Number of Students Served Daily (Average Daily Attendance):	25	41	56	71	86
Programming must begin by:	Sept. 9, 2024	Sept. 9, 2024	Sept. 9, 2024	Sept. 9, 2024	Sept. 9, 2024
Arts Enrichment Standards					
Minimum Time/Hours Programming Must Be Offered Per Week:	30 minutes	30 minutes	30 minutes	30 minutes	30 minutes
Minimum Days per Week:	2	2	2	2	2
Minimum Number of Students Served Daily (Average Daily Attendance):	25	41	56	71	86
Programming must begin by:	Sept. 9, 2024	Sept. 9, 2024	Sept. 9, 2024	Sept. 9, 2024	Sept. 9, 2024
Recreation Enrichment Standards					
Minimum Time/Hours Programming Must Be Offered Per Week:	45 minutes	45 minutes	45 minutes	45 minutes	45 minutes

APPENDIX A

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

Minimum Days per Week:	4	4	4	4	4
Minimum Number of Students Served Daily (Average Daily Attendance):	25	41	56	71	86
Programming must begin by:	Sept. 9, 2024	Sept. 9, 2024	Sept. 9, 2024	Sept. 9, 2024	Sept. 9, 2024
Family Enrichment Standards					
Minimum events per semester/CLC Program Cycle:	2	2	2	2	2
Minimum events per year:	4	4	4	4	4
Min. Unduplicated families per year:	10	15	20	25	30
CLC Parent/Guardian Orientation:	All CLC parents/guardians must receive written orientation materials prior to the child's first day of CLC program program attendance.				

REQUIRED Curriculum Standards	
<i>LitART Curriculum Standards (Literacy Enrichment)</i>	
Minimum Time/Hours Programming Must Be Offered Per Week:	60 minutes
CLC Student Attendance Requirement:	Required for all CLC students in Grades 1 -8 at K-5 and K-8 Schools
Minimum Weekly CLC Student Attendance	See above for Minimum Number of Students Served Daily (Average Daily Attendance)
Programming must begin by:	Sept. 23, 2024
Programming may not end earlier than:	June 5, 2025
<i>SPARK Curriculum Standards (Recreation Enrichment/Physical Activity)</i>	
Minimum Time/Hours Programming Must Be Offered Per Week:	60 minutes
CLC Student Attendance Requirement:	Required for all CLC students in Grades 1 -8 at K-5 and K-8 Schools
Minimum Weekly CLC Student Attendance	See above for Minimum Number of Students Served Daily (Average Daily Attendance)
Programming must begin by:	Sept. 23, 2024
Programming may not end earlier than:	June 5, 2025
<i>Lions Quest Curriculum Standards (Social-Emotional Learning & Service Learning)</i>	
Minimum Time/Hours Programming Must Be Offered Per Week:	60 minutes
CLC Student Attendance Requirement:	Required for all Middle and High School CLCs. Optional for K-8 CLCs.
Minimum Weekly CLC Student Attendance:	20 CLC students
Programming must begin by:	Sept. 23, 2024
Programming may not end earlier than:	May 23, 2025
<i>"Reading is a Super Power" Comic Book Club Curriculum Standards (Literacy Enrichment) -- (Required for Middle and High School CLCs. Optional for K-5 and K-8 CLCs.)</i>	
Minimum Time/Hours Programming Must Be Offered Per Week:	60 minutes
CLC Student Attendance Requirement:	Required for all Middle and High School CLCs. Optional for K-8 CLCs.
Minimum Weekly CLC Student Attendance:	15 CLC students
Programming must begin by:	Sept. 23, 2024
CLC Programming may not end earlier than:	May 23, 2025

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

APPENDIX A



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Updated 6/22/2024

MPS Nita M. Lowey 21st Century Community Learning Center
Contract Standards - Middle & High School Sites
2024-2025 School Year Calendar

Standard	Competitive Grant (Max. of \$80,000)	Competitive Grant (Max. of \$100,000)	Competitive Grant (Max. of \$115,000)	Competitive Grant (Max. of \$130,000)	Competitive Grant (Max. of \$145,000)
Program Participation Standards					
Minimum Hours of Operation per Week	10	10	10	10	10
Minimum Weeks of Operation per year	33	33	33	33	33
First Day of MPS Student Attendance	Sept. 3, 2024	Sept. 3, 2024	Sept. 3, 2024	Sept. 3, 2024	Sept.3, 2024
CLC Programming must begin by:	Sept. 9, 2024	Sept. 9, 2024	Sept. 9, 2024	Sept. 9, 2024	Sept. 9, 2024
CLC Programming may not end earlier than:	June 5, 2025	June 5, 2025	June 5, 2025	June 5, 2025	June 5, 2025
Last Day of MPS Student Attendance:	June 12, 2025	June 12, 2025	June 12, 2025	June 12, 2025	June 12, 2025
DPI-Required Minimum Number of Students Served Daily Per Approved Funding Tier (<i>Average Daily Attendance</i>)	Range: 25-40	Range: 41-55	Range: 56-70	Range: 71-85	Range: 86+
MPS-Required Minimum Number of Attendees Served Daily	25	41	56	71	86
Minimum Percentage of CLC Attendees Served Who Attend the Primary (Host) CLC Day School	51%	51%	51%	51%	51%
Homework Help Participation Standards					
Minimum Time per day	30 minutes	30 minutes	30 minutes	30 minutes	30 minutes
Minimum Days per Week	4	4	4	4	4
Programming must begin by:	Sept. 9, 2024	Sept. 9, 2024	Sept. 9, 2024	Sept. 9, 2024	Sept. 9, 2024
Academic Enrichment Standards					
Minimum Time per day	45 minutes	45 minutes	45 minutes	45 minutes	45 minutes
Minimum Days per Week	4	4	4	4	4
Minimum Number of Students Served Daily (Average Daily Attendance)	25	41	56	71	86
Programming must begin by:	Sept. 9, 2024	Sept. 9, 2024	Sept. 9, 2024	Sept. 9, 2024	Sept. 9, 2024
Arts Enrichment Standards					
Minimum Time/Hours Programming Must Be Offered Per Week	30 minutes	30 minutes	30 minutes	30 minutes	30 minutes
Minimum Days per Week	2	2	2	2	2
Minimum Number of Students Served Daily (Average Daily Attendance)	25	41	56	71	86
Programming must begin by:	Sept. 9, 2024	Sept. 9, 2024	Sept. 9, 2024	Sept. 9, 2024	Sept. 9, 2024
Recreation Enrichment Standards					

APPENDIX A

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

Minimum Time/Hours Programming Must Be Offered Per Week	45 minutes	45 minutes	45 minutes	45 minutes	45 minutes
Minimum Days per Week	4	4	4	4	4
Minimum Number of Students Served Daily (Average Daily Attendance)	25	41	56	71	86
Programming must begin by:	Sept. 9, 2024	Sept. 9, 2024	Sept. 9, 2024	Sept. 9, 2024	Sept. 9, 2024
Family Enrichment Standards					
Minimum events per semester/CLC Program Cycle	2	2	2	2	2
Minimum events per year	4	4	4	4	4
Min. Unduplicated families per year:	10	15	20	25	30
CLC Parent/Guardian Orientation:	All CLC parents/guardians must receive written orientation materials prior to their child's first day of CLC program attendance.				

REQUIRED Curriculum Standards	
<i>Lions Quest Curriculum Standards (Social-Emotional Learning & Service Learning) --</i>	
Minimum Time/Hours Programming Must Be Offered Per Week	60 minutes
CLC Student Attendance Requirement:	Required for all Middle and High School CLCs. Optional for K-8 CLCs.
Minimum Weekly CLC Student Attendance:	20 CLC students
Lions Quest Programming must begin by:	Sept. 23, 2024
Lions Quest Programming may not end earlier than:	May 23, 2025
<i>"Reading is a Super Power" Comic Book Club Curriculum Standards (Literacy Enrichment)</i>	
Minimum Time/Hours Programming Must Be Offered Per Week	60 minutes
CLC Student Attendance Requirement:	Required for all Middle and High School CLCs. Optional for K-8 CLCs.
Minimum Weekly CLC Student Attendance:	15 CLC students
RISP Programming must begin by:	Sept. 23, 2024
RISP CLC Programming may not end earlier than:	May 23, 2025



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Nita M. Lowey 21st Century Community Learning Center Grant Program Title IV, Part B, of the Every Student Succeeds Act (ESSA) Program Guidelines and Requirements

What Is the Purpose of the Nita M. Lowey 21st Century Community Learning Center Grant Program?

A 21st Century Community Learning Center (CCLC) is a program that assists students in meeting challenging academic standards, provides students with academic enrichment activities, and offers a broad array of other activities that enrich students' lives and skills during non-school hours or periods when school is not in session (such as before and after school, weekends, or during school breaks) that:

- reinforce and complement the regular academic programs of the schools attended by participating students; and
- are targeted to students' academic needs and align with the instruction students receive during the school day.

21st Century Community Learning Center Programs also offer adult family members of participating students opportunities for active and meaningful engagement in their children's education, including opportunities for their own educational and skill development.

A 21st Century Community Learning Center program strives to meet the needs of the students served, by addressing their academic, social, creative, emotional, and curiosity needs. 21st CCLC programs offer students a chance to explore new topics and deepen their understanding and knowledge of others. They invite community partners to engage with students through real world learning opportunities, collaborative partnerships, mentoring, apprenticeships, workforce development, and more. 21st CCLC programs encourage students to become active participants in their communities through service learning projects, project-based learning experiences, environmental literacy and citizen science projects.

Learn more by reading the [21st Century Community Learning Center 2021-22 Annual Report](#) or by watching an [Introduction to Wisconsin 21st Community Learning Centers](#).

What Student Populations Are the Priorities for 21st CCLCs?

The 21st Century Community Learning Center Program targets elementary, middle and high schools that have high concentrations of students with economic and academic needs. A local education agency (LEA), community-based organization, Indian tribe or tribal organization (as such terms are defined in section 4 of the Indian Self Determination and Education Act (25 U.S.C. 450b)), another public or private entity, or a consortium of two or more such agencies, organizations, or entities may be eligible to apply as long as they target a qualifying school.

Guiding Principles for 21st CCLC Programs in Wisconsin

21st CCLC programs across Wisconsin are dynamic and complex environments that require innovative approaches to achieving the most impact for youth. No one setting is the same and there are many ways for programs to achieve excellence. DPI has developed a set of principles to help guide programs in that work. These guiding principles can both serve as a foundation and be adapted to local situations. It is the DPI's hope that the principles will inspire and provide direction to Wisconsin 21st CCLC programs as they strive to provide high quality out-of-school time experiences to students across the state.

[Download the Guiding Principles for WI 21st Century Community Learning Center Programs At-a-Glance here.](#)

[Download the Guiding Principles for WI 21st Century Community Learning Center Programs here.](#)

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION (DPI) PROFESSIONAL GRADE GUIDELINES CONTRACTS REQUIREMENTS

Program Description

The Nita M. Lowey 21st Century Community Learning Center (CCLC) Grant funded programs provide a broad array of activities during out-of-school time (such as before and after school, weekends and during school breaks). Grantees provide academic enrichment services that align to academic standards, the identified learning needs, and interests of students. Grantees also provide students with access to a wide variety of additional learning opportunities, such as those that focus on youth development, social and emotional learning (SEL), civic engagement, and nutritional and physical health. Additionally, grantees provide the adult family members of program participants opportunities for their own educational development and engagement in their children's education.

Grant awards are made for five consecutive years and are contingent upon satisfactory progress toward goals. Grantees are required to evaluate their program performance and report to DPI on their progress. A description of the evaluation requirements and access to the annually published DPI Statewide Evaluation Reports can be found on the [21st CCLC Evaluation webpage](#).

Learn more about the grant program by viewing the Introduction to the [21st Century Community Learning Centers video](#).

Program Overview and Purpose of Funding

The Wisconsin Department of Public Instruction (DPI) has administered the Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) grant program since 2002 when it was integrated into the Elementary and Secondary Education Act (ESEA). This grant funds Community Learning Centers which provide students with academic enrichment activities and a broad array of other activities during non-school hours or during periods when school is not in session.

The passage of the Every Student Succeeds Act (ESSA) of 2015 amended ESEA and altered the focus of the 21st CCLC grant program to focus funding on before- and after-school programs that align academic services to the identified needs of students and to state academic standards. The ESSA also broadened the allowable activities to include such things as environmental literacy and apprenticeships.

Authorized under Title IV, Part B of ESEA, and targeting schools and communities in need of services, the purpose of the 21st CCLC program is threefold. Funded entities must:

1. provide opportunities for academic enrichment to assist students in meeting the state academic standards;
2. offer students access to a broad array of additional services, such as those that focus on youth development, social and emotional learning (SEL), civic engagement, and nutritional and physical health; and
3. offer adult family members of program participants opportunities for educational development and engagement in their children's education.

Grant funds will primarily serve students attending schools that are implementing comprehensive support and improvement activities or targeted support (per Title I designation) or serve students who attend schools identified by the local education agency (LEA) to be in need of intervention and support. The 21st CCLC program must primarily target students enrolled in a school eligible for schoolwide Title I designation.

21st CCLC funds may be used to fund new after-school programs or expand and enhance current activities provided in existing after-school programs, whether supported by public or private funds. For example, a grantee may use funds to align activities to help students meet local and state academic standards if those services are not part of the current after-school program. Again, grantees must remember that 21st CCLC funds can be used only to supplement and not supplant any federal or nonfederal funds used to support current programs. Grant funds cannot be used to supplant any existing local, state, or federal funding to support programming.

The DPI does not currently allow applicants to apply to use these grant funds for Expanded Learning Program Activities, as defined under ESEA, § 4204(a)(2).

For more information about the 21st CCLC grant program, including guidance on planning and implementing a CLC program, review the [Introduction to 21st CCLC on the You For Youth \(Y4Y\) website](#).

Requirements at a Glance

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

Eligible Applicants	<p>Any public or private entity proposing to serve a qualifying school. A qualifying school must be eligible for schoolwide Title I programs and:</p> <ul style="list-style-type: none">● in program improvement status per Title I designation, <p>OR</p> <ul style="list-style-type: none">● have been determined by a local education agency (LEA) to be in need of intervention and support to improve academic achievement and other outcomes, <p>AND</p> <ul style="list-style-type: none">● enroll students who may be at risk for academic failure, dropping out of school, involvement in criminal or delinquent activities, or who lack strong positive role models.
Award Amount(s)	<p>CLC grantees were eligible to apply for funding based on the amount needed to operate the proposed program AND must serve the projected minimum average daily attendance (ADA) associated with the selected funding tier. Funding tiers are as follows:</p> <p>\$80,000 = 25-40 Minimum ADA \$100,000 = 41-55 Minimum ADA \$115,000 = 56-70 Minimum ADA \$130,000 = 71-85 Minimum ADA \$145,000 = 86 & up Minimum ADA</p>
Duration of Grant Award	<p>Applicants are eligible for five years of funding, dependent on adequate annual performance and the availability of federal funds.</p>
Program Contact	<p>Nathan Werley (608-266-3856) Jake Wilson (608-264-9327)* (*designated MPS 21st CCLC program contact) Alison Wineberg (608-267-3751)</p>
Purpose of Funding	<p>The 21st CCLC grant funds are intended to:</p> <ol style="list-style-type: none">1. provide opportunities for academic enrichment to assist students in meeting the state academic standards;2. offer students access to a broad array of additional services, such as those that focus on youth development, SEL, civic engagement, and nutritional and physical health; and3. offer adult family members of program participants opportunities for educational development and engagement in their children's education.
Services programs must provide to youth participants	<p>Programs must provide academic enrichment activities that align with state academic standards, any local academic standards, and local curricula designed to improve student academic achievement. In addition, programs must offer at least two additional types of services, programs, or activities that contribute to overall student success.</p>
Services for adult family members of program participants	<p>Programs must offer adult family members of 21st CCLC participants opportunities for active and meaningful engagement in their children's education, including opportunities for literacy and related educational development. Programs must offer at least one family engagement event per school year. It is recommended that programs offer at least four such events.</p>
Required number of hours and days of service	<p>Programs must operate for a minimum of 10 hours a week for 115 days during the school year.</p>
When programming for students can occur	<p>Programming may take place before or after school, during school breaks (i.e., spring break or summer recess), and on weekends. Grant-funded programming for students is not allowed during school hours.</p>

Length of Grant Award

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

The DPI makes grant awards for five years to successful applicants. Annual grant awards will be issued dependent upon the availability of funds and demonstrated satisfactory progress. The DPI does not currently allow for automatic renewability of a sub grant after a five-year cycle. All current grantees ending a five-year cycle must reapply to compete for a new cycle of funding, per ESEA, § 4204(j).

Priorities

The DPI prioritizes 21st CCLC grant applications that:

1. Propose to target services to -
 - a. students that attend schools that -
 - i. have been identified by DPI as Comprehensive Support and Improvement (CSI) or Targeted Support and Improvement (TSI) schools (see [DPI's Federal Accountability \[ESSA\] website](#));
OR
 - ii. have been determined by the LEA to be in need of intervention and support to improve students' academic achievement and other outcomes;
AND
 - iii. enroll students that may be at risk for academic failure, dropping out of school, involvement in criminal or delinquent activities, or who lack strong positive role models;
and
 - b. the families of students described above.
2. Are submitted jointly by eligible entities consisting of at least one LEA receiving funds under Title I, Part A, and at least one other eligible entity.
3. Demonstrate that the activities proposed in the application are, as of the date of submission, not accessible to students that would be served or would expand accessibility to high-quality services that may be available in the community.

The DPI does not maintain a list of schools determined as in need of services by the LEA, nor does the DPI dictate what specific elements an LEA must reference when making this determination. The LEA should consider the degree of academic need and other risk factors when identifying schools in need of services.

In accordance with ESSA regulations, when possible, the DPI will distribute grant funds equitably among geographic areas within the State, including urban and rural communities.

Program Services and Activity Requirements

Program Services for Participants:

Each eligible organization that receives an award must use the funds to carry out a broad array of activities that advance student achievement during out-of-school time (i.e., before school, after allowable, the primary use of grant funds must be to deliver programming during the regular school year. 21st CCLC grant funds cannot be used to provide programming for students during the school day.

Programs must provide academic enrichment activities on a regular basis to all enrolled participants. Academic enrichment is programming that primarily aims to help students in meeting challenging state and local academic standards by intentionally embedding core content learning (i.e., English Language Arts, mathematics, social studies, and science) into activities that reinforce and enhance academic learning without replicating the school day. Academic activities are standards-based, developmentally appropriate, intentional, and build skills in a sequential way. At the same time, academic programming is distinctly and intentionally different from that of the school day and often engages students in active learning and provides opportunities to apply learning to real-world problems. This could include project-based learning (PBL) and service learning experiences meaningful to students. Ideally, such learning would not be limited to computer-based educational software or a one-dimensional approach.

In addition, programs must provide services in two or more program areas that promote the development of other skills that contribute to student success, such as youth development, recreational, and SEL activities.

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

Allowable grant-funded activities include: (Appendix A: Allowable Activities)

- Academic enrichment learning programs, mentoring programs, remedial education activities (e.g., academic acceleration), and high-quality tutoring services, that are aligned with—
 - The challenging State academic standards and any local academic standards; and
 - Local curricula that are designed to improve student academic achievement;
- Well-rounded education activities, including such activities that enable students to be eligible for credit recovery or attainment;
- Literacy education programs, including financial literacy programs and environmental literacy programs;
- Programs that support a healthy and active lifestyle, including nutritional education and regular, structured physical activity programs;
- Services for individuals with disabilities;
- Programs that provide after-school activities for students who are English learners that emphasize language skills and academic achievement;
- Cultural programs;
- Telecommunications and technology education programs (e.g., digital literacy programs);
- Expanded library service hours;
- Parenting skills programs that promote parental involvement and family literacy;
- Programs that provide assistance to students who have been truant, suspended, or expelled to support their academic achievement;
- Drug and violence prevention programs and counseling programs;
- Programs that build skills in science, technology, engineering, and mathematics (“STEM”), including computer science, and that foster innovation in learning by supporting nontraditional STEM education teaching methods (e.g., work-based learning opportunities); and
- Programs that partner with in-demand fields of the local workforce or build career competencies and career readiness and ensure that local workforce and career readiness skills are aligned with the Carl D. Perkins Career and Technical Education.

All activities offered by the program must align with one of the categories listed above. For more information, including definitions of the allowable activities, see Appendix A in the *2023-2024 DPI 21st CCLC Grant Application Guidelines*.

Program Services for the Adult Family Members of Participants:

21st CCLC programs are also required to provide educational services or activities for the adult family members of participants. In particular, local programs must offer services to support the involvement of adult family members in their student's education, including services that are designed to advance students' academic achievement. Services may also be provided that support the literacy and related educational development of adult family members. Services for families may take place during the school day or during out-of-school hours. These services may be offered virtually or in-person. **Programs should plan and provide a minimum of four adult or family events or programs per school year.**

Equitable Access to Program Services

Communication with Community: All applicants are required to notify the community of their intent to apply for funds and that the application will be available for public review after submission. It is the responsibility of the applicant to maintain records that this requirement has been met.

Students with Disabilities: All students are eligible to participate in 21st CCLC programs on an equitable basis, including students with disabilities. As such, grantees are reminded of their obligation under § 504 of the Rehabilitation Act of 1973 to ensure that their proposed 21st CCLC program does not discriminate against students on the basis of disability. § 504 provides: "No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance . . ." For more information on this obligation, visit the [Office for Civil Rights' Protecting Students with Disabilities](#). The DPI has also developed [The DPI has also developed guidelines for 21st CCLC grantees that provide a brief overview of the obligations of 21st CCLC programs under § 504.](#)

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

Program Staffing

Granted programs are required to hire a dedicated program coordinator to manage day-to-day programming, coordinate partnerships, manage line staff, coordinate program activities, and ensure grant requirements are met. It is not acceptable to split this position between multiple individuals. It is DPI's expectation that one person be the identified, dedicated coordinator. If the coordinator is responsible for one center, they must dedicate a minimum of 20 hours per week toward program management and oversight. If the coordinator is responsible for two or more centers, they must dedicate 40 hours per week toward program management and oversight. Grantees should maintain records of staff time in order to document that this requirement is met.

In addition, grantees should hire staff who are qualified to deliver high quality programming as described in the application's *Do (Action Plan)* section. This may or may not include certified teaching staff, youth development professionals, paraprofessionals, or other qualified community members. Efforts should be made to ensure that staff are qualified to work with youth in the capacity described in the application. Grantees may elect to employ a combination of staff (i.e., certified teaching staff and youth development professionals) depending on the programming offered

Evaluation Requirements

Grantee Data Reporting Requirements

All grantees are required to report required data, evaluate progress towards meeting established goals, and make local evaluation results available to the community. All grantees are required to participate in data collection and review and to disseminate local evaluation results in order to ensure high-quality programs with tangible outcomes. The following data and evaluation requirements are conditions of the award:

- Develop specific, measurable, attainable, relevant, and time-bound (SMART) goals with measurable outcomes and a plan for how such outcomes will be measured, tracked and shared with stakeholders. Program goals and targeted outcomes should align with the [DPI State Goals and Objectives](#) for the 21st CCLC program and the [Guiding Principles for 21st CCLC Programs in WI](#).
- Regularly evaluate progress towards meeting the goals and outcomes articulated in the grant proposal and make the evaluation results available to the public (i.e., publish on the website, published in the local newspaper, presented to the school board and published in the school board meeting notes, etc.).
- Submit program and student data required for federal and State reporting using DPI's statewide evaluation system, known as Cayen AS21 (MPS's Cayen APlus). Data should be entered at least monthly.
- Certify program data that is reported by DPI to the federal Department of Education two times per year. **[NOTE: Certification of CLC program data is only completed by MPS/Milwaukee Recreation.]**
- Submit a Yearly Progress Report (YPR) to DPI indicating progress toward program outcomes and plan implementation.
- Participate in a self-assessment process using one of the self-assessment tools and schedule approved by the DPI.

For more information on the required data to be collected and the process and schedule of required data reporting, visit the [DPI 21st CCLC Evaluation website](#).

Fiscal Management Requirements (Milwaukee Public Schools/Milwaukee Recreation)

Fiscal Responsibilities

MPS/Milwaukee Recreation is the fiscal agent for MPS 21st CCLC programs. The fiscal agent is the entity that provides fiscal management, accounting, and reporting services on behalf of the organization receiving funding under a grant. The fiscal agent may not subcontract more than 95 percent of the award. The fiscal agent is responsible for ensuring that grant funds are administered according to the applicable federal grant financial management and administrative requirements of DPI's policies and guidance. This includes:

- Working with program staff to submit application materials, including assurances, project work plans, and budgets.
- Hiring or contracting for program staff.
- Issuing grant-funded subcontracts.

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

- Managing all purchasing.
- Submitting quarterly financial claims.
- Submitting required reports by September 30.
- Submitting adjustments, changes, or alterations to the grant project to DPI grant staff throughout the grant year. Significant changes to the grant project require pre-approval by DPI grant staff and are due by May 30.
- Maintain fiscal and program records in accordance with the applicable guidelines.

21st CCLC programs must comply with all the applicable requirements in the [Uniform Administrative Requirements](#), Cost Principles, and Audit Requirements for Federal Awards (2 CFR), the [Education Department General Administrative Regulations \(EDGAR\) requirements](#), state statutes, rules, policies and guidance, assurances and certifications as prescribed by the DPI.

MPS Budgeting and Allowable Costs

The fiscal agent (MPS/Recreation) was required to submit a budget for the 21st CCLC program when the grant award proposal were approved using DPI’s online grant management system, WISEgrants. Because MPS subcontracts with a single agency (lead agency) for 25 percent or more of the award, grantees were also asked to provide a detailed budget of those expenses. Items included in the budget should have aligned with the program activities described in the applicant’s proposal narrative. All CLC program costs must be reasonable and necessary to carry out the objectives and plan as described in the funded grant proposal. In addition, all costs must be allowable under federal law. For a detailed description of the budgeting process and a list of common allowable and unallowable costs, please consult the [Allowable Costs Associated with 21st CCLC](#) guide.

Local Match

There are no requirements for a match or in-kind contributions for this grant program; however, CLC grantees are encouraged to seek in-kind and matching funds to contribute to the program’s sustainability. A multi-year, long-term sustainability plan is required for all MPS CLCs.

Program Income and Participation Fees

The Wisconsin Department of Public Instruction (DPI) highly discourages grant subrecipients (MPS CLC Lead Agencies) from charging fees for program services. If you subcontract for program services, the grantee (MPS/Milwaukee Recreation) is responsible for ensuring that all program income guidelines are followed by the subcontracted organization (MPS CLC Lead Agency). However, 21st Century Community Learning Centers (21st CCLC) programs are allowed to generate income under certain circumstances. Program income is any revenue generated as a direct result of the 21st CCLC award and is in addition to the federal funds provided by the state through its competitive subgrant application process. It includes the proceeds of fundraisers, such as bake sales, for which 21st CCLC funds were used to pay for the resources needed for the fundraiser (i.e., supplies, staff time, etc.). It also includes program fees. Program fees may include fees for services or grant-related activities. **Grantees may not charge a program registration fee, transportation fee, supply fee, or similar.** Grantees must apply to generate income or charge participation fees on an annual basis. Grantees must be able to clearly justify why it is necessary and reasonable to generate income or charge a participation fee.

FEDERAL GOVERNMENT PERFORMANCE AND RESULTS ACT – REQUIREMENTS FOR NITA M. LOWEY 21ST CCLC GRANTEES (NEW as of 2022-2023):

<i>Federal Government Performance and Results Act (GPRA) Required Participation and Outcome Measures</i>					
	Competitive Grant (Max. of \$80,000)	Competitive Grant (Max. of \$100,000)	Competitive Grant (Max. of \$115,000)	Competitive Grant (Max. of \$130,000)	Competitive Grant (Max. of \$145,000)
<i>Requirement</i>	<i>Min. Hrs. of Youth Attendance</i>	<i>Min. Hrs. of Youth Attendance</i>	<i>Min. Hrs. of Youth Attendance</i>	<i>Min. Hrs. of Youth Attendance</i>	<i>Min. Hrs. of Youth Attendance</i>
Federal Requirement – Assessments: WI Forward Exam (4 th -8 th Grade) Percentage of students in grades 4-8 who demonstrate growth in reading	1+ hours of programming per school year	1+ hours of programming per school year	1+ hours of programming per school year	1+ hours of programming per school year	1+ hours of programming per school year

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

and language arts on state assessments Percentage of students in grades 4-8 who demonstrate growth in math on state assessments					
Federal Requirement -- School Day Attendance (1 st -12 th grade) Percentage of students in grades 1-12 participating in 21 st CCLC during the school year who had a school attendance rate at or below 90% in the prior school year and demonstrated an improved attendance rate in the current school year	1+ hours of programming per school year	1+ hours of programming per school year	1+ hours of programming per school year	1+ hours of programming per school year	1+ hours of programming per school year
Federal Requirement -- Unweighted Cumulative Year-End GPA (7 th and 8 th and 10 th -12 th grades only) Percentage of students in 7 th , 8 th , and 10 th -12 th grades attending 21 st CCLC programming during the school year with a prior -year unweighted GPA of less than 3.0 who demonstrated an improved GPA	1+ hours of programming per school year	1+ hours of programming per school year	1+ hours of programming per school year	1+ hours of programming per school year	1+ hours of programming per school year
Federal Requirement -- School Day Discipline (1 st -12 th grade) Percentage of students in grades 1-12 participating in 21 st CCLC during the school year who experienced a decrease in in-school suspensions compared to the previous school year	1+ hours of programming per school year	1+ hours of programming per school year	1+ hours of programming per school year	1+ hours of programming per school year	1+ hours of programming per school year
Federal Requirement -- Federal Teacher Surveys (1 st - 5 th grade) Percentage of students in grades 1-5 participating in 21 st CCLC during the school year who demonstrated an improvement in teacher reported engagement in learning	10+ hours of programming per school year	10+ hours of programming per school year	10+ hours of programming per school year	10+ hours of programming per school year	10+ hours of programming per school year

MPS NITA M. LOWEY 21ST CCLC GRANT PROGRAM GUIDELINES & REQUIREMENTS

Milwaukee Public Schools (MPS) requires each Nita M. Lowey 21st Century Community Learning Center (CLC) to create a CLC Program Plan that is closely aligned to and supports the School's Improvement Plan (SIP). CLC sites must provide academic enrichment activities designed to address identified achievement gaps and support student academic achievement in reading, math, and other areas of need. In addition to an academic component, each CLC is also required to design and implement activities and programs for youth recreation and family enrichment that support student learning. The CLC Program Plan should describe in detail these activities and programs. As partners, the School and the Lead Agency must work together to develop the CLC Program Plan. Each site's Program Plan will be reviewed and approved by the MPS Recreation CLC Project Team. A

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

All MPS CLC grantees must adhere to MPS CLC contractual standards and reporting and evaluation requirements. Evaluation of each site will be based on the CLC Program Standards. Please contact the Milwaukee Recreation CLC Office at (414) 475-8701 with any questions or for assistance in writing the CLC Program Plan.

MILWAUKEE PUBLIC SCHOOLS - CLC OBJECTIVES:

- Increase academic achievement of MPS students participating in CLC activities.
- Increase safety in and around the CLC.
- Provide programs that serve at-risk youth through a wide range of activities.
- Increase skill development and lifelong learning capacity of parents, and adults in the community.
- Implement a participatory management structure that includes both citywide and CLC stakeholders.



MILWAUKEE
PUBLIC SCHOOLS

CLC Program Plan - Cycle 1



A department of **MPS**

Default Question Block

Name of 21st CCLC Program:

ALBA

Allen-Field School

Audubon MS/HS

Auer Avenue School

Bay View HS

Bethune Academy

Bradley Tech HS

Carver Academy

Carson Academy

Clarke Street School

Doerfler School

Eighty-First Street School

Engleburg School

Fifty-Third Street School

Fratney School

Gaenslen School

Greenfield Bilingual School

Hayes Bilingual School

Holmes School

Hopkins-Lloyd Community School

Kagel School

Kluge School

- LaFollette School
- Lincoln Avenue Elementary School
- Longfellow School
- Maple Tree School
- Pratt School
- Metcalfe Scholl
- Mitchell School
- North Division HS
- Obama SCTE
- Sherman School
- Thurston Woods School
- Townsend Street School
- Vieau School
- Washington HS
- Westside Academy School
- Zablocki School
- Riley Dual Language Montessori School

21st CCLC Site - School Information:

School Name:	<input type="text"/>
School Address:	<input type="text"/>
School Phone:	<input type="text"/>
School Fax:	<input type="text"/>
Principal Name:	<input type="text"/>
Principal's Phone:	<input type="text"/>
Principal's Email:	<input type="text"/>
Additional School Admin. Contact:	<input type="text"/>
Additional School Admin. Contact's Phone:	<input type="text"/>
Additional School Admin. Contact's Email:	<input type="text"/>

21st CCLC Site - Lead Agency Information:

Lead Agency Name:	<input type="text"/>
Lead Agency Address:	<input type="text"/>
Lead Agency Phone:	<input type="text"/>

Lead Agency Fax:

Lead Agency Representative Name:

Lead Agency Representative's Phone:

Lead Agency Representative's Email:

Additional Lead Agency Representative Contact:

Additional Lead Agency Representative Contact's Phone:

Additional Lead Agency Representative Contact's Email:

21st CCLC Site - Site Coordinator Information:

Site Coordinator Name:

Site Coordinator Cell Phone:

Site Coordinator Office Phone:

Site Coordinator Office Fax:

Site Coordinator Email:

21st CCLC Site - Academic Coordinator Information:

Academic Coordinator Name:

Academic Coordinator Cell Phone:

Academic Coordinator Office Phone:

Academic Coordinator Office Fax:

Academic Coordinator Email:

Authors of the 21st CCLC Program Plan:

The names listed below are regarded as "signatures." The listing of names is an affirmation that all parties agree with terms and conditions of this Program Plan. It is also a confirmation that all parties will collaborate to ensure that the "school day" and "extended day" programs will be in alignment with the School Improvement Plan and the goal of improving students' academic achievement.

21st CCLC Site Coordinator: (required)

21st CCLC Academic Coordinator: (required)

School Principal: (required)

Lead Agency Representative: (required)

Other: (optional)

Other: (optional)

Other: (optional)

Proposed 21st CCLC Days and Hours of Operation - A.M. Hours: List range of hours open (example: 6:30-7:30 a.m.)

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Proposed 21st CCLC Days and Hours of Operation - P.M. Hours: List range of hours open (example: 2:30-5:30 p.m.)

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Grade Levels Served by the 21st CCLC Program: (Check all that apply.)

K4 K5 1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th 11th 12th

21st CCLC Program Plan Development Checklist:

As you begin the new school year, please use the checklist below to strengthen your 21st CCLC Needs Assessment for new school year planning and development and completion of your current school year 21st CCLC Program Plan.

NOTE: The 21st CCLC Program Plan (i.e., 21st CCLC program design, activities, schedule, transportation plan, staffing, family events, etc.) should be guided by your current 21st CCLC grant

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

goals/objectives and by the results of your annual Needs Assessment process. The Needs Assessment process, which includes the assembling of key 21st CCLC stakeholders and gathering and analysis of critical data, should begin prior to the start of CLC programming in August and continue throughout the school year.

Have you created a 21st CCLC Needs Assessment Plan for the current school year? If your answer is no, please begin the CLC Needs Assessment process.

Yes

No

21st CCLC Program Plan Development Checklist - Implementation Action Items

	Action Item Completed - Enter 'Yes' or 'No'	If 'No'/Not Completed, enter date item will be completed.	If 'No'/Not Completed, provide detailed explanation.
Assemble 21st CCLC Needs Assessment team.			
<i>Note: All 21st CCLC programs must complete an annual 21st CCLC Needs Assessment to determine current school and community needs and revise 21st CCLC grant goals/objectives accordingly.</i>			
Review 21st CCLC grant application and DPI grant guidelines with principal, school staff, 21st CCLC staff, and key 21st CCLC partners.			
Review and analyze current school-level student academic and behavioral data with principal, school staff, 21st CCLC staff, and other key 21st CCLC partners.			
Review additional data, including School			

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

APPENDIX C

	Action Item Completed - Enter 'Yes' or 'No'	If 'No'/Not Completed, enter date item will be completed.	If 'No'/Not Completed, provide detailed explanation.
Improvement Plan (SIP) and identified Problem(s) of Practice. If applicable, work with principal, school staff, 21st CCLC staff, and key 21st CCLC partners to revise/update 21st CCLC goals/objectives and outcomes to align with student/school needs.	<input type="text"/>	<input type="text"/>	<input type="text"/>
Share 21st CCLC registration materials with school staff.	<input type="text"/>	<input type="text"/>	<input type="text"/>
Share 21st CCLC fee structure with parents prior to start of 21st CCLC Program.	<input type="text"/>	<input type="text"/>	<input type="text"/>

21st CCLC Program Goals/Objectives, Outcomes, and Activities

Instructions: In the table below (Q14 - Alignment of 21st CCLC Program Goals/Objectives, Outcomes, and Activities), insert your current/updated 21st CCLC site's goals/objectives for the current school year. The DPI-required State Goals 1-4 are provided. For each State Goal provided, enter your 21st CCLC grant State Goal Priorities, Local Goal(s) (SMART Goal(s)) and Action Steps. Note: If you would like to revise your 21st CCLC goals/objectives for the current school year, you must submit your revisions to MPS Recreation for review. MPS will submit all revisions to DPI for final approval.

Do you plan to revise your 21st CCLC grant proposal goals/objectives for the current school year?

Note: If you would like to revise your 21st CCLC goals/objectives for the current school year, you must submit your revisions to MPS Recreation for review. MPS will submit all revisions to DPI for final approval.

EXAMPLE from DPI 21st CCLC Grant Proposal -- XI. DO (Action Plan)

State Goal 1: All programs will provide a stable, safe, and supportive environment to met the needs of the target population.

Priority Area(s): (Select a maximum of two) - Priority 1.1: Quality staff, Priority 1.3: Target population

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

State Goal 1, Priority 1.1 (Quality Staff)

How many SMART Goals are needed for State Goal 1, Priority 1.1 (quality staff)? - 1

State Goal 1, Priority 1.1, SMART Goal 1

SMART Goal 1 to Address the State Goal 1, Priority 1.1 (quality staff):

By June 2023, staff training logs will show that 75% of CLC group leaders will have actively participated in three or more professional development training that will increase their confidence and ability to deliver program activities that are designed to support the achievement of CLC and day school academic goals.

In the text box below, indicate the following: 1) the action steps the program will implement in order to address State Goal 1, Priority 1.1, SMART Goal 1 (the action steps should consist of the activities or services that program will offer), and 2) for each action step, the frequency with which the activity or service will take place (i.e., daily, weekly, and monthly, etc.).

SG1 - Priority 1.1: Quality Staff - Action Steps

- 1) CLC staff will participate in two MPS Recreation-lead training (Fall and Winter) that support tools and strategies to deliver LitART, Comic Book Club, and Lions Quest programs.
- 2) CLC staff will join two relevant day school training (Fall and Winter) that will help to strengthen the link between day school practice and policies to after-school programs in order to best address the academic and socio-cultural needs of students.
- 3) Twice each year, CLC staff will assess and reflect upon surveys and formal and informal feedback in order to identify the emerging needs of students and families. This information will be used by the lead agency to secure additional trainings that will provide the professional development necessary so staff feels confident in supporting students and families.
- 4) Monthly, CLC groups leaders will meet one-on-one with the CLC Academic Coordinator to review individual student data and grade-level data to chart progress to academic goals and identify additional programs or strategies needed to support student progress.

Yes

No

Maybe

Alignment of 21st CCLC Program Goals/Objectives, Outcomes, and Activities

Refer to the grant goals and priority/sub-areas your site selected in your original, most-recent DPI-approved 21st CCLC grant proposal/application. Each grantee must have at least one

Overview of WI DPI 21st CCLC State Goals and Objective Areas

State Goal 1: All programs will provide a stable, safe, and supportive environment to meet the needs of the target population

Sub-area 1.1: Quality staff

Sub-area 1.2: Coverage and access

Sub-area 1.3: Target population

Sub-area 1.4: Program climate

State Goal 2: Programs will challenge youth to develop as learners

Sub-area 2.1: Quality academic programming

Sub-area 2.2: Improvements in school engagement, school performance, and academic habits

Goal 3: Programs will support the development of other skills necessary for success

Sub-area 3.1: Opportunity Gap

Sub-area 3.2: Voice and choice

Sub-area 3.3: Social and emotional development

Sub-area 3.4: Improvements in youth behaviors

Goal 4: Programs will engage families and the broader community in support of student learning

Sub-area 4.1: Outreach to families

Sub-area 4.2: Involvement of community partners

Sub-area 4.3: Advisory Board

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

APPENDIX C

Enter the SMART Goal(s) for this State Goal and Priority/Sub-Area.

For example, "By June of each school year, at least 60% of targeted CLC participants in grades 3-5 who are performing below target and attended the program at least 60 hours or more will demonstrate a 10% gain in their math skills from Fall to Spring as measured by STAR assessment results."

Enter the State Goal Priority/Sub-Area (See above).

For example, for State Goal 1, enter "1.2" if the goal priority/sub-area is "1.2 - Coverage and access." Enter "4.1" for State Goal 4 of the goal priority/sub-area is "4.1 - Outreach to families."

Enter N/A" if you do not have a local/SMART goal for the State Goal.

Refer to your site's DPI-approved 21st CCLC-funded grant proposal.

Enter "N/A" if you do not have a SMART Goal for this State Goal and Priority/Sub-Area.

Summarize the Action Steps for this State Goal/SMART Goal.

Enter "N/A" if you do not have an applicable goal/action steps.

Enter the names/titles of 2024-25 CLC activities and/or events that will be implemented that align with and support this goal and objectives.

For example, "CLC youth advisory group/meetings" may support Goal 1.4 and the objective of improving the program climate.

State Goal 1 -
Local Goal #1
(Stable, safe, supportive environment)

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State Goal 1 -
Local Goal #2
(Stable, safe, supportive environment)

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State Goal 1 -
Local Goal #3
(Stable, safe, supportive environment)

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(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

APPENDIX C

State Goal 1 -
Local Goal #4
(Stable, safe,
supportive
environment)

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State Goal 1 -
Local Goal #5
(Stable, safe,
supportive
environment)

--	--	--	--

State Goal 1 -
Local Goal #6
(Stable, safe,
supportive
environment)

--	--	--	--

State Goal 1 -
Local Goal #7
(Stable, safe,
supportive
environment)

--	--	--	--

State Goal 1 -
Local Goal #8
(Stable, safe,
supportive
environment)

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State Goal 2 -
Local Goal #1
(Academic
Enrichment)

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State Goal 2 -
Local Goal #2
(Academic
Enrichment)

--	--	--	--

State Goal 2 -
Local Goal #3
(Academic
Enrichment)

--	--	--	--

State Goal 2 -
Local Goal #4
(Academic
Enrichment)

--	--	--	--

State Goal 3 -
Local Goal #1
(Youth
Development
and Other Skills
Necessary for
Overall Success)

--	--	--	--

State Goal 3 -
Local Goal #2
(Youth
Development)

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(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

and Other Skills
Necessary for
Overall Success)

State Goal 3 -
Local Goal #3
(Youth
Development
and Other Skills
Necessary for
Overall Success)

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State Goal 3 -
Local Goal #4
(Youth
Development
and Other Skills
Necessary for
Overall Success)

--	--	--	--

State Goal 3 -
Local Goal #5
(Youth
Development
and Other Skills
Necessary for
Overall Success)

--	--	--	--

State Goal 3 -
Local Goal #6
(Youth
Development
and Other Skills
Necessary for
Overall Success)

--	--	--	--

State Goal 3 -
Local Goal #7
(Youth
Development
and Other Skills
Necessary for
Overall Success)

--	--	--	--

State Goal 3 -
Local Goal #8
(Youth
Development
and Other Skills
Necessary for
Overall Success)

--	--	--	--

State Goal 4 -
Local Goal #1
(Family
Engagement)

--	--	--	--

State Goal 4 -
Local Goal #2
(Family
Engagement)

--	--	--	--

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

State Goal 4 -
Local Goal #3
(Family
Engagement)

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State Goal 4 -
Local Goal #4
(Family
Engagement)

--	--	--	--

State Goal 4 -
Local Goal #5
(Family
Engagement)

--	--	--	--

State Goal 4 -
Local Goal #6
(Family
Engagement)

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Review of Current 21st CCLC Proposal

First Year of Initial 5-Year Grant:

Current Year in 21st CCLC Grant Cycle: Year ____ of
5-year grant

21st CCLC Grant Award: \$____ per year

Academic Enrichment Plan

Instructions: Review the academic enrichment activities that were included in your 21st CCLC’s most current Wisconsin Department of Public Instruction 21st CCLC grant application or Yearly Program Report (YPR). Then, review the list of proposed academic enrichment activities for the current school year in the current 21st CCLC Program Goals/Objectives, Outcomes, and Activities chart above.

Note: A detailed description of all 21st CCLC activities must also be entered in Cayen/APlus. Note whether the activity is Virtual, Hybrid, or In-person.

If your CLC is adding a new academic enrichment activity/service during the 2024-25 school year that you previously had not proposed in your most recent 21st CCLC application or YPR, please provide an explanation.

Explanation:

Activity being added:

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

Explanation:

Activity being added:

Activity being added:

Activity being added:

Activity being added:

If your CLC will NOT offer an academic enrichment activity/service during the 2024-25 school year that you previously proposed in your most recent 21st CCLC application or YPR, please provide an explanation.

Explanation of why activity is not being offered

Name of Activity NOT being offered:

Name of Activity NOT being offered:

Name of Activity NOT being offered:

Name of Activity NOT being offered:

Name of Activity NOT being offered:

Recreation Enrichment - Youth Development Plan

Instructions: Review youth development activities that were described in your 21st CCLC's most current Wisconsin Department of Public Instruction 21st CCLC grant application or Yearly Program Report (YPR). Then, review the list of proposed academic enrichment activities for the current school year in the current 21st CCLC Program Goals/Objectives, Outcomes, and Activities chart above.

Note: A detailed description of these all activities must also be entered in Cayen APlus.

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS **APPENDIX G**

If your 21st CCLC is adding a new recreation enrichment activity/service during the 2024-25 school year that you previously had not proposed in your most recent 21st CCLC application or YPR, please provide an explanation.

	Explanation:
Activity being added: <input type="text"/>	<input type="text"/>
Activity being added: <input type="text"/>	<input type="text"/>
Activity being added: <input type="text"/>	<input type="text"/>
Activity being added: <input type="text"/>	<input type="text"/>
Activity being added: <input type="text"/>	<input type="text"/>

If your CLC will NOT offer a recreation enrichment activity/service during the 2024-25 school year that you previously proposed in your most recent 21st CCLC application or YPR, please provide an explanation.

	Explanation of why activity is not being offered
Name of Activity NOT being offered: <input type="text"/>	<input type="text"/>
Name of Activity NOT being offered: <input type="text"/>	<input type="text"/>
Name of Activity NOT being offered: <input type="text"/>	<input type="text"/>
Name of Activity NOT being offered: <input type="text"/>	<input type="text"/>
Name of Activity NOT being offered: <input type="text"/>	<input type="text"/>

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

Instructions: A detailed description of 21st CCLC arts enrichment activities must also be entered in Cayen/APlus. Note whether the arts enrichment activity focuses on developing academic or recreation (youth development) skills.

	Explanation:
Activity being added: <input type="text"/>	<input type="text"/>
Activity being added: <input type="text"/>	<input type="text"/>
Activity being added: <input type="text"/>	<input type="text"/>
Activity being added: <input type="text"/>	<input type="text"/>
Activity being added: <input type="text"/>	<input type="text"/>

Services for 21st CCLC Adult Family Members – 21st CCLC Family/Adult Engagement Activities

Instructions: Review the family/adult involvement activities that were described in your 21st CCLC’s most current Wisconsin Department of Public Instruction 21st CCLC grant application or Yearly Program Report (YPR). Then, review the list of proposed academic enrichment activities for the current school year in the current 21st CCLC Program Goals/Objectives, Outcomes, and Activities chart above.

Cayen/APlus Note: A detailed description of all 21st CCLC activities must also be entered in Cayen/APlus.

YPR Reporting Note: 21st CCLCs may be required to report the percentage of families that participated in 21st CCLC family activities during the 2024-25 school year.

What types of services or activities will be provided to parents, guardians, or families during the 2024-25 school year?

In-person family events (e.g., parent and guardian meetings, family nights, parent and guardian education classes, etc.)

Virtual family events (e.g., parent/guardian meetings, facilitated activities, on-line parent/guardian education classes, etc.)

Other. If selected, please describe:

What will be the primary purpose of the adult family activities provided?

- Showcase student activities in the program
- Activities that support student learning at home
- Activities that directly address the learning needs of the adults
- Creating connections between school and home

Other. If selected, please describe:

What tool(s) will be utilized to evaluate adult family activities provided?

- Surveys
- 21st CCLC activity attendance records
- Focus Groups
- Staff observations

Other. If selected, please describe:

How often/when these tools be utilized to evaluate adult family activities provided?

- After each event or activity
- At the conclusion of class or event series
- Each semester/21st CCLC Program Cycle
- Quarterly

Other. If selected, please describe:

If your 21st CCLC is adding a new family/adult engagement activity/service during the 2024-25 school year that you previously had not proposed in your most recent 21st CCLC application or YPR, please provide an explanation

Explanation:

Activity being added:

Activity being added:

Activity being added:

Activity being added:

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

APPENDIX G

Explanation:

Activity being added:

If you will NOT offer a family/adult engagement activity/service during the 2024-25 school year that you previously proposed in your most recent 21st CCLC application or YPR, please provide an explanation.

Explanation of why activity is not being offered

Name of Activity NOT being offered:

Name of Activity NOT being offered:

Name of Activity NOT being offered:

Name of Activity NOT being offered:

Name of Activity NOT being offered:

State Standards & Evidence-Based Practices

Instructions: In the space below, please answer the following questions. *Note: 21st CCLCs will be required to provide a detailed response to these questions in the most recent 21st CCLC Yearly Program Report (YPR).*

How will your academic enrichment activities help students meet state and local standards?

Examples could include:

- *Using STAR assessments or report cards to evaluate academic needs and growth*
- *Meeting regularly with day school teachers to review students' performance*
- *Participating in school learning teams to identify student academic needs*
- *Using a program or curriculum tied to Common Core Standards (such as LitART, Lions Quest, or Comic Book Club)*

Provide at least one example of an evidence-based or research-based practice that your 21st CCLC will use in the current school year.

Examples could include:

- *Using an evidence-based curriculum such as Comic Book Club, LitART, Lion’s Quest, or Positive Action*
- *Project based learning: Hands-on methodology that emphasizes student-directed, problem-oriented, and research-based projects. (STEM activities are a good example of project-based learning.)*
- *Service learning: hands-on teaching and learning methodology which fosters civic responsibility to a perceived community need and applies classroom learning through meaningful service to the community.*

How will you help students meet challenging state and local standards in 2024-2025? Select all that apply.

Align program activities with day school content

Use day school materials

Use evidence-based practices or approaches

Use state state standards to guide 21st CCLC programming

Employ specific staff devoted to creating lesson plans (e.g., licensed educator, education student, etc.)

Other. If selected, please describe.

Below is a list of authorized activities for the 21st CCLC grant. Use the checkboxes to indicate which activities the 21st CCLC will offer.

Mentoring programs

Remedial education activities (e.g. homework help)

Tutoring services

Service learning

Credit recovery

Literacy

Mathematics

Arts and music

Counseling

Financial literacy

Environmental literacy

Nutritional education

Physical activity

Services for students with different abilities

Programs for English Language Learners (ELLs)

Cultural programs

Technology

Expanded library service hours

Parenting skills

Truancy or expulsion prevention

Drug and violence prevention

STEM

Career Prep

SEL/mental health and wellness

Review of 21st CCLC Partners

Instructions: Please list the partners, including vendors and school or community organizations, with whom your 21st CCLC plans to work during the 2024-25 school year.

*Note: As a reminder, only partners with whom the 21st CCLC works during the school year should be entered in APlus. Do not enter proposed partners. For a detailed report of 21st CCLC partners, please review the **Detailed Partner Contributions Report** in Cayen/APlus.*

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

APPENDIX C

	New partner as of 2023-24	Returning partner from 2022-23	Key Grant Partner (Letter of support on file)
21st CCLC Partner #1 <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21st CCLC Partner #2 <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21st CCLC Partner #3 <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21st CCLC Partner #4 <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21st CCLC Partner #5 <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21st CCLC Partner #6 <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21st CCLC Partner #7 <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21st CCLC Partner #8 <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Indicate the way(s) that community partner #1 will support the 21st CCLC program. Select all that apply.

- Part of the 21st CCLC Advisory Board
- Consulted about student programming
- Consulted about community or family events
- Consulted about scheduling
- Facilitated activities during regular program hours
- Provided staffing for special events
- Fundraised on behalf of the program
- Donated funding or program supplies
- Provided volunteers
- Provided training and program staff
- Donated food for program events
- Provided venues for program activities

Other. If selected, please describe:

None of the above

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

Indicate the way(s) that community partner #2 will support the 21st CCLC program. Select all that apply.

- Part of the 21st CCLC Advisory Board
- Consulted about student programming
- Consulted about community or family events
- Consulted about scheduling
- Facilitated activities during regular program hours
- Provided staffing for special events
- Fundraised on behalf of the program
- Donated funding or program supplies
- Provided volunteers
- Provided training and program staff
- Donated food for program events
- Provided venues for program activities

Other. If selected, please describe:

Indicate the way(s) that community partner #3 will support the 21st CCLC program. Select all that apply.

- Part of the 21st CCLC Advisory Board
- Consulted about student programming
- Consulted about community or family events
- Consulted about scheduling
- Facilitated activities during regular program hours
- Provided staffing for special events
- Fundraised on behalf of the program
- Donated funding or program supplies
- Provided volunteers
- Provided training and program staff
- Donated food for program events
- Provided venues for program activities

Other. If selected, please describe:

Indicate the way(s) that community partner #4 will support the 21st CCLC program. Select all that apply.

Part of the 21st CCLC Advisory Board

Consulted about student programming

Consulted about community or family events

Consulted about scheduling

Facilitated activities during regular program hours

Provided staffing for special events

Fundraised on behalf of the program

Donated funding or program supplies

Provided volunteers

Provided training and program staff

Donated food for program events

Provided venues for program activities

Other. If selected, please describe:

Indicate the way(s) that community partner #5 will support the 21st CCLC program. Select all that apply.

Part of the 21st CCLC Advisory Board

Consulted about student programming

Consulted about community or family events

Consulted about scheduling

Facilitated activities during regular program hours

Provided staffing for special events

Fundraised on behalf of the program

Donated funding or program supplies

Provided volunteers

Provided training and program staff

Donated food for program events

Provided venues for program activities

Other. If selected, please describe:

21st CCLC Transportation Plan

Instructions: Review the transportation plan from your most recent 21st CCLC application or Yearly Program Report. In the spaces below, please write a description of your proposed transportation plan for the 202425 school year.

Annual Budgeted Cost for Transportation:

What transportation options will your 21st CCLC offer during the 2024-25 school year?

Parent Pick-Up

Students can walk home w/parent permission

CLC Organized Walking School Bus.

Parent Carpools

Yellow School Bus - Describe bus route(s),# of students per day projected to ride bus:# of buses per day offered, # of days per week bus service is offered.

Milwaukee County Bus Tickets - Describe # of students per day projected to ride bus:

Van Transportation - Describe your process for selecting students for van services, # of vans per day offered, and # of days per week van service is offered.

Other:

How will your 21st CCLC clearly communicate these transportation options with families?

(Examples include: registration flyers, parent orientations, etc.)

21st CCLC Fee Structure

NOTE: Per 21st CCLC grant requirements, programs that charge fees must assure that these costs will not prohibit any family from participating due to an inability to pay.

Please respond to the questions below regarding fees:

Does your 21st CCLC charge any fees? Yes or No

If yes, what do participants (who are financially able to) typically pay for weekly services? Enter fees here. (This can be a dollar range):

Does your 21st CCLC collect Wisconsin Shares? Yes or No

If yes, for what purpose are fees and Wisconsin Shares collected? What will fees/Wisconsin Shares support/pay for? Please describe.

21st CCLC Self-Assessment

Instructions: Please respond to the questions below regarding your progress in carrying out the mandatory 21st CCLC self-assessment process.

*Note: Per DPI 21st CCLC grant requirements, 21st CCLC self-assessment must be completed **annually**. (For additional guidance on the mandatory 21st CCLC self-assessment requirements, please review the **WI DPI's 21st Century CLC Grant Application Guidelines**.)*

Please check which DPI-approved 21st CCLC self-assessment tool you selected to use/are using as stated in your most recent 21st CCLC application or Yearly Progress Report:

YPQA

WASCIP

NYSAN

QSA

QAS

Please describe the 21st CCLC self-assessment steps you completed in the 2023-24 school year. Refer to the DPI 21st CCLC Self-Assessment required schedule below.

Self-Assessment

WI Nita M. Lowey 21st Century Community Learning Center (CCLC) grantees must participate in a self-assessment process as a condition of their grant award. Regular self-assessment is considered a key element for a quality program, used to reflect upon areas of success and areas identified for improvement. By investing in continuous improvement efforts, grantees can identify the areas of their programs that need additional support, as well as, guide priorities and other evaluative measures.

Self-Assessment Requirements -- Required Schedule for Self-Assessment Implementation By Grant Year

Due Year One - Identify self-assessment tool with submission of 21st CCLC Yearly Progress Report

Due Year Two - Conduct self-assessment and develop improvement plan. Summary reported with the 21st CCLC Yearly Progress Report.

Due Year Three - Three Implement improvement plan. Summary and results reported with the 21st CCLC Yearly Progress Report.

Due Year Four - Continue to implement improvement plan. Summarize plans for continuous improvement in the 21st CCLC Yearly Progress Report.

Due Year Five - Continue to revise and implement improvement plan

Please insert your 21st CCLC self-assessment goal(s) for the 2024-25 school year:

Public Communications about 21st CCLC Evaluation Results

Instructions: Please respond to the questions below regarding your plan for communicating CLC evaluation findings to the public – beyond the school community. **Grantees are required to have a plan for communicating evaluation findings.**

How did you communicate your evaluation findings to the public? Select all that apply.

- No method because we have no evaluation findings
- Posted on website
- Posted in the public-school board meeting notes
- Published in media publications (e.g., local newspapers)
- Available upon request
- No particular method

Please highlight some findings from your most 2023-2024 school year recent program evaluation report or data analysis. What progress did your CLC program make in meeting your identified

If applicable, enter the link to the website where you have posted or plan to post your findings:

In what media publications (e.g., local newspapers) will results be published?

If information is shared upon request, how do you let the public know the evaluation findings are available?

Strategies for Recruitment and Retention of Participants

For each programming area listed below, please provide a **detailed** description of the specific strategies your CLC team, in collaboration with day school staff, will implement to:

- identify and **recruit** participants to take part in CLC activities
- **retain** their participation in CLC activities
- encourage **parent** participation

Note: *Recruitment and retention strategies should be individualized or differentiated for each grade/age level or targeted population. For example, strategies employed to identify, recruit, and retain youth in K4/K5 should be distinctly different than those implemented for youth in grades 3-4, and strategies used to recruit and retain bilingual or middle and high school youth or boost parent involvement should be specific to the needs and interests of those populations. Be intentional! (For additional guidance on targeted recruitment and retention strategies, please review the **WI DPI's 21st Century CLC Grant Application Guidelines for 2023-24.**)*

Targeted Student Population

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS
Look at your 2023-2024 DPI-approved YPR or new, most recent 2024-25 DPI-funded CLC grant proposal. Which targeted student population(s) is your 21st CCLC planning to prioritize in recruitment enrollment efforts in 2024-2025? Check all that apply

- Students in need of academic support
- Students with social and emotional, or behavioral needs
- English Language Learners (ELLs)
- Low income students
- Past participants or their siblings
- Students of color and students who are a racial minority
- Other (describe):

Academic Enrichment - Recruitment Strategies

Describe your **Recruitment** Strategies in detail:

Describe your **Retention** Strategies in detail:

Youth Recreation Enrichment - Recruitment Strategies

Describe your **Recruitment** Strategies in detail:

Describe your **Retention** Strategies in detail:

Parent Orientation, Parent Involvement, & Family Enrichment Activities

Describe the format and recruitment for the initial **Parent Orientation** and ongoing efforts throughout the school year. Please include how parents will be notified, the length of the orientation, incentives, manner in which information will be presented, etc.:

Describe your **Recruitment** and **Retention** Strategies in detail to increase active involvement of parents in CLC programming and other Family Enrichment activities and events:

21st CCLC Program Safety Plan

CLC staff and participants have access to the following in the school facility. Please check all that apply: Note: **Activities should not take place in spaces that are unsafe and/or that are not conducive to student learning.**

School classrooms

School computers, computer lab, computer/laptop/Chromebook carts

School cafeteria

School library

School gym

Storage space within school facility

Day school supplies, equipment

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

School kitchen

School parent center

Other:

21st CCLC has adequate office space on site. Please check all that apply:

Designated 21st CCLC office space

Desk, chair

Locked filing cabinet

Phone/voicemail

Computer, internet access

Storage space for 21st CCLC supplies

Each 21st CCLC site MUST review and practice emergency procedures as required during 21st CCLC program hours with youth and staff. Emergency procedures include: fire drills, tornado drills, and school emergency lockdown procedures. Post and practice written emergency plans including scheduled dates. Please list emergency procedure dates below.

	Aug	Sept	Oct	Nov
Fire Drills (*DCF Licensing requires fire drills to be conducted monthly.)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tornado Drills (*DCF Licensing requires tornado drills to be conducted monthly from April – October.)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Emergency Lockdown Procedures	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Has the site identified two 21st CCLC Staff (site coordinator preferred) to complete the Medication Administration Training?

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

Note: This is mandatory training per MPS policy. [https://dpi.wi.gov/sspw/pupil-services/school-](https://dpi.wi.gov/sspw/pupil-services/school-nurse/training/medication)

[nurse/training/medication](#)

For the current school year, use the link above to the DPI webcasts via the DPI webpage. The knowledge (webcasts) training and assessment tests are to be completed at least **every four years**, while the skills competency check-off should be completed **annually**. Afterschool programs can show the webcasts/videos in groups or can have individuals watch the webcasts on their own computers. Participants take the written assessment test after watching the video, and print it out as their proof of completing the session. There is no certificate generated. Some routes of administration have both a video and a short module containing updates to administration practices. These routes are indicated by an asterisks. The skills competency check-off would be completed by a professional nurse, physician, or a skilled and willing parent. At a minimum, the following Medication Administration Training courses must be completed via webcasts): 1) Nebulizer, 2) Epipen, 3) Rescue Inhaler. **(NOTE: A parent may only dispense medication to his or her own child. A parent may not dispense medication to any other child/ren.)**

No

Yes

If 'Yes,' please provide names of trained staff (2) and training expiration dates

How many safety or security personnel does your site have on duty during scheduled 21st CCLC program hours?

What is your site's contingency plan if 21st CCLC safety or security personnel are absent from work?

Describe in **detail** how individuals are permitted entrance into the school building during CLC hours of operation. (Include use of MPS Visitor Policy Procedures, including visitor badges and visitor logs.)

*Describe in **detail** how are participants dismissed from CLC. Please include procedures for student in-person pick-up, student walkers and bus riders. All students must be signed out daily.*

Describe how 21st CCLC students are permitted access to areas throughout the school building, including restrooms, classrooms and offices.

Where are the hard copies of 21st CCLC Registration forms and daily attendance records stored on site? Note: 21st CCLCs must maintain hard copies of registration forms and daily attendance records for seven years after the final year of CLC grant award.

21st CCLC Staff Recruitment and Retention Plan

What strategies will you use during the 2024-2025 school year to recruit staff?

- Partnering with community-based organizations
- Outreach to local universities
- Outreach to high school students
- Targeting school personnel within the building
- Targeting school personnel within surrounding schools
- Increasing rate of pay
- Amending organizational policies
- Increasing hours (or FTE opportunities)

Other incentives offered (please describe):

What strategies will you use during the 2024-2025 school year to retain (keep) staff?

- Partnering with community-based organizations
- Outreach to local universities
- Outreach to high school students
- Targeting school personnel within the building
- Targeting school personnel within surrounding schools
- Increasing rate of pay
- Amending organizational policies
- Increasing hours (or FTE opportunities)

Other incentives offered (please describe):

Nita M. Lowey 21st CCLC Staff Roster

Staff-to-Student (class-size) Ratios

During normal after-school program operations, sites MUST abide by the following standards and maximum group sizes:

<i>Youth ages 3-4 years</i>	<i>Youth ages 4-5 years</i>	<i>Youth ages 5-6</i>	<i>Youth ages 6+</i>
<i>Ratio: 1:10</i>	<i>Ratio: 1:13</i>	<i>Ratio: 1:17</i>	<i>Ratio: 1:18</i>
<i>Group Max.: 20 youth, 2 staff Group</i>	<i>Max.: 24 youth, 2 staff Group</i>	<i>Max.: 34 youth, 2 staff Group</i>	<i>Max.: 35 youth, 2 staff</i>

Enter program staff names and information below.

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

APPENDIX G

	Timeline/Implementation Dates	Task/Action Item	Data/Resources	Person Resp Comp
Month: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Month: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Month: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Month: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Month: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Month: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Month: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Month: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Month: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

REQUIRED ATTACHMENTS:

Please **upload** the following REQUIRED attachment: **21st CCLC registration materials**

NOTE: Please refer to the 21st CCLC contract for all REQUIRED language that must be included on 21st CCLC registration and parent orientation materials, program flyers, and correspondence.

REQUIRED ATTACHMENTS:

Please **upload** the following REQUIRED attachment: **21st CCLC parent orientation materials**

NOTE: Please refer to the 21st CCLC contract for all REQUIRED language that must be included on 21st CCLC registration and parent orientation materials, program flyers, and correspondence.

REQUIRED ATTACHMENTS:

Please *upload* the following REQUIRED attachment: **2024-2025 21st CCLC Weekly Schedule (Fall)**

NOTE: Please refer to the 21st CCLC contract for all REQUIRED language that must be included on 21st CCLC registration and parent orientation materials, program flyers, and correspondence.

REQUIRED ATTACHMENTS:

Please *upload* the following REQUIRED attachment: **2024-2025 Program Building Permit**

NOTE: Please refer to the 21st CCLC contract for all REQUIRED language that must be included on 21st CCLC registration and parent orientation materials, program flyers, and correspondence.

REQUIRED ATTACHMENTS:

Please *upload* the following REQUIRED attachments: **2024-2025 21st CCLC Budget Forecast documents (signed) AND 2024-2025 DPI 21st CCLC Budget Justification Form.**

NOTE: Please refer to the 21st CCLC contract for all REQUIRED language that must be included on 21st CCLC registration and parent orientation materials, program flyers, and correspondence.

REQUIRED ATTACHMENTS:

Please *upload* the following REQUIRED attachment: **2024-2025 Alternative Curriculum Request Form (if applicable)**

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

APPENDIX C

NOTE: Please refer to the 21st CCLC contract for all REQUIRED language that must be included on 21st CCLC registration and parent orientation materials, program flyers, and correspondence.

ADDITIONAL ATTACHMENTS:

Please **upload** any additional attachments with your current 21st CCLC Program Plan.

NOTE: Please refer to the 21st CCLC contract for all REQUIRED language that must be included on 21st CCLC registration and parent orientation materials, program flyers, and correspondence.



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Updated 6/22/2204

2024-2025 MPS Nita M. Lowey 21st CCLC Century Community Learning Center (CLC) Request to Purchase Equipment Over \$300

Directions: Prior to purchasing the equipment requested below, please complete and submit this form to your assigned MPS Recreation CLC and Safe Place Project Team Member for initial review and signature. This form will then be reviewed by the Recreation CLC/Safe Place Manager and forwarded to the Recreation Coordinator of Before and After School Programs for final approval. The CLC Site Coordinator and Lead Agency Representative will be notified of final approval.

This form must be signed and approved by Milwaukee Recreation prior to purchasing equipment.

CLC Site/School:

Date:

Name and type of equipment to be purchased:

Vendor Name:

Link to website where equipment can be purchased (if applicable):

Quantity/Number of items to be purchased:

Total cost of equipment to be purchased:

Purpose of equipment to be purchase:

REQUIRED ATTACHMENT: A quote from vendor for each item to be purchased must be provided.

Signature - CLC Site Coordinator

Date

Signature - CLC Lead Agency Representative

Date

Signature - Milwaukee Recreation Project Team

Date

For completion by Milwaukee Recreation 21st CCLC Project Team:

Approved MPS Inventory ID # Assigned to Equipment:

Denied Reason for Denial:

Signature - Milwaukee Recreation Coordinator of Before and After School Programs

Date



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MPS 21ST CENTURY COMMUNITY LEARNING CENTER (CLC) ROLES & RESPONSIBILITIES SITE COORDINATOR

- ▲ Develop and submit in conjunction with the Principal, Academic Coordinator, Lead Agency, and Core Group of Teachers, a high quality, ready-for-DPI-review CLC Program Plan and Needs Assessment that identifies the learning curricula and other activities to be implemented in the CLC program, including recreational, social, and academic activities.
- ▲ Assist the Principal, Academic Coordinator, and day school staff in recruiting and retaining students for all CLC program activities.
- ▲ Communicate and meet regularly with, CLC Principal, Lead Agency, Academic Coordinator, CLC Project Team, and CLC and day school staff to discuss CLC performance, address issues, and offer support. Maintain documentation of meetings, including agendas, attendance/sign-in sheets, and confirmation of CLC and school collaboration.
- ▲ Coordinate, direct, and monitor the CLC staff and volunteers for overall effectiveness in carrying out the CLC's program plan and operations.
- ▲ Collect and complete all documentation (written and electronic) related to CLC programming such as attendance, accident/incident reports, surveys, etc. in accordance with required deadlines. All submitted documentation must be complete, accurate, and legible.
- ▲ Coordinate, gather, and report evidence of ongoing and annual CLC program evaluation and continuous improvement. Evidence shall be gathered, analyzed, and documented at least quarterly, in alignment with CLC site-specific grant local goals and objectives and proposed grant evaluation plan.
- ▲ Complete assignments and duties as directed by the Lead Agency and per MPS CLC contractual requirements.
- ▲ Attend monthly MPS CLC Site Coordinator mandatory meetings and additional meetings as required
- ▲ Attend School Learning Team meetings, School Governance Council meetings, bi-monthly CLC Site Coordinator mandatory meetings, required trainings and professional development to ensure ongoing communication with day school, and CLC Project Team Staff. Maintain documentation of said meetings, including agendas, attendance/sign-in sheets, and confirmation of CLC and school collaboration.
- ▲ Become trained in the Cayen APlus data tracking system. Ensure that data entered into the MPS Cayen APlus/Transact System (i.e., program activities, participant registrations, rosters, and attendance) is up-to-date and accurate, including:
 - APR data
 - Site Information data
 - Program activities
 - Surveys
 - Participant registrations
 - Rosters
 - Daily attendance
 - Assessments
- ▲ Ensure adherence to all federal U.S. Department of Education) Government Performance and Results Act (GPRA) requirements
- ▲ Keep all signed registration forms, attendance records, and program data in a secure, locked place. All CLC records, including registration, attendance, and financial documents, must be retained/archived in a secure location for a period of at least seven years. Records may be kept on file digitally but must be immediately accessible upon request.



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- ▲ Complete annual mid-year reviews to discuss CLC performance with Principals, Lead Agency Representative, Academic Coordinators, and CLC Project Team. Complete end-of-year reviews as required.
- ▲ Identify and work with non-profit organizations, governmental bodies, and philanthropic organizations in developing “sustainability” resources for CLC program operations.
- ▲ Work with CLC Lead Agency, Academic Coordinator, School Administration, and CLC team to complete and submit annual CLC Yearly Progress Report (YPR) as required by DPI in accordance with required deadlines.
- ▲ Work with CLC Lead Agency, Academic Coordinator, School Administration, and CLC team to complete and submit DPI 21st CCLC Monitoring Tool at least once during the 5-year grant award period as required by DPI in accordance with required deadlines.
- ▲ Ensure compliance with all *Health and Safety Checklist – Public School Operated Programs – DCF 251* requirements.

UPDATED – 6/19/2024

MPS 21ST CENTURY COMMUNITY LEARNING CENTER (CLC) ROLES & RESPONSIBILITIES ACADEMIC COORDINATOR

It is required that all Academic Coordinators be a certified teacher. It is strongly recommended that the Academic Coordinator be day school staff so he/she/they may have a working relationship with other day school staff (e.g., literacy coach, learning team, principal, classroom teachers, etc.) and can bridge the needs of day school with CLC. The recommended minimum hours per week to effectively perform the responsibilities of this position is at least six to eight hours.

- ▲ Assist Site Coordinator, Principal, Lead Agency, Core Group of Teachers, Stakeholders, and CLC team with the development of an annual, ready-for-DPI-review CLC Program Plan and Needs Assessment to be submitted to MPS Recreation.
- ▲ The Academic Coordinator will be responsible for the coordination of gathering, analyzing, and evaluating student achievement data and otherwise driving the academic component of the CLC Program Plan and CLC Needs Assessment and implementation of grant local academic goals and objectives and outcomes.
- ▲ Identify, in conjunction with the Principal, a core group of teachers from the day school who will actively support the implementation of a quality academic program for the Community Learning Center.
- ▲ Direct the development, implementation, coordination, and monitoring of school-directed quality academic programming that supports academic achievement of CLC participants during extended school hours.
- ▲ Academic Coordinator’s role is **not** to facilitate groups or teach classes on an ongoing basis. Their role is to provide support to group leaders and CLC instructors.
- ▲ Assist the day school in recruiting and retaining students **with the greatest academic need** to participate in CLC academic activities such as math, literacy, or science enrichment, tutoring, and homework support programs. Targeted students will be selected based on specific criteria developed by the CLC team, but not limited to:
 - Reading, Math, and Early Literacy scores are Below Target, Well Below Target, or Significantly Below Target on STAR benchmark assessments,

APPENDIX E (ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS



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- Failing/poor grades as reported on District report cards or progress reports, and/or
 - Teacher, principal, or parent referrals.
-
- ▲ Ensure adherence to all federal U.S. Department of Education Government Performance and Results Act (GPRA) requirements
 - ▲ Plan, coordinate and/or facilitate training for CLC staff and volunteers in identified areas of need as aligned with CLC grant goals, objectives, and outcomes: academic support; Common Core State Standards; School and District Improvement Plan Objectives; and afterschool professional development resources, etc. Maintain documentation of all trainings, including agendas, attendance/sign-in sheets, and confirmation of CLC and school collaboration.
 - ▲ Communicate regularly (i.e., daily, weekly, as needed) with classroom teachers regarding student progress and individual student needs that can be supported through the CLC extended day academic program.
 - ▲ Collect, monitor, evaluate, and share student data on an ongoing basis to determine the effectiveness of the strategies and curricula implemented.
 - ▲ Work with CLC Lead Agency, Site Coordinator, and CLC team to submit annual CLC Yearly Progress Report (YPR) as required by DPI in accordance with required deadlines.
 - ▲ Work with CLC Lead Agency, Site Coordinator, School Administration, and CLC team to complete and submit DPI 21st CCLC Monitoring Tool at least once during the 5-year grant award period as required by DPI in accordance with required deadlines.
 - ▲ Monitor and provide technical support to CLC academic program staff and volunteers.
 - ▲ Attend monthly MPS CLC Academic Coordinator mandatory meetings and additional meetings as required
 - ▲ Attend school-based meetings (i.e., School Learning Team, Grade Level Meetings, Department Level Meetings, Parent Meetings, etc.), making recommendations regarding the CLC academic program needs. Maintain documentation of said meetings, including agendas, attendance/sign-in sheets, and confirmation of CLC and school collaboration.
 - ▲ Report CLC student progress regularly to the School Learning Team and/or School Governance Council, CLC parents, day school staff and administration, and larger community (i.e., posting evaluation on school or agency website, newsletters, or community mailings to neighborhood households) in alignment with DPI grant requirements.

UPDATED – 6/19/2024



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MPS 21ST CENTURY COMMUNITY LEARNING CENTER (CLC) ROLES & RESPONSIBILITIES LEAD AGENCY

- ▲ Identify, in conjunction with the Principal, a Site Coordinator to oversee CLC operations on site, and an Academic Coordinator to oversee the academic component of the CLC.
- ▲ Assure that all staff hired for the CLC program are qualified, trained, and able to perform all duties and responsibilities as assigned.
- ▲ Responsible for ensuring that all CLC Staff positions (i.e., Site Coordinator, Academic Coordinator, Safety, Data, etc.) are filled at all times. In cases where staffing vacancies exist, Principal/Lead Agency will work collaboratively to fill vacant positions per MPS CLC contract timelines. (Per contract, required positions must be filled within 30 days.)
- ▲ Assist with the development and submission of, in conjunction with the Principal, Academic Coordinator, Site Coordinator, and Core Group of Teachers, a high quality, ready-for-DPI-review CLC Program Plan and Needs Assessment to MPS Recreation that identifies the learning curricula and other activities to be implemented in the CLC program, including recreational, social, and academic activities.
- ▲ Ensure adherence to all federal U.S. Department of Education Government Performance and Results Act (GPRA) requirements
- ▲ Assist the Principal, Site Coordinator, Academic Coordinator, and day school in recruiting and retaining students for all CLC program activities.
- ▲ Provide and/or facilitate professional development training opportunities for the CLC staff in the areas of program development, first aid and CPR, behavior management strategies, program planning, lesson plan design and implementation, etc.
- ▲ Hire and evaluate all CLC staff. Conduct criminal background checks on all individuals planning to work and/or volunteer for the CLC. Submit to MPS the results of all criminal background checks.
- ▲ By the 28th of each month, submit CLC expense/cost reports to MPS Recreation CLC Finance Team for approval and reimbursement on a monthly basis. Copies of cost reports must be signed by the School Principal before being submitted for approval.
- ▲ Submit all required CLC reports, site observations, or requested information by assigned deadlines.
- ▲ Monitor the CLC program on a quarterly basis (Due **November 8, 2024, January 17, 2025, March 21, 2025, and May 30, 2025**).
- ▲ Provide resources and ongoing training to CLC staff as needed based on quarterly monitoring observations to ensure continuous program improvement, quality, and safety.
- ▲ Monthly monitor Cayen APlus data to ensure timely input of all student and family program participation on the District's web-based Cayen APlus data tracking system and completion of requested and required data.
- ▲ Complete annual mid-year reviews to discuss CLC performance with Principals, Site Coordinators, Academic Coordinators, and CLC Project Team. Complete end-of-year reviews as required.
- ▲ Identify and work with non-profit organizations, governmental bodies, and philanthropic organizations in developing "sustainability" resources for CLC program operations.



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- ▲ Work with MPS Recreation, Principal, and CLC team to submit annual CLC Yearly Progress Reports (YPR) as required by DPI in accordance with required deadlines.
- ▲ Work with Site Coordinator, Academic Coordinator, School Administration, and CLC team to complete and submit DPI 21st CCLC Monitoring Tool at least once during the 5-year grant award period as required by DPI in accordance with required deadlines.
- ▲ Attend CLC Cayen APlus training as required by MPS Recreation.
- ▲ Submit by the 28th of each month required monthly expense/cost reports and required Cayen APlus attendance and activity reports to verify accuracy and completion of CLC data.
- ▲ Ensure compliance with all *Health and Safety Checklist – Public School Operated Programs – DCF 251* requirements.

UPDATED – 6/19/2024

**MPS 21ST CENTURY COMMUNITY LEARNING CENTER (CLC)
 ROLES & RESPONSIBILITIES
 PRINCIPAL**

- ▲ Participate in the interview process for the identification, selection, and contracting of the Community Based Organization (CBO) that will serve as the CLC Lead Agency for the school.
- ▲ Identify, in conjunction with the Lead Agency, a Site Coordinator to oversee CLC operations on-site and an Academic Coordinator who is a certified teacher to oversee the academic component of the CLC.
- ▲ Identify, in conjunction with the Academic Coordinator, a core group of teachers from the day school who will actively support the implementation of a quality academic program for the CLC.
- ▲ Monitor the CLC program on a quarterly basis (**Due November 8, 2024, January 17, 2025, March 21, 2025, and May 30, 2025**).
- ▲ Provide resources and ongoing training, in alignment with day school professional development opportunities, for CLC staff as needed based on quarterly monitoring observations to ensure continuous program improvement, quality, safety, and alignment with day school students’ academic needs.
- ▲ Identify and implement appropriate strategies to assess student progress in the CLC academic program as aligned with the School Improvement Plan needs and CLC grant local goals, outcomes, and requirements.
- ▲ Develop and submit, in conjunction with the Site Coordinator, Academic Coordinator, Core Group of Teachers and Lead Agency, a CLC Program Plan and Needs Assessment that identifies the learning curricula and other activities to be implemented in the CLC program, including recreational, social, and academic activities.

Ensure adherence to all federal U.S. Department of Education Government Performance and Results Act (GPRA) requirements

- ▲ Support the CLC Lead Agency in ensuring that all CLC Staff positions (Site Coordinator, Academic Coordinator, Safety, Data, etc.) are filled at all times. In cases where staffing vacancies exist, Principal/Lead Agency will work



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collaboratively to fill vacant positions per MPS CLC contract timelines. (Per contract, required positions must be filled within 30 days.)

- ▲ Assist the Lead Agency in identifying students **with the greatest academic needs** and recruiting and retaining students for the CLC program.
- ▲ Communicate District and School policies and initiatives, Common Core State Standards; School Improvement Plan Goals; School Crisis Plan; Fire Drills, etc. to CLC staff.
- ▲ Encourage collaboration with the School Learning Team and/or School Governance Council in assessing the effectiveness of CLC programs, including academics, social, and recreational activities.
- ▲ Attend all CLC meetings as requested, or send an administrative representative from the day school.
- ▲ If unavailable, the principal will identify an administrative designee from the day school to handle all CLC-related issues and serve as the contact person for the CLC Project Team.
- ▲ Communicate regularly with CLC Site Coordinator, Lead Agency, and MPS Day School Staff to ensure the success of CLC.
- ▲ Provide adequate office space in the school (desk, locked filing cabinet, phone line, voice mail set up or answering machine, MPS-networked computer, secured storage space) for CLC Site Coordinator.
- ▲ Provide access to an appropriate number of classrooms, labs, gyms, cafeteria, libraries, and computers/computer labs to support CLC program needs and assure an appropriate learning environment.
- ▲ Work with CLC Lead Agency, Site Coordinator, Academic Coordinator, and CLC team to submit annual CLC Yearly Progress Report (YPR) as required by DPI in accordance with required deadlines.
- ▲ Work with Site Coordinator, Academic Coordinator, School Administration, and CLC team to complete and submit DPI 21st CCLC Monitoring Tool at least once during the 5-year grant award period as required by DPI in accordance with required deadlines.
- ▲ Ensure compliance with all *Health and Safety Checklist – Public School Operated Programs – DCF 251* requirements.

UPDATED – 6/19/2024

MPS 21st Century Community Learning Center (CLC) ROLES & RESPONSIBILITIES MILWAUKEE RECREATION CLC PROJECT TEAM

- ▲ Plan, develop, administrate, monitor, and evaluate the 21st Century CLC (CCLC) Program awarded to MPS by the Wisconsin Department of Public Instruction (DPI).
- ▲ Prepare and submit all required CLC reports to respective governmental authorities in accordance with required deadlines.
- ▲ Monitor the CLC contractual compliances and recommend action strategies for non-compliance issues
- ▲ Ensure adherence to all federal U.S. Department of Education Government Performance and Results Act (GPRA) requirements

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS



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- ▲ Work with CLC Lead Agency, Site Coordinator, Academic Coordinator and CLC team to submit annual CLC Yearly Progress Report (YPR) as required by DPI in accordance with required deadlines.
- ▲ Work with Site Coordinator, Academic Coordinator, School Administration, and CLC team to complete and submit DPI 21st CCLC Monitoring Tool at least once during the 5-year grant award period as required by DPI in accordance with required deadlines.
- ▲ Conduct site observations of all CLCs a minimum of 4 times per academic year. Site observation feedback shall be shared with the DPI, Principals, Lead Agency Representatives, and Site Coordinators. **(Due November 8, 2024, January 17, 2025, March 21, 2025, and May 30, 2025).**
- ▲ Provide resources and ongoing training for CLC staff as needed to ensure continuous program improvement, quality, safety, and in alignment with identified student, staff, and/or program needs. Professional development and training resource topics will be identified based on but not limited to: quarterly monitoring observations, analysis of regular CLC data reviews, and CLC program staff feedback.
- ▲ Review and approve the CLC Program Plan and Needs Assessment, assuring that the plan clearly describes and outlines a high quality, ready-for-DPI-review CLC program which identifies the learning curricula and other activities to be implemented in the CLC program, including recreational, social, and academic activities.
- ▲ Complete annual mid-year reviews to discuss CLC performance with Principals, Lead Agency Representatives, Site Coordinators, and Academic Coordinators. Complete end-of-year reviews as required.
- ▲ Communicate regularly with CLC Principal, Lead Agency, Site Coordinator, and Academic Coordinator to discuss CLC performance, address issues, and offer support.
- ▲ Communicate District policies and initiatives impacting afterschool to CLC Lead Agencies, Principals, Site Coordinators, and Academic Coordinators.
- ▲ Serve as a resource to CLCs in the following areas: CLC standards, grant requirements, afterschool program best practices, curriculum development; academic enrichment resources; instructional support for CLC staff; behavior supports for students; program design and planning; program implementation; roles and responsibilities; recreation programming; etc.
- ▲ Have primary fiscal accountability for all CLC funds. Review and approve monthly cost reports submitted by the Lead Agency and Principal.
- ▲ Identify and work with non-profit organizations, governmental bodies, and philanthropic organizations in developing “sustainability” resources for CLC program operations.
- ▲ Ensure compliance with all *Health and Safety Checklist – Public School Operated Programs – DCF 251* requirements.

UPDATED – 6/19/2024



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(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS



APPENDIX F
Milwaukee Recreation

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Updated 6/4/2024

**2024-25 MPS Nita M. Lowey 21st Century Community Learning Center
Request for Professional Training/Conference Reimbursement**

Please return this form at least 30 days prior to Conference date to: MPS Department of Recreation and Community Services, Attn.: Leighton Cooper | cooperld@milwaukee.k12.wi.us | Phone: (414) 475-8844

CLC Site: _____

Name of Training/Conference: _____

Date(s) of Training/Conference: _____

Training/Conference Format: ___Virtual ___In-Person

Training Location: _____

Name of Organization Offering Training: _____

Name(s)/CLC Position(s) of Individuals Attending Training: _____

Purpose for Attending Training: _____

Estimated Reimbursement Amount	
Air	\$ _____
Auto	\$ _____
Other	\$ _____
Hotel	\$ _____
Taxi/Shuttle	\$ _____
Registration Fee	\$ _____
Other Miscellaneous	\$ _____
Total	\$ _____

Signature - CLC Site Coordinator

Date

Signature - CLC Lead Agency Representative

Date

Signature - Milwaukee Recreation CLC Project Team Member

Date

This section to be completed by Milwaukee Recreation:

Approved _____ (Date)

Denied _____ (Date)

If denied, reason for denial: _____

Signature - Milwaukee Recreation Coordinator of Before and Afterschool Programs

Date

Return by the 28th of (ATTACHMENT 4)
 Milwaukee Recreation Department
 Attention: Michelle Porter
 5225 W. Vliet St., Room 162
 Milwaukee, WI 53208

21st Century Community Learning Centers (CLCs)
Monthly Cost Report

APPENDIX G

For Use by MPS Finance

Accepted and Authorized by MPS Project Coordinator.
 Signature: _____ Date: _____

CLC Location: _____
Lead Agency: _____
Contract Amount: _____
Total Program Budget: _____
Report #: _____
Current Report from: _____ to _____
Prepared by: _____
Date: _____

CLC Program Year: 2024 - 2025

Cost Category	Budget To Date	Previous Month Exp / Rev	Current Month Exp / Revenue	Cost / Rev To-Date	Budget Balance
Personnel (Full & Part-Time) Gross Salary	\$ -	\$ -	\$ -	\$ -	\$ -
Fringe Benefits (Full & Part-Time) Employer Paid	\$ -	\$ -	\$ -	\$ -	\$ -
General Services: Snacks, Admissions, Family meals	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Program Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment Purchase	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment Rental	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -
Transportation (Contracted busses and leases)	\$ -	\$ -	\$ -	\$ -	\$ -
*Administrative Costs	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Centralized Expenses (Office Use Only)</i>	\$ -	\$ -	\$ -	\$ -	\$ -
SUB-TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -
CLC Program Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -

*CLC Contract Awards of \$99,000 - \$137,750 are Allowed a Maximum of 10% for Administrative Costs..

I certify that the information contained in this report is correct, is recorded as such on the books of this agency, and that the expenditures reflected herein were made in accordance with conditions of the agreement of this agency with the 21st Century Community Learning Centers and MPS.

Agency Director: _____

Date: _____

CLC Principal: _____

Date: _____

**CLC Schedule of Paid Costs
Monthly Report**

Project Name: 21st Century CLC		Account No.:		Budget Cost Category:		Cost Report Number	
<i>To Be Completed by Project Operator</i>						<i>To be Computed by MPS</i>	
Check No.	Date	Payee Description/Purpose of Purchase	Total Amount	% Claimed	Amount Claimed	Adjustments	
						Amount	Reimbursed
Budget Category Total							

This form must accompany the Monthly Cost Report, due on the 28th of each month.

Provider Please Note: Expenditures will not be authorized if the purpose of the purchase is not included on this form.

21st Century CLC Project Annual Budget Forecast

CLC Location: _____
 Lead Agency: _____
 Total Budget: _____

Prepared By: _____
 Phone Number: _____

COST CATEGORY	BUDGET	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Personnel													
Fringe Benefits													
General Services													
Office Supplies													
Program Supplies													
Equipment Purchase													
Equipment Rental													
Contractual Services													
Transportation													
Administrative Cost													
Centralized Expenses													
Building Operations													
Totals	Period	0	0	0	0	0	0	0	0	0	0	0	0
	Cumulative	0	0	0	0	0	0	0	0	0	0	0	0
Balance		0											

Lead Agency: _____
 Accepted By MPS: _____

Date: _____
 Date: _____

**(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS
COMMUNITY LEARNING CENTER PROGRAM BUDGET**

APPENDIX G

Personnel - Direct	Pay Rates	Hrs Per Day	Hours Per Week	# Program Weeks	Totals
Site Coordinator					
Academic Coordinator					
Technology Coordinator					
Security Monitor					
Security Monitor					
Data Entry Clerk					
CLC Academic Enrichment Positions					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
Fringe Benefits - Direct	<u>Give Detailed description</u>				Totals
Insurance					
Retirement					
Social Security					
Unemployment					
Workers Compensation					

Return to MPS Recreation, Room 163 no later than September 28, 2024.

**(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS APPENDIX G
COMMUNITY LEARNING CENTER PROGRAM BUDGET**

General Services- Direct	<u>Give Detailed description</u>	Totals
Field Trips		
Participant Nutritious Snacks/Meals		
Program Advertising and Printing		
Staff Training		
Staff / Participant Travel		
Family Events		
Program Supplies - Direct	<u>Give Detailed description</u>	Totals
Instructional Materials		
Program Materials		
Course / Activity Supplies		
Staff / Participant Apparel		
Computer Software		
Office Supplies - Direct	<u>Give Detailed description</u>	Totals
General Office Supplies		
Equipment Supplies		
Program Publications & Periodicals		
Program Subscriptions/Books		
Mailings / Postage		
Duplication		
Other (specify)		

Return to MPS Recreation, Room 163 no later than September 28, 2024.

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS **APPENDIX G**
COMMUNITY LEARNING CENTER PROGRAM BUDGET

Equipment Purchases - Direct	<u>Give Detailed description</u>	Totals
Computer / Printers		
Copier / Fax / Machine		
photographic		
Furniture		
Audio		
Telephone / Answering Machines		
Equipment Rental - Direct	<u>Give Detailed description</u>	Totals
Audio / Visual		
Furniture		
DJ Equipment		
Contractual Services - Direct	<u>Give Detailed description</u>	Totals
Program Consultants		
Subcontracted Services		
Transportation - Direct	<u>Give Detailed description</u>	Totals
Contracted busses and leases		
Administrative Costs - In-direct	<u>Give Detailed description</u>	Totals
* See Cost Categories		
Please Note: When completing this budget be as specific as possible and If necessary attach additional pages for justifications.		

Return to MPS Recreation, Room 163 no later than September 28, 2024.

**(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS
CLC COST CATEGORIES APPENDIX G**

CATEGORY	DESCRIPTION
Personnel (Direct)	<ul style="list-style-type: none"> ▶ Direct Program Employee's Salary / Wages Expense
Fringe Benefits (Direct)	<ul style="list-style-type: none"> ▶ Insurance (Disability, Health & Dental, Life) ▶ Medicare ▶ Retirement ▶ Social Security ▶ Unemployment Compensation ▶ Workers Compensation
General Services (Direct)	<ul style="list-style-type: none"> ▶ Event / Activity Admission Fees ▶ Participant Nutritious Snacks & Meals ▶ Program Advertising and Printing (must include CLC reference and/or logo) ▶ Staff Training ▶ Staff / Participant Travel (In-State or Out-of-State)
Program Supplies (Direct)	<ul style="list-style-type: none"> ▶ Instructional Materials ▶ Program Materials ▶ Course / Activity Supplies (i.e., art, recreation, athletic, etc) ▶ Staff / Participant Apparel (must include CLC reference and/or logo) ▶ Computer Software
Office Supplies (Direct)	<ul style="list-style-type: none"> ▶ General Office Products & Consumable Supplies ▶ Equipment Supplies (i.e., paper, ink, etc.) ▶ Program Publications & Periodicals ▶ Program Subscriptions/Books ▶ Mailings / Postage ▶ Duplicating
Equipment Purchase (Direct)	<ul style="list-style-type: none"> ▶ Computer / Printer ▶ Copy/Fax Machine ▶ Photographic ▶ Furniture ▶ Audio ▶ Telephone/Answering Machine
Equipment Rental (Direct)	<ul style="list-style-type: none"> ▶ Audio /Visual ▶ Furniture ▶ DJ Equipment
Contractual	<ul style="list-style-type: none"> ▶ Subcontracted Services
Transportation (Direct)	<ul style="list-style-type: none"> ▶ Contracted Busses and Leases/Bus Tickets
Administrative/In direct Cost	<ul style="list-style-type: none"> ▶ The maximum amount for administrative costs is limited to \$10,000 for CLC sites whose grant awards are \$99,000 - \$137,500. CLC/s whose grant awards are \$75,000 are limited to a \$5,000 for administrative costs. The maximum amount for administrative cost (if claimed) will be 10% of current monthly expenses including W-2.

NOTE:

All cost reimbursement requests must be directly related to services provided to and/or for the authorized participants of the 21st Community Learning Center Program.

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

APPENDIX G

ADMINISTRATIVE COSTS:

In-direct costs that are incurred by the Provider in operating and administrating the CLC program and are not with direct program services. These costs can be, but aren't limited to, administrative expenses, i.e., bookkeeping, accounting, insurance, criminal background checks, auditing or a percentage of staff's salary/wages for supervision of CLC programs. These costs must be identified and submitted to MPS as part of the CLC Program Budget, Appendix G.

The maximum amount for administrative costs is limited to \$10,000 CLC sites whoses grant awards are \$99,000 -\$137,500. CLC sites whoses grant awards are \$ 75,000 are limited to a maximum of \$5,000 for administrative costs. The maximum amount for administrative costs (if claimed) will be 10% of current monthly expenses including W2 cost reports.

CONTRACTUAL SERVICES:

Costs associated with the purchase of professional services or advice, under a contract by a firm or individual not employed by the Provider. This service or advice shall be required for the successful operation of a CLC program and can include expenses for hiring consultants or program subcontractors. (Note: Provider has the sole responsibility for ensuring that proper contract/procurement procedures are used in securing contracts and that all relevant legislation pertaining to non-discrimination and "fairness" is followed.) Provider shall also be responsible for submitting copies of all subcontracts and professional service agreements that cost reimbursements will be requested for prior to, or along with the Monthly Cost Report which requests such reimbursement.

EQUIPMENT PURCHASE:

Equipment purchases made with CLC funds should be related to the objectives of the CLC program. Costs associated with the purchase of tangible personal property that have a unit acquisition cost equal to or over three-hundred dollars (\$300) and a useful life of one year or longer. Equipment purchases must be pre-approved by MPS and shall be purchased for the Provider's program usage only. All equipment remains the sole property of MPS and shall be identified by an inventory number that is tagged on any equipment purchased with CLC funds and is made a part of the Provider's end of the year report to MPS.

EQUIPMENT RENTAL:

Costs associated with the rental of tangible personal property having a unit acquisition cost equal to or over three-hundred dollars (\$300). Equipment must be rented for the sole purpose or usage by the Provider in carrying out the goals and objectives of the 21st Century Community Learning Center program.

FRINGE BENEFITS:

Benefits that employers provide in an employee's compensation package. They can include, but are not limited to, costs of leave, insurance, social security contribution, Medicare contribution, pensions, unemployment benefits plans, retirement, etc.

GENERAL SERVICES:

Identified and documented costs paid for services provided to and/or for 21st Century Community Learning Center participants in the fulfillment of the CLC program goals and objectives. These costs can be event/activity admission fees, "nutritious" snacks & meals, program advertising,

OFFICE SUPPLIES:

Identified and documented costs associated with the purchase of basic office accessories, publications, subscriptions and supplies, including paper materials and supplies used for copiers / computers. Printing and postage expenses are also included in this category.

PERSONNEL:

Compensation (salary or wages) provided to program employees for services rendered in the operation of the 21st Century Community Learning Center (CLC) Program. Documentation submitted, shall include information on employee's pay rate, hours, pay period, check number and authorized deductions.

PROGRAM FEES/REVENUE GENERATING ACTIVITIES:

- The Provider shall maintain adequate source records relating to program fees and revenue generating activities (i.e., registration, weekly fees, and field trips) and include documentation of all funds collected in the 21st

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

APPENDIX C

Century Community Learning Center Monthly Cost Report. All revenue generated must be reported on the CLC Cost Report on a monthly basis. Program fees collected from parents should be entered into Aplus in each child's payment account.

- All funds generated through the collection of W2 child care subsidies, shall be monitored by MPS. MPS will provide a monthly statement to Provider reflecting funds collected and money accrued.

PROGRAM SUPPLIES:

Costs associated with the purchases of tangible goods and other expenses necessary for carrying out the CLC program operation. They include supplies having a purchase price less than three hundred dollars (\$300). Examples of these expenses include, but are not limited to: program materials, instructional materials, staff / participant apparel and *computer software*.

TRANSPORTATION:

Costs associated with contracted or leased transportation expenses (i.e., busses, vans, etc. Copies of vendor invoices and/or billings must be submitted to MPS. They shall include information on the purpose or trip identification, number of participants, dates and vendor name).

UNALLOWABLE COST ITEMS:

Any cost unrelated to the CLC program goals and objectives as determined by the MPS Division of Recreation and Community Services.

- Purchases or salaries not within the scope of the CLC program
- Alcoholic beverages
- Late charges or fees; Credit Card fees
- Contributions, donations or tips
- Provider's non-CLC related promotional items (such as t-shirts, pens, stickers, posters, etc.)
- Taxes (exception: Federal Taxes)
- Gas
- Unpaid personal credit card purchases that do not have the original receipt. Note: CLCs are not allowed to use the district or individual school names in association with credit card purchases. Additionally, personal credit cards should only be used for minor purchases in the event that the normal purchasing process through the Provider is not available for the items needed. Such purchases must be reasonable, ordinary, and necessary for the operation of the CLC.
- Door prizes and incentive items for staff and participants.
- Agency signage to be placed within or outside of school facilities.
- DVDs
- Video game systems, accessories, and games
- Pool Tables, Foosball Tables, and Air Hockey Tables
- Program and equipment purchases not directly aligned to educational, health and wellness programming.

Allowable Costs Associated with the Nita M. Lowey 21st Century Community Learning Centers Grant

Wisconsin Department of Public Instruction

Introduction

“Allowable Costs” refers to items of cost that, in general, can be funded with Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) federal grant dollars, as long as the cost fits within the framework of responsible stewardship of these public funds. Funds may be used to carry out a broad array of before- and after-school activities (or activities during other times when school is not in session) that advance student achievement. All activities must align with the three primary purposes of the 21st CCLC grant: 1) provide academic enrichment programming; 2) provide youth development activities; and 3) provide programming for the adult family members of 21st CCLC students.

Before any cost can be considered for reimbursement under the 21st CCLC grant, it must first be approved by a 21st CCLC consultant. When approving budgets, consultants consider several criteria, including whether 1) the cost is aligned with program goals and objectives; 2) the cost is reasonable and necessary; and 3) the cost is allowed under federal and state rules (e.g., supplement not supplant, time and effort, allowable costs for federal funds). Only approved, allowed costs may be charged to the 21st CCLC grant.

An explanation of the various terms related to spending federal grant funds can be found below, as well as a list of common allowable and unallowable costs for 21st CCLC programs.

Aligned with Program Goals and Objectives

To be considered an allowable cost, costs must be aligned with the approved program plan and be associated with one of the allowable activities under the 21st CCLC grant. 21st CCLC allowable activities include, mentoring programs; remedial education activities; tutoring services; service-learning programs; activities that enable students to be eligible for credit recovery; literacy education programs; mathematics education programs; arts and music programs; counseling programs; financial literacy programs; environmental literacy programs; nutritional education programs; regular, structured physical activity programs; services for individuals with disabilities; programs for English Language Learners (ELL); cultural programs; telecommunications and technology education programs; expanded library service hours; parenting skills programs that promote parental involvement and family literacy; programs that provide assistance to students who have been truant, suspended, or expelled; drug and violence prevention programs and counseling programs; programs that build skills in science, technology, engineering, and mathematics (STEM); programs that partner with in-demand fields of the local workforce or build career competencies and career readiness and ensure that local workforce and readiness skills are aligned with the Carl D. Perkins Career and Technical Education Act of 2008 and the Workforce Innovation and Opportunity Act.

Reasonable and Necessary

A cost is “reasonable” if, in its nature and amount, it does not exceed that which would be incurred by a prudent person or in the absence of federal funds. A cost is “necessary” if it meets an important program objective, meaning it addresses an existing need. Additional guidance about standards for determining reasonable and necessary costs for federal grants is available from Uniform Grant ([2 CFR, § 200.404](#)).

Supplement Versus Supplant

Many federal education programs are built on the premise that a local education agency (LEA) has a solid, core educational program in place for all students. This core educational program is to be funded with local and state monies. In general, the phrase “supplement, not supplant” refers to a federal program’s requirement that federal funds should never be used to pay for costs that are considered part of the LEA’s core educational program. This premise extends to participating organizations (e.g., nonprofits, private schools, etc.) where 21st CCLC grant funding cannot be used to pay for an organization’s core business functions. Grant funds must be used only to supplement, not supplant, any federal, state, or local dollars available to support activities allowable under the 21st CCLC program. Supplementing with the 21st CCLC grant means that 21st CCLC monies are used to provide new services or to expand or enhance services that were already being provided using other funds. Supplanting with the 21st CCLC grant means that 21st CCLC monies are used to replace other funding sources used to provide services and is not allowed. This may include using 21st CCLC grant funds to replace local funding for existing out-of-school time programs.

The supplanting provision does not prohibit federal funds from being used to continue programs where a previous federal grant has ended, and other federal, state, or local funds would not have been available ([§ 4204 \(b\)\(2G\)](#)).

Time And Effort

The salaries and wages of any employees charged to a federal grant, including the 21st CCLC grant, must be supported by some form of time and effort documentation that accurately reflects the work performed and supports the amount claimed against the grant. “Standards for Documentation of Personnel Expenses” are set forth by the Office of Management and Budget ([CFR §200.430\(i\)](#)). Additional technical assistance on time and effort documentation can be viewed [here](#).

The Allowability of Common Costs Associated with 21st CCLC Grants




The following chart lists costs that may be incurred by 21st CCLC programs and indicate whether it is allowable to use grant funds to cover those costs. This list is not exhaustive, and there may be allowable costs that are not included here. Additionally, a cost may be classified as allowable on the list below, but your assigned 21st CCLC consultant may determine that it does not meet the criteria outlined in the previous section of this document. Contact your assigned 21st CCLC consultant to verify whether or not a cost is allowable prior to incurring any costs not included in your most currently-approved budget.






Please note that federal laws and rules can (and do) change. The Wisconsin Department of Public Instruction (DPI) will endeavor to update this document as change occurs.




Eligibility Chart

Using the color-coded key and chart below (organized by budget category), grantees can begin to determine if an expense their program is considering would be deemed eligible or ineligible. Before any cost can be considered for reimbursement under the 21st CCLC grant, it must first be approved by a 21st CCLC consultant.

Eligibility Key



-  **Generally allowed**
-  **May be allowed, but with special requirements**
-  **Never allowed, or additional information required**

Personnel		
Personnel includes all staff to be paid directly for the 21st CCLC project. Contracted personnel employed by other agencies are not included in this section.		
Symbol	Budget Item	Special Requirements or Additional Information
	21ST CCLC PROJECT COORDINATOR and 21ST CCLC FRONTLINE STAFF: Salary and fringe benefits	The salary and fringe benefits for a position dedicated to the 21st CCLC program are allowed for the time the staff member officially spends providing services to the 21st CCLC program.
	TEACHER: Salary and fringe benefits	The salary and fringe benefits of a teacher holding a Wisconsin DPI license are allowed for the time the teacher officially spends providing services to students enrolled within the 21st CCLC program.
	CLERICAL SUPPORT: Salary and fringe benefits	Only salary and fringe benefits for the actual time spent supporting the 21st CCLC grant are allowed and must be based on records that accurately reflect the work performed in accordance with compensation - personal services (2 CFR §200.430 (i)).
	BUS DRIVER: Salary and fringe benefits	The salary and fringe benefits of a bus driver are allowed ONLY for the time the driver transports 21st CCLC students.
	SCHOOL AND DISTRICT ADMINISTRATORS (e.g., principals, assistant principals, student services directors, etc.): Salary and fringe benefits	The salary and fringe benefits of a school and district administrator may only be charged to the 21st CCLC grant if an individual is employed as at least a part-time 21st CCLC program coordinator. Only salary and fringe benefits for the actual time spent supporting the 21st CCLC grant are allowed and must be based on records that accurately reflect the work performed in










		accordance with compensation - personal services (2 CFR§ 200.430 (i)). Grant funds should supplement, not supplant, the administrator’s existing salary.
	BONUSES	If a CLC grantee is considering providing bonuses to staff, they must be in accordance with CFR§ 200.430(a)(1) and 200.430(b) ensuring bonuses are not only provided to CLC staff, but are provided to both federal and non-federal programs at the site. Bonuses also must be considered reasonable. If considering bonuses, speak to your CLC consultant to discuss eligibility.
	ATTORNEY FEES: Attorney fees for any 21st CCLC-related actions	Funds may not be used to pay attorney fees or related costs for depositions, expert witnesses, settlements, or other related costs.
	BUSINESS OFFICE STAFF	Filing claims to the 21st CCLC program would fall under “normal work duties” of the Business Office. As such, such expenses may be charged to indirect costs (see below).

Purchased Services

A purchased service is a service that is contracted for, rather than being provided directly by the grantee. This includes payment for services rendered by personnel who are not on the payroll of the fiscal agent or for services that the fiscal agent obtains from other private or public agencies. It also includes pupil transportation, employee travel, and more.







Symbol	Budget Item	Special Requirements or Additional Information
	PROFESSIONAL SERVICES (Contracted): Costs associated with contracting with external organizations to implement the day-to-day operations of the program or to lead activities for students and their families	Contracted services cannot make up more than 95 percent of the total annual budget. Grantees must submit a detailed budget for services contracted to a single entity that are 25 percent or more of the total annual budget.
	TRANSPORTATION (Contracted): Costs associated with safely transporting students to and from the 21st CCLC site	Costs associated with transportation between the center and schools (if applicable) and between the center and home for all students interested in participating in the program are allowable. 21st CCLC funds cannot be used to provide gas cards for families or to reimburse families for transportation costs. 21st CCLC funds may be used to fund transportation costs (e.g., contracting with bus service or leasing a van), to purchase bus tickets for students who use public transportation to get to and from the program, or to pay for taxi services. Costs associated with transportation for 21st CCLC field trips are also allowable.

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS **APPENDIX G**






	ADVERTISING: Costs associated with advertising in media such as newspapers, radio, television, direct mail, exhibits, or social media outlets.	Advertising is allowed for 21st CCLC recruitment of personnel, procurement of goods and services, and other specific purposes, including the publication of evaluation results, necessary to meet the requirements of the grant.
	LOCAL EVALUATION SERVICES.	External program evaluation services are an allowable cost.
	STAFF DEVELOPMENT: Costs associated with registration fees, travel, and conference expenses, and providers	Registration fees, travel and conference expenses associated with the training of 21st CCLC staff are allowed if preapproved by DPI. Professional development (PD) must be directly related to before- or after-school programming or directly benefit the 21st CCLC program.
	IN-STATE EMPLOYEE AND STUDENT TRAVEL	In-state travel is allowable with DPI preapproval. Approval depends on the reason for the travel (e.g., staff PD, educational field trips, etc.).
	OUT-OF-STATE STUDENT TRAVEL	Out-of-state travel is not allowed for students. This includes out of state travel for field trips.
	EXPENSES RELATED TO TRAVELING TO AND FROM WORK	Any expenses related to traveling between home and work are not allowable.
	CELL PHONE SERVICE	Staff may be reimbursed for costs associated with personal cell phones that are used for program purposes. Costs associated with cell phone service for a cell phone purchased specifically for use in the program are also allowable.
	EQUIPMENT RENTAL	Equipment rental may be allowable in such cases as necessary to aid programming (e.g., U-Haul rental to move office furniture to a 21st CCLC site).
	ENTERTAINMENT	Cost of activities where the primary purpose is amusement, diversion, or social, and any costs directly associated with such costs, such as tickets to shows or sports events, meals, lodging, rentals, transportation, gratuities, etc., are not allowed.

Non-Capital Objects

Non-capital objects refer to supplies and equipment costing less than \$5,000 per unit. This includes supplies, apparel, technology, instructional media, etc.



Symbol	Budget Item	Special Requirements or Additional Information
	GENERAL PROGRAM SUPPLIES	Items that are used only by 21st CCLC program personnel in support of 21st CCLC program activities are “office supplies,” while items used exclusively to carry out program activities (i.e., student and family programming) are “program supplies.” Program supply and office supply costs are allowable if they align with the program’s goals and are deemed reasonable and necessary.
	TEXTBOOKS AND CURRICULUM	Textbooks and curriculum are allowable provided they supplement and do not supplant materials already provided by the program site.
	HARDWARE FOR 21st CCLC STUDENTS: Computers, laptops, Chromebooks, tablets, cameras, printers, etc.	Technology hardware are allowed provided the hardware clearly support one of the 21st CCLC’s programs goals. Any hardware purchase must be preapproved and may NOT be purchased by grantees in the fifth (or final) year of the grant. Hardware must be retained for use ONLY by the 21st CCLC program’s students and are not intended for general use by other programs located within the site or organization.
	TECHNOLOGY DEVICES FOR STAFF: Computers, laptops, Chromebooks, tablets, cameras, printers, cell phones, walkie talkies, etc.	Technology devices for staff are allowed provided they are necessary for the operation of the 21st CCLC program. Any device purchase must be preapproved and may NOT be purchased by grantees in their fifth (or final) year of the grant. Staff devices must be retained for use ONLY by the 21st CCLC program’s staff and are not intended for general use by other programs located within the site or organization.
	SOFTWARE & SOFTWARE APPLICATIONS	Software and software applications are allowed only if their use is aligned to the 21st CCLC program's goals. All software and software applications should be age and developmentally appropriate for the audience that will have access to them.
	ASSISTIVE TECHNOLOGY (AT) AND AT SERVICES: An AT device is defined as an item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or	Assistive technology does not include a medical device that is surgically implanted or the replacement of such a device. Devices and related services are allowed but require preapproval by a 21st CCLC consultant.

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS **APPENDIX G**

	improve the functional capabilities of a child with a disability. Assistive Technology services are any service that directly assists a child with a disability in the selection, acquisition, or use of an AT device.	
	FURNITURE	Furniture may be an allowable expense if it is deemed reasonable and necessary, is aligned to program goals, and will be used primarily by the 21st CCLC program. Furniture may not include permanent structures.
	FOOD	Food expenses are generally not allowable. Food supplies considered a material expense to complete an activity (e.g., supplies for a cooking club, etc.) are allowable. Light snacks provided during an adult family member program may be allowable if the cost does not exceed \$3.50 per person and would not be considered a “meal.”. Alternative funding sources should be used to pay for food and snacks for students during regular program time and field trips. Visit https://dpi.wi.gov/school-nutrition/programs/afterschool-snack for more information.
	CLOTHING	Grant funds may be used to purchase uniforms for staff, but such items are considered program property. Clothing items may be purchased for students if it is needed for safety purposes (e.g., branded t-shirts that students wear on field trips so that they are easily identifiable) and are also considered program property. All clothing items purchased with 21st CCLC funds must have the identify the 21st CCLC grant or the 21st CCLC logo printed on them.
	INCENTIVES	Programs may reward students for effort and achievement but incentives to enroll or attend the 21st CCLC program are not an allowable use of funds. Rewards must be nominal, reasonable, and necessary and must support the purpose of the 21st CCLC program. Monetary rewards (e.g., cash and gift cards), as well as expenses associated with entertainment or amusement (i.e., waterpark passes, tickets to sporting events, etc.) are not allowed. Door prizes or items for other such types of giveaways are not allowable expenses under the 21st CCLC award.
	ALCOHOLIC BEVERAGES	Federal funds may not be used to purchase alcoholic beverages.



Capital Objects





Capital objects are generally items that cost \$5,000 or are within the agency’s capitalization threshold for a single item, with a useful life of a year or more. They are often not an allowable use of 21st CCLC grant funds.




Symbol	Budget Item	Special Requirements or Additional Information
	VEHICLE PURCHASE OR RENTAL: Vehicle purchase, insurance, repair, and maintenance	21st CCLC funding may not be used to purchase vehicles. However, vehicle leases or rentals may be a viable option for some sites to assist with transporting students to and from the program and home. See the “Leases and Insurance” section of this document for more information regarding the leasing of vehicles.
	FIXED ASSETS: Any object that is long term or substantially alters the physical structure of the 21st CCLC space (i.e., land, building, etc.). Fixed Assets generally become a capital object and are therefore not allowable under the CLC grant program. Fixed assets may include such things as playground equipment, flooring, water bottle refill stations, internet cables, parking lot lights, general infrastructure improvements, etc., and are not allowed.	

Other Objects

Other Objects include such expenses as fees and dues

Symbol	Budget Item	Special Requirements or Additional Information
	IN-STATE FIELD TRIPS/ENTRANCE FEES	In-state field trips are allowed with DPI approval. The field trip must be educational, developmentally appropriate, and be tied to approved program goals. Such trips are allowable only for safe learning experiences that are difficult to duplicate in a classroom setting.
	STUDENT ACTIVITY COSTS	21st CCLC funds may not be used to pay for fees associated with competitive activities for students, including intramural sports or other student competitions (i.e., math competitions, drama competitions, etc.) (2 CFR § 200.469). Some activity costs may be allowable if provided by the 21st CCLC site.

	MEMBERSHIPS, SUBSCRIPTIONS, AND PROFESSIONAL ACTIVITY COSTS	Memberships in technical and professional organizations are allowed. Costs of subscriptions to professional and technical publications are allowed (2 CFR § 200.454).
Leases and Insurance		
	VEHICLE LEASE	Vehicle leases are an allowable expense for the purpose of safely transporting 21st CCLC participants between the program and home. Leased vehicles may only be used for 21st CCLC purposes. Vehicle lease payments must fall within the grant period of performance (pre-paying subsequent months is unallowed). Check with your 21st CCLC consultant before leasing a vehicle for programming (2 CFR § 200.318 , 2 CFR § 200.449 , 2 CFR § 200.465). Grantees are responsible for meeting and maintaining all vehicle safety standards, insurances, and licenses necessary for operation.
Miscellaneous		
	INDIRECT COSTS	21 st CCLC programs may claim the approved DPI indirect restricted rate . If the program claims indirect costs, it cannot exceed the restricted rate as posted, but the program may claim less than that percent. Non-profit organizations that do not have a negotiated indirect cost rate with DPI may also charge an indirect cost rate to their grant up to eight percent (34 CFR § 76.56.4). More information regarding indirect costs in genera and what indirect costs can include, click here .
	DRIVERS EDUCATION FEES AND EXPENSES	Driver’s Education (DE) costs may be allowed under certain restricted circumstances. Participation in a 21st CCLC funded Driver’s Education program must be limited to 21st CCLC participating students. Students participating in Driver’s Education through a 21st CCLC program must have access to and regularly participate in academic enrichment and at least one other allowable program activity. Programs may offer their own DE program, or partner with a subcontractor provided that all costs are reasonable and necessary and align with program goals. 21st CCLC funds cannot be used to purchase or lease Driver’s Education vehicles or private insurance for students. Purchasing curriculum and instructional materials are allowed. Purchases related to technology and software may be allowable and are subject to other applicable 21st CCLC allowable costs rules.

	<p>PRE-AWARD COSTS</p>	<p>Costs incurred prior to receiving the grant award (e.g., grant writing fees, materials, training expenses, etc.) are not allowable and cannot be charged to the grant.</p>
	<p>DONATIONS OR CONTRIBUTIONS</p>	<p>While 21st CCLC programs are allowed to accept donations and contributions, they are not allowed to make donations or contributions to other organizations. That would be considered lobbying and is not allowed under federal spending rules.</p>
	<p>DANGEROUS WEAPONS/ DANGEROUS WEAPON TRAINING</p>	<p>No funds under the ESEA may be used for the provision to any person of a dangerous weapon, as defined in section 930(g)(2) of title 18, United States Code, or training in the use of a dangerous weapon. Dangerous weapon is defined in section 930(g)(2) as a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 1/2 inches in length.</p> <p>Please note, this prohibition does not apply to the use of funds for activities that are otherwise permissible, and that “provide students with educational instruction or educational enrichment activities, such as archery, hunting, other shooting sports, or culinary arts.”</p>

Before any cost can be considered for reimbursement under the 21st CCLC grant, it must first be approved by a 21st CCLC consultant. When approving budgets, consultants consider a number of criteria, including whether 1) the cost is aligned with program goals and objectives; 2) the cost is reasonable and necessary; and 3) the cost is allowed under federal and state rules (e.g., supplement not supplant, time and effort, allowable costs for federal funds). Only approved, allowed costs may be charged to the 21st CCLC grant.

If you have any questions about the budget items listed above or anything not listed, please contact your [21st CCLC consultant](#).

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

HUB Utilization Plan

The prime vendor should use this form when there is a HUB participation requirement. The form documents how the HUB requirement will be met and will become a binding part of the contract. If you are a prime vendor who is also a HUB vendor and will be providing services to meet a HUB participation requirement, you must fill this section out. Prime HUBs must identify the actual percentage of service/product they will provide. Only the percentage of service/product actually provided by the HUB prime will count toward HUB participation.

If you are a prime vendor who is not a HUB, list any contractors or vendors you will employ or partner with to fulfill the HUB requirement.

THIS SECTION MUST BE FILLED IN COMPLETELY. FAILURE TO LIST ALL HUB CONTRACTORS OR VENDORS MAY RESULT IN YOUR RESPONSE BEING DECLARED INVALID AND REMOVED FROM CONSIDERATION. IDENTIFICATION OF A HUB FIRM HERE INFERS PRIME HAS SPOKEN WITH HUB VENDOR AND BOTH ARE IN AGREEMENT WITH CONTINGENT COSTS AND SERVICES LISTED BELOW:

PROVIDE THE FOLLOWING INFORMATION FOR EACH HUB VENDOR. ATTACH ADDITIONAL SHEETS IF REQUIRED.

COMPANY NAME: _____

ADDRESS: _____

PHONE #: _____ EMAIL: _____

CONTACT PERSON: _____

PLEASE LIST TYPE OF WORK TO BE PERFORMED, WHICH MUST BE COMMERCIALY USEFUL TO THE SCOPE OF SERVICES OF THE RFP. _____

IS THIS A CERTIFIED FIRM? _____ Yes _____ No **(You must include a copy of the current certification)**

CHECK WHICH TYPE OF FIRM: MBE, WBE, SBE, DBE, SBA-8A or OTHER _____
 (PLEASE SPECIFY CERTIFICATION TYPE)

DOLLAR AMOUNT OF HUB PARTICIPATION: \$ _____

PERCENT OF BID: _____% Total HUB participation must be equal or greater than _____%

1. List the name, address, telephone number for the contact person of all HUB firms contacted to meet the HUB goals, excluding those listed above. (Attach additional documentation if necessary.)

2. Please indicate any problems you had in meeting the HUB requirement for this RFP. Did you contact CCS during preparation of this RFP? _____

The undersigned acknowledges that the HUB participation percentages are mandatory and failure to comply with them will render this bid response invalid and any contract made pursuant to it void.

This proposal is submitted by: _____
(Name of Proposer's Firm)

(Street Address) (City, State and Zip Code)

At Milwaukee, Wisconsin, this _____ day of _____ 20____

If a corporation, also answer the following:
Incorporated under the laws of which state? _____

AFFIX YOUR CORPORATE SEAL HERE: 

If you are incorporated outside of Wisconsin, are you licensed to do business in Wisconsin? _____

Print or type the name of the authorized signer:

Proposer's Signature and Title:

Signature Title



(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

**MILWAUKEE
PUBLIC SCHOOLS**

Student Career Awareness/Education Plan/Commitment

Project/Contractor Information

CONTRACTOR COMPANY NAME	MPS SITE/PROJECT NAME	NUMBER OF REQUIRED HOURS
-------------------------	-----------------------	-----------------------------

Name of Education Liaison Contact

CONTACT PERSON	PHONE	FAX	E-MAIL
----------------	-------	-----	--------

Place an "X" below to indicate how you plan to fulfill your career awareness/education requirement. This is a ten (10) hr. requirement unless otherwise listed in the project specifications. Career awareness/education hours may be counted by the number of company representatives involved in the career awareness engagement. Interviews with students for fulfillment of student employment requirements and conversations with CCS personnel are not counted toward education activities.

- | | | |
|--|---|--|
| <input type="checkbox"/> Career fair | <input type="checkbox"/> Career coaching and mentoring | <input type="checkbox"/> Industry presentation/demonstration |
| <input type="checkbox"/> Student group tours/fieldtrip | <input type="checkbox"/> Job-readiness training session | <input type="checkbox"/> Contractor provided option |
| <input type="checkbox"/> YouTube industry videos | <input type="checkbox"/> Mock interviewing | <input type="checkbox"/> \$1,500 donation |

Provide a description of your career awareness/education plans for this project, and specify if the activity will be in-person or virtual.

I hereby declare and affirm that I, _____
 am a duly authorized representative of _____
 located in _____
 STATE COUNTY CITY

and that I have personally reviewed the material and facts describing our proposal regarding student career awareness/education. I agree to provide the experience(s) contained herein. If a contractor is non-compliant, MPS may impose one or more identified sanctions, and require proof of corrective action by the contractor.

SIGNATURE OF AUTHORIZED COMPANY OFFICER	TITLE	DATE
---	-------	------

For Office Use Only

SIGNATURE OF CCS REPRESENTATIVE	TITLE	DATE
---------------------------------	-------	------

ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID: JI 1
9MPS--1 7/28/23

PRODUCER <p style="text-align: center;">Insurance Co. Name (Agency)</p>	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. INSURERS AFFORDING COVERAGE NAIC#
INSURED <p style="text-align: center;">Name of Organization</p>	INSURER A: INSURER B: Name(s) of Insurance Carriers INSURER C: INSURER D: INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAME ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE [KJ] OCCUR <input checked="" type="checkbox"/> <u>Sex Abuse Molestation</u> GENERAL AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY PRO. JECT LOO				EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIREO AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY ANY AUTO				AUTO ONLY - EAACCIDENT \$ OTHER THAN AUTO ONLY EAACC AGG \$
		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR [D] CLAIMS MADE DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION				EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYER'S LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<input checked="" type="checkbox"/> WC STATUS FOR LIMITS \$ E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE- EA EMPLOYEE \$ 100,000 E.L. DISEASE-POLICY LIMIT \$ 500,000
		OTHER <input checked="" type="checkbox"/> Professional Liability (see Section VI of Contract Agreement) <input checked="" type="checkbox"/> Fidelity Crime <input checked="" type="checkbox"/> School Leaders Errors & Omissions or Directors & Officers*				Each Occurrence \$ 1,000,000 Limit of Contract Each Occurrence \$1,000,000/2,000,000 Agg.

Description:

Additional Insured: Milwaukee Board of School Directors

CERTIFICATE HOLDER

CANCELLATION

9 SAMPLE

Milwaukee Board of School Directors
5225 W. Vliet Street
Milwaukee, WI 53208

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF. THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
AUTHORIZED REPRESENTATIVE



School Name: _____

School Number: _____

Date: _____

MPS BUILDING PERMIT FOR SCHOOL FACILITY USE

Date of Activity	Type of Activity	Services Required	Activity Hours		Rooms Requested	Financial Services to bill for any expenses incurred by the District	Budget Code
			From	To			
<p><i>Example:</i></p> <p>9/3/2024 - 6/12/2025</p>	<p><i>Example:</i></p> <p>Sample School Nita M. Lowey 21st CCLC Program</p> <p>Before school program: 7:30a.m. -8:45a.m.</p>	<p><i>Example:</i></p> <p>Open access to classrooms, bathrooms, and designated activity spaces</p>	<p><i>Note:</i> Include program set up time in activity hours:</p> <p><i>Example:</i></p> <p>7:00a.m. – Before School Program set up</p> <p>7:30a.m.- Before School Program start time</p>	<p><i>Note:</i> Include program clean up time in activity hours:</p> <p><i>Example:</i></p> <p>8:45a.m. – Before School Program wrap up, clean up</p>	<p><i>Example:</i></p> <p>Classrooms: 1, 2, 3, 4, 6, 8, gym, cafeteria, 1st and 2nd floor girls and bathrooms, CLC office</p>	<p>Leave this space BLANK.</p>	<p>Leave this space BLANK.</p>
<p><i>Example:</i></p> <p>9/3/2024 - 6/12/2025</p>	<p><i>Example:</i></p> <p>Sample School Nita M. Lowey 21st CCLC Program</p> <p>After School program:</p>	<p><i>Example:</i></p> <p>Open access to classrooms, bathrooms, and designated</p>	<p><i>Example:</i></p> <p>4:00p.m. – After School Program start time</p>	<p><i>Example:</i></p> <p>6:30p.m. – After School Program ends.</p>	<p><i>Example:</i></p> <p>Classrooms: 1, 2, 3, 4, 6, 8, gym, cafeteria, 1st and 2nd floor girls and bathrooms, CLC office</p>	<p>Leave this space BLANK.</p>	<p>Leave this space BLANK.</p>

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

APPENDIX J

	4:00-6:30p.m.	activity spaces		6:30-7:00p.m. – Program Clean up			

OUTSIDE ORGANIZATION REQUESTS ONLY

Department of Recreation and Community Services

GENERAL SCHOOL USE

Principal/School Administrator

Contact Person:
 Phone Number:
 Fax Number:



A department of MPS

Milwaukee Recreation
Before and After School
Programs
5225 W. Vliet St. Rm. 163
Milwaukee, WI 53208
P: 414.475.8410
mkerec.net

Updated 6/4/2024

2024-2025 MPS Nita M. Lowey 21st Century CLC Alternative Enrichment Curriculum Request Form

Directions: To assure quality, all CLC enrichment curricula/programs not included in the original grant application or required by MPS **must be reviewed and approved** by MPS Recreation **before** implementation in the CLC program. It is also strongly recommended but not required that any additional enrichment program offerings are submitted for review. **Complete the form below.** Refer to your CLC Grant Application Guidelines and/or CLC Yearly Progress Report (CLC grant renewal application) for guidance. Please submit one form per curriculum/program. Due date for 2024 Fall program consideration is August 2, 2024. Programs will be notified by August 16, 2024 of request status.

Section A – Site Information

CLC Site:	Click here to enter text.
------------------	---------------------------

Section B – Identification of Curriculum

Name of curriculum:	Click here to enter text.
----------------------------	---------------------------

Section C – Content or Core Subject Area

Directions: Click on box to select. Check all that apply.

- Reading/Literacy Social Emotional Learning Science Social Studies
 Mathematics Recreation Other (Please specify

Section D – Targeted Student Grade Levels

Directions: Click on box to select. Check all that apply.

- K4 K5 1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th 11th 12th

Section E – General Description of Curriculum

Directions: Write a description of the curriculum/program in the space provided.

Description of Curriculum: Please include the following information in your description: <i>What is the overall purpose of curriculum? Why was it selected? How many hours/days per week will it be implemented? How many students per class/group? What grade levels is it designed to support? How will CLC staff be trained?</i>	Click here to enter text.
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(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS



APPENDIX K

Milwaukee Recreation
 Before and After School
 Programs
 5225 W. Vliet St. Rm. 163
 Milwaukee, WI 53208
 P: 414.475.8410
 mkerec.net

Section F - Alignment to CLC Grant Objectives: Insert CLC Grant Objectives below.

CLC Grant Objective	CLC Grant Goals	CLC Grant Expected Outcomes	As Measured By
Objective 1: Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Objective 2: Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Objective 3: Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Objective 4: Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Objective 5: Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Objective 6: Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Section G – Alignment to Common Core State Standards (CCSS), Wisconsin Model Standards, etc.

Directions: How does the selected curriculum described above align with the CCSS, Wisconsin Model Standards, etc.? Describe this alignment using the chart below.

List CLC Grant Objective	Student Grade Level(s) Targeted	Objective Aligns to the following CCSS	Other Relevant Information
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS



A department of MPS

APPENDIX K
Milwaukee Recreation
 Before and After School
 Programs
 5225 W. Vliet St. Rm. 163
 Milwaukee, WI 53208
 P: 414.475.8410
mkerec.net

Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Section H - Signatures

CLC Site Coordinator	Click here to enter text.	Date	Click here to enter a date.
CLC Lead Agency	Click here to enter text.	Date	Click here to enter a date.
Principal	Click here to enter text.	Date	Click here to enter a date.
CLC Academic Coordinator	Click here to enter text.	Date	Click here to enter a date.
MPS Afterschool Project Team Member	Click here to enter text.	Date	Click here to enter a date.

FOR MILWAUKEE RECREATION USE ONLY

Reviewed by: Click here to enter text.

Today's Date: Click here to enter a date.

Approved

Not Approved

If not approved, provide explanation here: Click here to enter text.

Health and Safety Checklist - Public School Operated Programs - DCF 251

Use of form: Section 120.13 (14), Wis. Stats., allows for school boards to establish and provide or contract for the provision of day care programs for children without being licensed by the department of children and families; However, those programs are required to meet the standards for licensed day care centers established by the department of children and families (DCF 251 Licensing Rules for Group Child Care Centers). In November of 2014, new federal requirements were signed into law that require annual inspection of public school operated programs as a condition of receiving federal child care subsidy funds. While every administrative rule in Chapter DCF 251 is important to the quality of the program, the department has identified a subset of rules which, if violated, are likely to pose the most serious threat to the health, safety and welfare of children in care. This checklist contains that subset of health and safety rules and will be used by DCF staff to notify public school operated child care programs of the rules within DCF 251 that will be monitored annually for compliance and to document program compliance and/ or areas of deficiency observed during the initial assessment visit.

Instructions - DCF Staff: During the initial assessment visit, address each item on the checklist to determine the program's compliance, or areas of deficiency, with the health and safety rules. If the program is in compliance with the specific rule, check "Met." If a specific rule does not apply to the program, check "N/A" for not applicable. If the program is not in compliance with the specific rule, record your observations in the comments section and describe the area of deficiency.

Instructions - Public School Operated Program: Public school operated child care programs may use this checklist to familiarize themselves with the health and safety rules that will be monitored annually. However, if the program is looking for a self-monitoring tool to ensure compliance with DCF 251 Licensing Rules for Group Child Care Centers in its entirety, they should refer to the department's form DCF-F-CFS0063 Licensing Checklist - Group Child Care Centers.

"School-age child" means a child 5 years of age or older who is enrolled in a public school or a parochial or other private school.

Name of the Public School Operated Program	Facility D Number
--	-------------------

Yes No This program serves only school-age children (children age 4 and above who are also enrolled in the school district for academic purposes - 4K-12).

Yes No This program serves school-age children in groups separate from children who are under age 5

Yes No This program serves children younger than age 5 who are not enrolled in the school district for academic purposes.

Yes No This program is located in a building currently in use as a school building.

Licensing Specialist Conducting the Assessment	Initial Assessment Date
--	-------------------------

Name and Title of District Representative Present _____

Code Section (Subsection)	Page	Code Section (Subsection)	Page
251.04 Operational Requirements	2	251.08 Transportation (if applicable)	7
251.05 Staff	2	251.09 Infant and toddler care (if applicable)	8
251.06 Physical plant and equipment	3	251.095 Care of school-age children (if applicable)	8
251.07 Program	6		

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS
APPENDIX L

DCF 251.04 OPERATIONAL REQUIREMENTS	Met	N/A	COMMENTS
<p>251.04(3) Reports The licensee shall report to the department all of the following. If the report is made by telephone, the licensee shall submit a written report to the appropriate regional licensing office within 5 business days of the incident. Fax, e-mail, and letter are acceptable ways of filing a written report:</p>			
<p>(3)0) REPORT -ABUSE OR NEGLECT Any suspected abuse or neglect of a child by an employee or volunteer that was reported under s. DCF 251.04 (8), including any incident that results in a child being forcefully shaken or thrown against a surface, hard or soft, during the child's hours of attendance, within 24 hours after the occurrence.</p>			
<p>(3)(m) REPORT - COMMUNICABLE DISEASE Any confirmed case of a communicable disease reportable under ch. DHS 145 in a child enrolled at the center or a person in contact with children at the center, within 24 hours after being notified of the diagnosis. The licensee shall also notify the local health department within 24 hours after the center is notified of the diagnosis.</p>			
<p>251.04(6) Children's Records</p>			
<p>(6)(a)6. CHILD RECORD - HEALTH HISTORY Documentation of each child's health history that includes the following:</p>			
<p>a The name and birthdate of the child. b The full names of the child's parents. c A telephone number where the parent can be reached while the child is in care. d The name, address, and telephone number of the physician or medical facility caring for the child. e The child's medical conditions, such as asthma, cerebral palsy, diabetes, epilepsy, food allergies, or gastrointestinal or feeding concerns. If the child has a milk allergy, a statement from a medical professional indicating an acceptable alternative. f If the child has a medical condition, triggers that may cause a problem, signs or symptoms for the child care worker to watch for, steps a child care worker should follow, when to call a parent regarding symptoms, when the condition requires emergency medical care, and identifications of all child care workers who have received specialized training or instructions to help treat symptoms.</p>			
<p>(6)(a)6m. CHILD RECORD - IMMUNIZATION HISTORY Documentation that indicates the child's immunization history is in compliance with s. 252.04, Stats., and ch. OHS 144. (Department of Health Services' Child Care Immunization Record form may be used.)</p>			
<p>251.04(8) Reporting Child Abuse or Neglect</p>			
<p>(8)(a) MANDATED REPORTING - CHILD ABUSE A licensee, employee or volunteer at a child care center who knows or has reasonable cause to suspect that a child has been abused or neglected as defined in ss. 48.02 (1) and 48.981 (1), Stats., shall immediately contact the county department of social services or human services or a local law enforcement agency, as required by s. 48.981, Stats.</p>			
<p>DCF 251.05 STAFF</p>			
<p>251.05(2) Staff Records</p>			
<p>(2)(a)2. STAFF RECORD - COMPLETED BACKGROUND CHECK Documentation from the department, either paper or electronic, that indicates a child care background check was completed in compliance with the timelines and requirements specified in s. 48.686, Stats., and ch DCF 13 and the person is eligible to work in a child care program.</p>			
<p>251.05(3) Qualifications of Staff</p>			
<p>(3)(b) ABUSIVE HEAD TRAUMA PREVENTION TRAINING Training on preventing abusive head trauma. Each child care worker, center administrator, center director, volunteer counted in staff-to-child ratio, or substitute who provides care and supervision to children under 5 years of age shall document completion of department-approved training in abusive head trauma, and appropriate ways to manage crying, fussing, or distraught children prior to beginning to work with children under 5 years of age. (Note: The SBS/AHT prevention training component is included in the courses "Introduction to the Child Care Profession" and "Fundamentals of Infant and Toddler Care" if the course was taken after 7/1 /05.)</p>			

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS
APPENDIX L

DCF 251.05 STAFF (continued)	Met	NIA	COMMENTS
(3)(c) CARDIOPULMONARY RESUSCITATION TRAINING. Cardiopulmonary resuscitation training. All employees in regular contact with children shall obtain, maintain and place in the employee's file a current certificate of completion for infant and child cardiopulmonary resuscitation and automated external defibrillator use from an agency approved by the department within 3 months after beginning to work with children in care. Volunteers included in determining staff-to-child ratios shall obtain a certificate of completion in infant and child cardiopulmonary resuscitation after volunteering for 240 cumulative hours. The time spent obtaining or renewing cardiopulmonary resuscitation training may be counted towards the required continuing education hours.			
(3)(cm) CHILD ABUSE & NEGLECT - BIENNIAL TRAINING Training on child abuse and neglect reporting requirements. Within one week after beginning work at the center and at least every 2 years thereafter, each employee or volunteer who comes in contact with children in care shall complete training in all of the following:			
(3)(k)1. CONTACT WITH PERSON - ILLNESS, COMMUNICABLE DISEASE No licensee, employee, volunteer, visitor, or other person with symptoms of serious illness that presents a safety or health risk to children or a communicable disease that is reportable under ch. OHS 145 and transmitted through normal contact may be in contact with the children in care.			
DCF 251.06 PHYSICAL PLANT AND EQUIPMENT			
251.06(1) Building			
(1)(a) COMMERCIAL BUILDING CODE - COMPLIANCE, INSPECTION REPORT The building in which a center is located shall comply with applicable state and local building codes. The licensee shall maintain a building inspection report that specifies that the building meets the WI commercial building codes for use as a group child care center. <i>* DCF 257.095(3) Exceptions for programs serving only school-age children in school buildings. Section DCF 257.06(7)(a) on maintaining a building inspection report.</i>			
251.06(2) Protective Measures			
(2)(a) POTENTIAL SOURCE OF HARM ON PREMISES The indoor and outdoor premises shall be free of hazards including any recalled products.			
(2)(b) ELECTRICAL OR HOT SURFACE PROTECTION Steam radiators, fireplaces, wood burning stoves, electric fans, electric outlets, electrical heating units and hot surfaces, such as pipes, shall be protected by screens or guards so that children cannot touch them. <i>*Exception for programs serving only school-age children - 257.095(2)(a) Section DCF 257.06(2)(b) but only in regard to protection of electrical outlets</i>			
(2)(c) POTENTIALLY DANGEROUS ITEMS ON PREMISES Firearms, ammunition and other potentially dangerous items may not be kept on the premises.			
(2)(d) ACCESS TO MATERIALS POTENTIALLY HARMFUL TO CHILDREN Materials harmful to children, including power tools, flammable or combustible materials, insecticides, matches, drugs, cleaning supplies, bleaches, and other hazardous, toxic, or poisonous articles shall be appropriately labeled and stored in areas inaccessible to children.			
(2)(g) STAIRS, WALKS, RAMPS, PORCHES - SAFETY Stairs, walks, ramps and porches shall be maintained in a safe condition and free from the accumulation of water, ice or snow.			

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS
APPENDIX L

DCF 251.06 PHYSICAL PLANT AND EQUIPMENT (continued)	Met	N/A	COMMENTS
(2)(i) DETERIORATING PAINT There shall be no flaking or deteriorating paint on exterior or interior surfaces in areas accessible to children.			
(2)(im) LEAD-BASED PAINT, TOXIC FINISHING MATERIALS No lead-based paint or other toxic finishing material may be used on indoor or outdoor furnishings and equipment.			
D Yes D No Is there a hot tub on the premises?			
(2)(k) HOT TUB - COVERED OR FENCED A hot tub located in a room or area accessible to children shall have a visible, locked, rigid cover or be enclosed by a locked fence at least 4 feet tall. The lock shall be installed so that the lock is inaccessible to children.			
251.06(3) Emergency Plans and Drills			
(3)(a) EMERGENCIES - WRITTEN PLANS Each center shall have a written plan for taking appropriate action in the event of an emergency, including fire, tornado, or flood; extreme heat or cold; loss of building services, including heat, water, electricity, or telephone; human-caused events, such as threats to the building or its occupants; allergic reactions; lost or missing child; vehicle accidents; or other circumstances requiring immediate attention. The plan shall include all of the following:			
(3)(b)1. EMERGENCIES - ROUTES AND SHELTER AREAS POSTED Post the fire evacuation route and tornado shelter areas.			
(3)(b)2. EMERGENCIES - PRACTICE WRITTEN PLANS Practice the fire evacuation plan monthly, and tornado drills monthly from April through October.			
(3)(b)3. EMERGENCIES - STAFF RESPONSIBILITIES Make sure that all staff members know what their duties are if there is an emergency.			
251.06(4) Fire Protection			
(4)(a) FIRE EXTINGUISHERS - OPERABLE, INSPECTED, LABELED Each fire extinguisher on the premises of a center shall be operable at all times, inspected once a year by a qualified person and bear a label indicating its present condition and date of the last inspection.			
*DCF257.095(3) Exceptions for programs serving only school-age children in school buildings. Section DCF 257.06(4)(a) on fire extinguishers.			
(4)(d) EXITS & PASSAGEWAYS - UNOBSTRUCTED, MINIMUM WIDTH Exits and exit passageways shall have a minimum clear width of three feet and be unobstructed by furniture or other objects.			
(4)(e) EXTENSION CORD USE An extension cord may not be used permanently with an appliance.			
(4)(f) ELECTRICAL OUTLET LIMIT No more than two electrical appliances may be plugged into any one wall outlet.			
(4)(i) EXIT LIGHTS All exit lights shall be lit at all times.			
(4)Q)1. FIRE ALARMS & SMOKE DETECTORS - INSTALLATION Fire detection and prevention systems, including smoke detectors, heat or flame detectors, pull stations, and sprinkler systems shall be installed and operated in accordance with ch. SPS 316 and chs. SPS 361 to 366, the Wisconsin Commercial Building Code; applicable local ordinances; and the manufacturer's instructions.			

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS
APPENDIX L

DCF 251.06 PHYSICAL PLANT AND EQUIPMENT (continued)	Met	NIA	COMMENTS
(4)0)2. FIRE ALARMS & SMOKE DETECTORS - MAINTENANCE All fire detection and prevention systems, including smoke detectors, heat or flame detectors, pull stations, and sprinkler systems shall be maintained in operating condition and shall be immediately repaired or replaced if any unit or part of a unit is found to be inoperative.			
(4)Qm)1. FIRE ALARMS & SMOKE DETECTORS - DRILLS A signaling device, such as a smoke, heat, or flame detector, shall be used to conduct monthly fire evacuation drills.			
(4)Qm)2. FIRE ALARMS & SMOKE DETECTORS - TESTING The licensee shall document that the fire detection and prevention systems are monitored by a fire prevention agency or that the detectors and alarms have been tested monthly.			
251.06(11) Outdoor Play Space			
D Yes D No The outdoor play space is on the premises of the center			
(11)(b) OUTDOOR PLAY SPACE - REQUIRED FEATURES Except when an exemption is requested and is approved by the department under par. (c), a center shall comply with all of the following requirements for outdoor play space:			
(11)(b)6m. CREOSOTE OR PCP TREATED WOOD Wood containing creosote or pentachlorophenol (PCP), including railroad ties, may not be accessible to children.			
(11)(b)7. OUTDOOR PLAY SPACE - ENCLOSURE The boundaries of the outdoor play space shall be defined by a permanent enclosure not less than 4 feet high to protect the children. Fencing, plants, or landscaping may be used to create a permanent enclosure. The permanent enclosure may not have any open areas that are greater than 4 inches. <i>*Exception for programs serving only school-age children -257.095(2)(c) Section DCF257. 11(b)7 Concerning a permanent enclosure o f outdoor space. If hazards exist, such as traffic or bodies o f water, the boundaries o f outdoor playspace shall be made known to the children.</i>			
(11)(b)8. OUTDOOR PLAY SPACE - PROHIBITED SURFACES Concrete and asphalt are prohibited under climbing equipment, swings, and slides.			
(11)(bm) OUTDOOR PLAY EQUIPMENT - PROVIDED Outdoor equipment shall be safe and durable. The outdoor equipment shall be all of the following: 1. Used in accordance with all manufacturer's instructions and any manufacturer's recommendations that may affect the safety of children in care. 2. Scaled to the developmental level, size, and ability of the children. 3. Of sturdy construction with no sharp, rough, loose, protruding, pinching, or pointed edges, or areas of entrapment, in good operating condition, and anchored when necessary. 4. Placed to avoid danger of injury or collision and to permit freedom of action.			
(12)(a)1. ON PREMISES SWIMMING POOL - USE Aboveground and in-ground swimming pools on the premises may not be used by children in care.			
(12)(a)2. ON PREMISES SWIMMING POOL- ENCLOSURE Swimming pools shall be enclosed by a 4-foot fence with a self-closing, self-latching door. Spaces between the vertical posts of the fence shall be 4 inches or less.			
(12)(a)3. ON PREMISES SWIMMING POOL- GATE CLOSED & LOCKED If access to the pool is through a gate, the gate shall be closed and visibly locked during the licensed hours of the center.			
(12)(a)4. ON PREMISES SWIMMING POOL - DOOR CLOSED & LOCKED If access to the pool is through a door, the door shall be closed, visibly locked, and equipped with an alarm at the door that signals when someone has entered the pool area. The door may not be used as an exit.			

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS
APPENDIX L

DCF 251.06 PHYSICAL PLANT AND EQUIPMENT (continued)	Met	N/A	COMMENTS
(12)(a)5. ON PREMISES SWIMMING POOL- LOCKS Locks shall be located so that the locks cannot be opened by children.			
(12)(a)6. ON PREMISES SWIMMING POOL - WALL & LADDER The free-standing wall of an aboveground pool may not serve as an enclosure unless it is at least 4 feet in height and not climbable. If a ladder is present, the ladder shall be removed or raised up so that it is inaccessible to children.			
(12)(a)7. ON PREMISES SWIMMING POOL -AREA FREE OF EQUIPMENT The area around the pool enclosure shall be free of toys or equipment that would allow a child to climb or otherwise gain access to the pool.			
(12)(am) ON PREMISES BEACH A beach on the premises may not be used by children in care. Access to a beach shall be controlled so that children may not enter the area.			
DCF 251.07 PROGRAM			
251.07(3) Equipment			
(3)(a) INDOOR EQUIPMENT - SAFETY Indoor and outdoor play equipment shall be safe and durable. The equipment and furnishings shall be:			
251.07(5) Meals and Snacks			
(5)(a)9m. SPECIAL DIETS - FOOD ALLERGY A special diet based on a food allergy may be served upon the written request of the parent.			
(5)(a)10. SHARING INFORMATION ABOUT FOOD & OTHER ALLERGIES Cooks, staff members, child care workers and substitutes having direct contact with the children shall be informed about food allergies and other allergies of specific children.			
251.07(6) Health			
(6)(a) OBSERVATION - SYMPTOMS OF ILLNESS Each child upon arrival at a center shall be observed by a staff person for symptoms of illness and injury. For an apparently ill child, the procedure under par. (c) shall be followed.			
(6)(c)1. ILL CHILD - ISOLATION The child shall be isolated until the child can be removed from the center.			
(6)(dm)3.c. MEDICAL LOG - MEDICATION ADMINISTRATION Any medication dispensed to a child, on the date the medication is dispensed. The record shall include the name of the child, type of medication given, dosage, time, date, and the initials or signature of the person administering the medication.			
(6)(e)1. COMMUNICABLE DISEASE - EXCLUSIONS No child or other person with a reportable communicable disease specified in ch. DCF 145 may not be admitted to or be permitted to remain in a center during the period when the disease is communicable.			
(6)(f) Medications. 1. Center staff may give prescription or non-prescription medication, such as pain relievers, teething gels or cough syrup, to a child only under the following conditions:			
(6)(f)1.a. MEDICATION ADMINISTRATION - PARENT AUTHORIZATION A written authorization that includes the child's name and birthdate, name of medication, administration instructions, medication intervals and length of the authorization dated and signed by the parent is on file. Blanket authorizations that exceed the length of time specified on the label are prohibited.			
(6)(f)1.b. MEDICATION ADMINISTRATION - CONTAINERS & LABELING Medication is in the original container and labeled with child's name and the label includes the dosage and directions for administration.			

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS
APPENDIX L

DCF 251.07 PROGRAM (continued)	Met	NIA	COMMENTS
(6)(f)5. MEDICATION ADMINISTRATION - A S LABELED & AUTHORIZED All medication for a child in care shall be administered by the center as directed on the label and as authorized by the parent.			
(6)(g)1. WIPING BODILY SECRETIONS Bodily secretions, such as runny noses, eye drainage, and coughed up matter shall be wiped with a disposable tissue used once and placed in a plastic-lined container.			
(6)(g)5. USE OF UNIVERSAL PRECAUTIONS Center staff shall adopt and follow universal precautions when exposed to blood and blood-containing bodily fluids and injury discharges.			
(6)(i)1. WASHING CHILD'S HANDS & FACE A child's hands shall be washed with soap and warm running water before meals and snacks, after handling a pet or animal, and after toileting or diapering. A child's hands and face shall be washed when soiled. For children under one year of age, hands may be washed with soap and a wet fabric or paper washcloth that is used once and discarded.			
(6)(i)2. ADULT HANDWASHING Persons working with children shall wash their hands with soap and warm running water before handling food, before and after assisting with toileting and diapering, after wiping bodily secretions from a child with a disposable tissue, and after exposure to blood or bodily fluids. If gloves are used, hands shall be washed after the removal of gloves.			
(6)04. FIRST AID PROCEDURES First aid procedures shall be followed for serious injuries.			
DCF 251.08 TRANSPORTATION			
The program D provides regularly scheduled transportation D provides transportation for field trips D does not transport.			
251.08(4) Driver			
(4)(c)1. DRIVER RECORD - OBTAIN & REVIEW Prior to the day a driver first transports children in care and annually thereafter, the licensee shall obtain a copy of the driving record for each driver and place the record in the staff file. The licensee shall review each driving record to ensure that the driver has no accidents or traffic violations that would indicate that having children ride with the driver could pose a threat to the children.			
(4)(d)1. DRIVER - CELL PHONE USE Except as provided in subd. 2., a driver of a vehicle that is transporting children in care may not use a cellular phone or other wireless telecommunication device while loading, unloading, or transporting children, except when the vehicle is out of traffic, not in operation, and any of the following applies: a The phone or device is used to call 911. b. The phone or device is used to communicate with emergency responders. c. The phone or device is used to communicate with the center regarding an emergency situation.			
251.08(6) Safety Restraints			
(6)(a) CHILD SAFETY RESTRAINT SYSTEM No person may transport a child under the age of 8 in a motor vehicle, unless the child is restrained in a child safety restraint system that is appropriate to the child's age and size and in accordance withs. 347.48 Stats., and ch. Trans 310.			
(6)(b)1. SEAT BELT USE- CHILD Each child who is not required to be in an individual child car safety seat or booster seat when being transported under par. (a) shall be properly restrained by a seat belt in accordance withs. 347.68, Stats., and ch. Trans 315.			
(6)(b)2. SEAT BELT USE - ADULT Each adult in the vehicle shall be properly restrained by a seat belt in accordance with s. 347.48, Stats., and ch. Trans 315.			
(6)(b)3. SEAT BELT USE - SHARING Seat belts may not be shared.			

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS
APPENDIX L

DCF 251.08 TRANSPORTATION (continued)	Met	N/A	COMMENTS
(6)(d) VEHICLE - FRONT SEAT USE Children under age 13 years who are in the care of the center may not ride in the front seat of a vehicle.			
251.08(8) Child Care Vehicle Safety Alarm			
(8)(a) VEHICLE SAFETY ALARM - INSTALLED A vehicle shall be equipped with a child safety alarm that prompts the driver to inspect the vehicle for children before exiting if all of the following conditions apply. 1. The vehicle is owned or leased by a licensee or a contractor of a licensee. 2. The vehicle has a seating capacity of 6 or more passengers plus the driver. The seating capacity of the vehicle shall be determined by the manufacturer. 3. The vehicle is used to transport children in care.			
(8)(b) VEHICLE SAFETY ALARM - PROMPTS INSPECTION OF VEHICLE No person may shut off a child safety alarm unless the driver first inspects the vehicle to ensure that no child is left unattended in the vehicle.			
(8)(c) VEHICLE SAFETY ALARM - WORKING ORDER The child safety alarm shall be in good working order each time the vehicle is used for transporting children to or from a center.			
DCF 251.09 ADDITIONAL REQUIREMENTS FOR INFANT AND TODDLER CARE			
<input type="checkbox"/> Yes <input type="checkbox"/> No The program provides care for children under age two years.			
(1) Applicability and General Requirements. (a) Group child care centers providing care and supervision to infants and toddlers shall comply with the additional requirements of this section.			
(1)(0) INFANT & TODDLER- CRIB MATTRESSES & COVERINGS Cribs and playpens shall contain a tight-fitting mattress and a mattress covering that fits snugly over the mattress.			
(1)(k) INFANT & TODDLER - BEDDING Sheets or blankets used to cover a child one year of age and over shall be kept away from the child's mouth and nose, and if sleeping in a crib or playpen shall be tucked tightly under the mattress.			
(1)(L) INFANT & TODDLER - SOFT MATERIALS IN CRIBS A child under one year of age may not sleep in a crib or playpen that contains soft or loose materials such as sheepskins, pillows, blankets, flat sheets, bumper pads, bibs, pacifiers with attached soft objects, or stuffed animals. No blankets and other items may be hung on the sides of the crib or playpen.			
251.09(2) Daily Program			
(2)(bm) INFANT & TODDLER - SLEEP POSITION Each child under age one shall be placed to sleep on his or her back in a crib unless otherwise specified in writing by the child's physician. The child shall be allowed to assume the position most comfortable to him/ her when able to roll over unassisted.			
251.09(4) Diapering and Toileting			
(4)(a) INFANT & TODDLER - WORKER DIAPERING/ TOILETING RESPONSIBILITIES Child care workers shall do all of the following:			
(4)(a)3. INFANT & TODDLER - DIAPER CHANGING SURFACE DISINFECTION Change each child on an easily cleanable surface which is cleaned with soap and water and a disinfectant solution after each use. The disinfectant shall be registered with the U.S. environmental protection agency as a disinfectant and have instructions for use as a disinfectant on the label. The solution shall be prepared and applied as indicated on the label.			
DCF 251.095 EXCEPTIONS & ADDITIONAL REQUIREMENTS FOR SCHOOL-AGE CARE			
Note: There are some exceptions to the requirements for programs serving school-age children (including children age 4 and above who are enrolled in a public school). Please see the licensing rules for these exceptions found in DCF 251.095(2) and (3).			



Caring for Your Building – Faculty and Staff

Routine Classroom Cleaning

The following are expectations for faculty and staff to keep their classrooms and common areas clean .

Classroom Setup

- ▮ Keep bookcases neatly organized
- ▮ Do not pack bookcases or storage cabinets beyond their capacity
- ▮ Do not double stack bookcases or filing cabinets
- ▮ Materials should not be stored on top of cabinets
- ▮ Electrical cords and ethernet cables are not to trail across the floor or be tucked under carpets
- ▮ Do not hang items on light fixtures or ceilings
- ▮ Tape should not be put on walls, doors, floors, or glass (exception: blue painter's tape)
- ▮ Keep items off heat sources such as univents and radiators
- ▮ Ensure that classroom vents are not blocked

Throughout the Day

- ▮ Keep food and drinks away from carpeted areas
- ▮ Any spills must be cleaned up immediately
- ▮ Food should be stored in proper containers to prevent ant and rodent infestation
- ▮ Children's personal belongings should be placed neatly in assigned locations (not on floor)
- ▮ Pick up trash from the floor

End of Day

- ▮ All paint, glue, or other craft supplies must be cleaned up; do not leave paint brushes and cups in the sink
- ▮ Remove general clutter from floor and properly store
- ▮ Return all toys, materials, books, and equipment to assigned areas/shelves
- ▮ Place chairs on top of desks at the end of the school day

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS
Caring for Your Building – Students
General Expectations

- ▮ Take care of your environment
- ▮ Take care of your belongings
- ▮ Return items to appropriate places

Hallway Behavior

- ▮ Don't litter; put trash in the garbage can
- ▮ Pick up paper from the floor
- ▮ Keep lockers neat and orderly
- ▮ Keep track of personal belongings
- ▮ Keep work area organized

Classroom Expectations

- ▮ Students must arrive on time
- ▮ Take care of classroom materials; use materials gently and appropriately
- ▮ Return items to appropriate places
- ▮ Take care of belongings
- ▮ Keep the area around your desk free of debris
- ▮ The teacher is in charge of the classroom at all times – any adjustments to the physical arrangements such as opening windows, adjusting window shades, changing thermostats, etc., may be made only under the teacher's direction
- ▮ Students must deposit all waste materials in proper containers, school is your home away from home – treat it as such
- ▮ No food, beverages, or gum are allowed at any time other than a school-sponsored event
- ▮ Writing on desks, damaging equipment, etc., is vandalism and is unacceptable
- ▮ Place your chair on top of your desk at the end of the school day

Bathroom Behavior

- ▮ Keep facilities clean
- ▮ Flush toilet after using
- ▮ Toilet paper is put into the toilet only
- ▮ Push soap and pull towel dispenser gently
- ▮ The bathroom is not a play area

Cafeteria Behavior

- ▮ Keep all food in the cafeteria
- ▮ Students must clean their area before they leave the cafeteria
- ▮ Clean up table and floor areas
- ▮ Students must be seated unless purchasing food/beverages, returning trays, discarding garbage, or they are with staff
- ▮ Sitting on cafeteria tables is unacceptable; tables are not designed to withstand the stress
- ▮ Throwing food is not permitted under any circumstances; students caught throwing food will be disciplined

Bus Behavior

- ▮ Put trash in the garbage can
- ▮ Keep track of personal belongings



**Bell Schedule
 2024-2025**

School Name	Start Time	Dismissal
Academy of Accelerated Learning	7:25 a.m.	2:10 p.m.
ALBA	7:20 a.m.	2:20 p.m.
Alcott	7:25 a.m.	2:25 p.m.
Allen-Field	9:15 a.m.	4:00 p.m.
Alliance	8:00 a.m.	3:25 p.m.
Assata	9:00 a.m.	2:41 p.m.
Audubon Middle	8:00 a.m.	3:25 p.m.
Audubon High	8:00 a.m.	3:25 p.m.
Auer Avenue	7:25 a.m.	2:10 p.m.
Banner Prep	7:55 a.m. (M, T, Th, F) 7:55 a.m. (W)	3:05 p.m. (M, T, Th, F) 1:05 p.m. (W)
Barbee Montessori	9:15 a.m.	4:00 p.m.
Barton	7:25 a.m.	2:10 p.m.
Bay View HS	8:00 a.m.	3:25 p.m.
Bay View Montessori – Dover (1-8)	9:10 a.m.	4:10 p.m.
Bay View Montessori – Howard (K3-K5)	9:00 a.m.	4:00 p.m.
Bethune Academy	7:25 a.m.	2:25 p.m.
Bradley Technical & Trade	8:00 a.m.	3:25 p.m.
Brown Street	7:25 a.m.	2:10 p.m.
Browning	7:25 a.m.	2:10 p.m.
Bruce	7:25 a.m.	2:10 p.m.
Bryant	7:25 a.m.	2:10 p.m.
Burbank	9:10 a.m.	4:10 p.m.
Burdick	7:25 a.m.	2:25 p.m.
Carmen Northwest	8:00 a.m. (M, T, W, Th) 8:00 a.m. (F)	3:36 p.m. (M, T, W, Th) 2:30 p.m. (F)
Carmen South	8:00 a.m. (M, T, W, Th) 8:00 a.m. (F)	3:36 p.m. (M, T, W, Th) 2:30 p.m. (F)
Carmen Southeast	8:00 a.m. (M, T, W, Th) 8:00 a.m. (F)	3:30 p.m. (M, T, W, Th) 2:23 p.m. (F)
Carson Academy	9:10 a.m.	4:10 p.m.
Carver Academy	9:10 a.m.	4:10 p.m.
Cass Street	7:25 a.m.	2:25 p.m.
Clarke Street	7:25 a.m.	2:25 p.m.
Clemens	7:25 a.m.	2:10 p.m.
Clement Avenue	7:25 a.m.	2:25 p.m.
Congress	7:25 a.m.	2:25 p.m.
Cooper	7:25 a.m.	2:25 p.m.
Craig Montessori	9:10 a.m.	4:10 p.m.
Curtin	7:25 a.m.	2:25 p.m.
Doerfler	7:25 a.m.	2:25 p.m.
Douglas (Andrew S.)	9:05 a.m.	4:15 p.m.
Eighty-first Street	7:25 a.m.	2:10 p.m.
Elm Creative Arts	9:15 a.m.	4:00 p.m.



MILWAUKEE PUBLIC SCHOOLS ELEMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

**Bell Schedule
2024-2025**

Emerson	7:25 a.m.	2:10 p.m.
Engleburg	7:25 a.m.	2:10 p.m.
Fairview	7:25 a.m.	2:25 p.m.
Fernwood Montessori	7:25 a.m.	2:25 p.m.
Fifty-Third Street	7:25 a.m.	2:25 p.m.
Forest Home Avenue	7:25 a.m.	2:10 p.m.
Franklin	7:25 a.m.	2:25 p.m.
Fratney Street	9:15 a.m.	4:00 p.m.
Gaenslen	7:25 a.m.	2:25 pm.
Garland	7:25 a.m.	2:25 p.m.
Goodrich	7:25 a.m.	2:10 p.m.
Grandview	8:00 a.m. (M, T, W, Th) 8:00 a.m. (F)	2:00 p.m. (M, T, W, Th) 1:00 p.m. (F)
Grant	7:25 a.m.	2:25 p.m.
Grantosa	9:10 a.m.	4:10 p.m.
Grant Gordon	7:25 a.m.	2:10 p.m.
Greenfield Bilingual	7:25 a.m.	2:25 p.m..
Green Tree Preparatory	8:20 a.m. (M,T,W,FR) 8:20 a.m. (TH)	3:20 p.m. (M,T,W,FR) 12:20 p.m. (TH)
Groppi	8:00 a.m.	3:25 p.m.
Hamilton	8:00 a.m.	3:25 p.m.
Hampton	7:25 a.m.	2:10 p.m.
HAPA Denver Campus	7:15 a.m.	2:05 p.m.
HAPA Main Campus	7:00 a.m.	2:20 p.m.
Hartford University	9:10 a.m.	4:10 p.m.
Hawley Environmental	9:15 a.m.	4:00 p.m.
Hawthorne	7:25 a.m.	2:10 p.m.
Hayes Bilingual	9:10 a.m.	4:10 p.m.
Highland Community	8:30 a.m. (K3-6) 8:10 a.m. (adolescent)	3:30 p.m. (K3-6) 3:30 p.m. (adolescent)
Hi-Mount Community	7:25 a.m.	2:25 p.m.
Holmes	7:25 a.m.	2:25 p.m.
Honey Creek	7:25a.m.	2:10 p.m.
Hopkins Lloyd	7:25 a.m.	2:10 p.m.
Humboldt Park	9:10 a.m.	4:10 p.m.
I.D.E.A.L.	9:10 a.m.	4:10 p.m.
Jackson EC	7:25 a.m.	2:10 p.m.
Kagel	7:25 a.m.	2:25 p.m.
Keefe Avenue	7:25 a.m.	2:10 p.m.
Kilbourn	7:25 a.m.	2:10 p.m.
King – High School	8:00 a.m.	3:25 p.m.
King – Middle Years	9:05 a.m.	4:15 p.m.
King K-8	7:25 a.m.	2:25 p.m.
Kluge Creative Arts	7:25 a.m.	2:10 p.m.
LaCausa Charter	7:25 a.m.	2:25 p.m.



MILWAUKEE PUBLIC SCHOOLS **ANNOUNCEMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS**

**Bell Schedule
2024-2025**

Lad Lake Synergy	7:45 a.m.	2:50 p.m.
LaFollette	9:10 a.m.	4:10 p.m.
Lancaster	7:25 a.m.	2:25 p.m.
Lincoln Avenue	7:25 a.m.	2:10 p.m.
Lincoln Center of the Arts	9:05 a.m.	4:15 p.m.
Longfellow	7:25 a.m.	2:25 p.m..
Lowell	7:25 a.m.	2:10 p.m.
MacDowell Montessori (K-6)	8:00 a.m.	3:00 p.m.
MacDowell Montessori High School (7-12)	8:00 a.m.	3:25 p.m.
Madison Academic Campus	8:00 a.m.	3:25 p.m.
Manitoba	9:10 a.m.	4:10 p.m.
Maple Tree	7:25 a.m.	2:10 p.m.
Marshall HS	8:00 a.m.	3:25 p.m.
Maryland Avenue Montessori	7:25 a.m.	2:25 p.m.
Marvin E. Pratt	7:25 a.m.	2:10 p.m.
Meir (Golda) (3-8)	8:00 a.m.	3:00 p.m.
Meir (Golda) (6-12)	8:00 a.m.	3:25 p.m.
Metcalf	7:25 a.m.	2:25 p.m.
Milwaukee Academy of Chinese Language	9:10 a.m.	4:10 p.m.
Milwaukee College Prep - 38 th Street Campus	8:00 a.m.	3:10 p.m.
Milwaukee College Prep – 36 th Street Campus	8:00 a.m.	3:10 p.m.
Milwaukee College Prep – Lola Rowe Campus	8:00 a.m.	3:10 p.m.
Milwaukee College Prep – Lloyd Street Campus	8:00 a.m.	3:10 p.m.
Milwaukee Environmental Sciences	7:25 a.m.	2:25 p.m..
Milwaukee Excellence HS	8:00 a.m.	3:25 p.m.
Milwaukee Excellence MS	8:00 a.m.	3:25 p.m.
Milwaukee French Immersion	9:15 a.m.	4:00 p.m.
Milwaukee German Immersion	9:15 a.m.	4:00 p.m.
Milwaukee High School of the Arts	8:00 a.m.	3:25 p.m.
Milwaukee Parkside School for the Arts	9:10 a.m.	4:10 p.m.
Milwaukee School of Languages	8:00 a.m.	3:25 p.m.
Milwaukee Sign Language	9:10 a.m.	4:10 p.m.
Milwaukee Spanish Immersion Lower - 88 th Street	9:20 a.m.	4:05 p.m.
Milwaukee Spanish Immersion Upper - 55 th Street	9:05 a.m.	3:50 p.m.
Mitchell	7:25 a.m.	2:25 p.m.
Morgandale	9:10 a.m.	4:10 p.m.
Morse Middle School Gifted & Talented	9:05 a.m.	4:15 p.m.
Neeskara	7:25 a.m.	2:10 p.m.
Next Door	8:00 a.m.	3:00 p.m.
Ninety-fifth Street	7:25 a.m.	2:10 p.m.
North Division	8:00 a.m.	3:25 p.m.
NOVA	9:00 a.m.(M, T, Th, F) 9:00 a.m. (W)	3:50 p.m. (M, T, Th, F) 1:29 (W)



MILWAUKEE PUBLIC SCHOOLS **ANNOUNCEMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS**

Bell Schedule

2024-2025

Obama	8:00 a.m.	3:10 p.m.
Obama School of Career and Technology Education (9-12)	8:00 a.m.	3:25 p.m.
Parkview	7:25 a.m.	2:10 p.m.
Project Stay	8:00 a.m.	3:25 p.m.
Pulaski	8:00 a.m.	3:25 p.m.
Reagan	8:00 a.m.	3:25 p.m.
Riley	7:25 a.m.	2:10 p.m.
River Trail	9:10 a.m.	4:10 p.m.
Riverside	8:00 a.m.	3:25 p.m.
Riverwest	7:25 a.m.	2:10 p.m.
Rogers Street	7:25 a.m.	2:25 p.m.
Roosevelt	9:05 a.m.	4:15 p.m.
Shalom	9:00 a.m.	4:00 p.m.
Sherman	7:25 a.m.	2:25 p.m.
Siefert	7:25 a.m.	2:10 p.m.
South Division	8:00 a.m.	3:25 p.m.
South Division Accelerated	8:40 a.m. (AM) 12:10 p.m. (PM)	11:40 a.m. (AM) 3:10 p.m. (PM)
Southeastern Youth & Family	7:40 a.m.	2:45 p.m.
Starms Discovery Learning	9:10 a.m.	4:10 p.m.
Starms Early Childhood	9:15 a.m.	4:00 p.m.
Story	7:25 a.m.	2:25 p.m.
Stuart	7:25 a.m.	2:10 p.m.
Thoreau	7:25 a.m.	2:25 p.m.
Thurston Woods	7:25 a.m.	2:25 p.m.
Townsend	7:25 a.m.	2:25 p.m.
Transition	8:00 a.m.	3:25 p.m.
Trowbridge	7:25 a.m.	2:25 p.m.
Victory and Italian Immersion	9:10 a.m.	4:10 p.m.
Vieau	9:10 a.m.	4:10 p.m.
Vincent	8:00 a.m.	3:25 p.m.
Vincent Accelerated	8:40 a.m. (AM) 12:10 p.m. (PM)	11:40 a.m. (AM) 3:10 p.m. (PM)
Wedgewood Park	9:05 a.m.	4:15 p.m.
Westside Academy	7:25 a.m.	2:10 p.m.
Whitman	7:25 a.m.	2:25 p.m.
Whittier	7:35 a.m.	2:20 p.m.
Washington HS of Information Technology	8:00 a.m.	3:25 p.m.
Wisc. Conservatory of Lifelong Learning (K-12)	8:00 a.m.	3:25 p.m.
Zablocki	7:25 a.m.	2:10 p.m.

Appendix O

(ATTACHMENT 4) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

SITE	Start Time	SITE	Start Time	SITE	Start Time
AAL	6:15	Grantosa	7:30	North 76 th	7:30
Alcott	6:15	Green bay	7:30	Northwest (Carmen)	7:00 BA, 7:30 SE
Allen Field	7:30	Greenfield	6:15	Parkside	7:15 BA, 7:30 SE
Alliance	7:00 BA, 7:30 SE	Groppi HS	7:15 BA	Parkview	6:15
Audubon	7:00 BA, 7:30 SE	Hamilton HS	7:00 BA, 7:30 SE	Pierce	6:15
Auer	6:15	Hampton	6:15	Pulaski HS	7:00 BA, 7:30 SE
Barbee	7:30	Happy Hill	6:15	Reagan HS	7:00 BA, 7:30 SE
Barton	6:15	Hartford	7:30	Riley	6:15
Bayview HS	7:00 BA, 7:30 SE	Hawley	7:30	River Trail	7:30
Bethune	6:15	Hawthorne	6:15	Riverside HS	7:00 BA, 7:30 SE
Bradley Tech HS	7:00 BA, 7:30 SE	Hi Mount	6:15	Rogers	6:15
Brown St	6:15	Hayes (Kozy)	7:15 BA, 7:30 SE	Roosevelt	7:00 BA, 7:30 SE
Browning	6:15	Holmes	6:15	MSOL	7:00 BA, 7:30 SE
Bruce	6:15	Hopkins	6:15	Sign Language	7:30
Bryant	6:15	Howard	7:30		
Burbank	7:30	Humboldt	7:30	Sherman	6:15
Burdick	6:15	IDEAL	7:30	Siefert	6:15
Burroughs/Morse	7:00 BA, 7:30 SE	Jackson (21 st)	6:15	Sixty Fifth	6:15
Carson	7:30	Kagel	6:15	South Division HS	7:00 BA, 7:30 SE
Carver	7:30	Keefe Ave	6:15	Spanish Imm. 55 th	7:30
Cass	6:15	Kilbourn	6:15	Spanish Imm. 88 th	7:30
Central Office	6:00 BA	King HS	7:15 BA, 7:30 SE	Special Service	7:00
Clarke	6:15	King Middle	7:15 BA, 7:30 SE	Starms DLC	7:30
Clemens	6:15	Kluge	6:15	Starms EC	7:30
Clement Ave	6:15	Lafollette	7:30	Story	6:15
Congress	6:15	Lancaster	6:15	Stuart	6:15
Cooper	6:15	Lee	6:15	Thirty-Fifth	7:00
Craig	7:30	Lincoln	6:15	Thoreau	6:15
Curtin	6:15	LCA	7:15 BA, 7:30 SE	Thurston Woods	6:15
Custer HS	7:00 BA, 7:30 SE	Longfellow	6:15	Townsend	6:15
Doerfler	6:15	Lowell	6:15	Trowbridge	6:15
Douglas	7:15 BA, 7:30 SE	Madison HS	7:00 BA, 7:30 SE	Victory	7:30
Dover	7:30	Manitoba	7:30	Vieau	7:30
Eight St	7:00	Maple Tree	6:15	Vincent HS	7:00 BA, 7:30 SE
Eighty First St.	6:15	Maryland	6:15	Walker Comp.	6:30 BA – 7:00 SE
Elm	7:30	McNair	7:00	Washington HS	7:00 BA, 7:30 SE
Emerson	6:15	MEC	7:00 BA, 7:30 SE	WCLL	7:00 BA, 7:30 SE
Engleburg	6:15	Meir	7:00 BA, 7:30 SE	Webster	7:30
Fairview	6:15	Metcalf	6:15	Wedgewood	6:15 BA, 7:30 SE
Fernwood	6:15	MHSA	7:00 BA, 7:30 SE	Westside I	7:00
Fifty Third St	6:15	MACL	7:15 BA, 7:30 SE	Westside II	7:00
Forest Home	6:15	Marvin Pratt	6:15	Whitman	6:15
Franklin	6:15	McDowell	7:00 BA, 7:30 SE	Whitter	6:15
Fratney	7:30	MLK Jr.	6:15	Zablocki	6:15
French Immersion	7:15 BA, 7:30 SE	Mitchell	6:15	2024 – 2025 Engineer/ BA Start Times 7:20 School Start 8:00(05) School Start 9:00(10) School Start	
Gaenslen	6:15 BA	Marshall HS	7:00 BA, 7:30 SE		
Garland	6:15	Morgandale	7:30		
German Imm.	7:30	Neeskara	6:15		
Goodrich	6:15	Ninety-Fifth St	6:15		
Grant	6:15	North Division	7:00 BA, 7:30 SE		