



Evidence-based tools and guidance  
for delivering effective programs

- PLANNING & MANAGEMENT
- ACADEMICS & ENRICHMENT**
- STAFFING & PROFESSIONAL DEVELOPMENT
- SITE CLIMATE
- STUDENT RECRUITMENT & ATTENDANCE

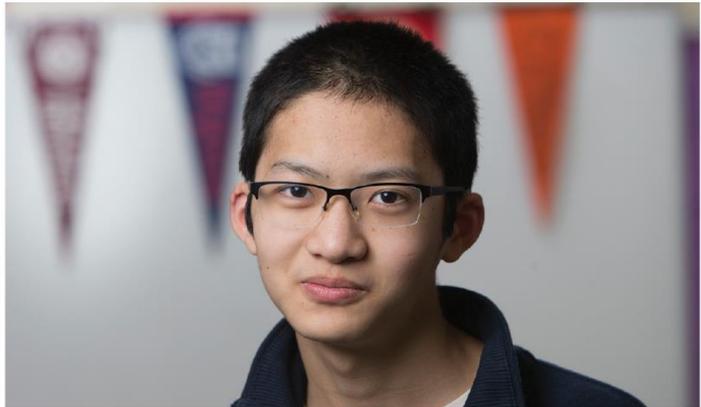
[summerlearningtoolkit.org](http://summerlearningtoolkit.org)



## SAMPLE: PITTSBURGH ENRICHMENT PROVIDER MEETING POWERPOINT

For more information on the importance of a rigorous enrichment provider selection process and tips for doing it effectively, review Pittsburgh Summer Enrichment Selection Guidance.

Pittsburgh Public Schools selects enrichment providers through a rigorous application and review process. The Pittsburgh Enrichment Provider Meeting PowerPoint is for organizations applying to offer recurring programming services that are designed with learning objectives and positive student outcomes. The presentation provides an overview of the program model, daily schedule, organizational chart, and staffing requirements as reference for providers who are considering applying to be an enrichment provider.



# 2021 Summer B.O.O.S.T Activity-Provider Meeting

April 28, 2021

Expect great things.



# Agenda

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- Summer B.O.O.S.T Team Structure
- Introductions
- Program Overview
- Daily Schedule
- Camp Site Organizational Chart
- Enrollment & Outreach
- Writing Component
- Available Technical Assistance
- Staff Roster, Contracts & Invoicing
- Clearances & Insurance
- COVID Protocols
- Due Dates & Next Steps
- Q & A

# The Summer B.O.O.S.T Team

**Melanie Claxton, Coordinator of Out-of-School Time**

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**Summer B.O.O.S.T.**

**General Contact Information**

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412-529-2454



**Expect great things.**

# Introductions

- **Please share**
  - Your Name
  - Your Organization
  - Your Summer B.O.O.S.T Activity
  - One word that you think of when you hear the word "Summer"

# Program Overview

No-cost-to-students who have completed K through 7th grade

- B – Building Positive Relationships
- O – Opportunities for Exploration
- O – On Track for Your Future
- S – Supporting Academic Success
- T – Thriving and Fun Environment



Expect great things.

# Program Model

Inspires a positive culture of fun and authentic learning and builds SEL skills through:

- **Morning Academics**

- \*ELA – 90 minutes
- \*Math – 90 minutes
- \*Certified expert PPS instructors

- **Afternoon Activities**

- \*Proposed by you!
- \*Experts in the field designed to promote exploration of a new topic over 25 days
- \*Sparks interest to continue to develop/explore in area after Summer

**\*The camp will include 25 full days of programming, operating on Mondays through Thursdays from Tuesday, June 22, 2021, through Wednesday, August 4, 2021, with no program on Monday, July 5, 2021.**

# COVID Compensatory Services (CCS)

COVID Compensatory Services are a school district's remedy to provide services to students with disabilities if they had skill and/or behavior loss that resulted from the district's inability to provide a Free Appropriate Public Education (FAPE), due to the forced pandemic closure. Services are delivered through the BOOST program.

## Eligibility Considerations

- Progress monitoring data (on all goals)
- Student's ability to access learning (attendance)
- Student's engagement level
- Parent input

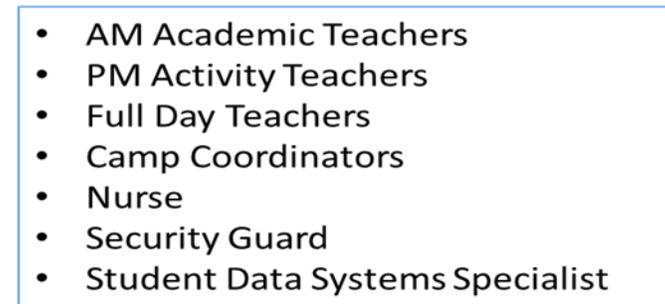
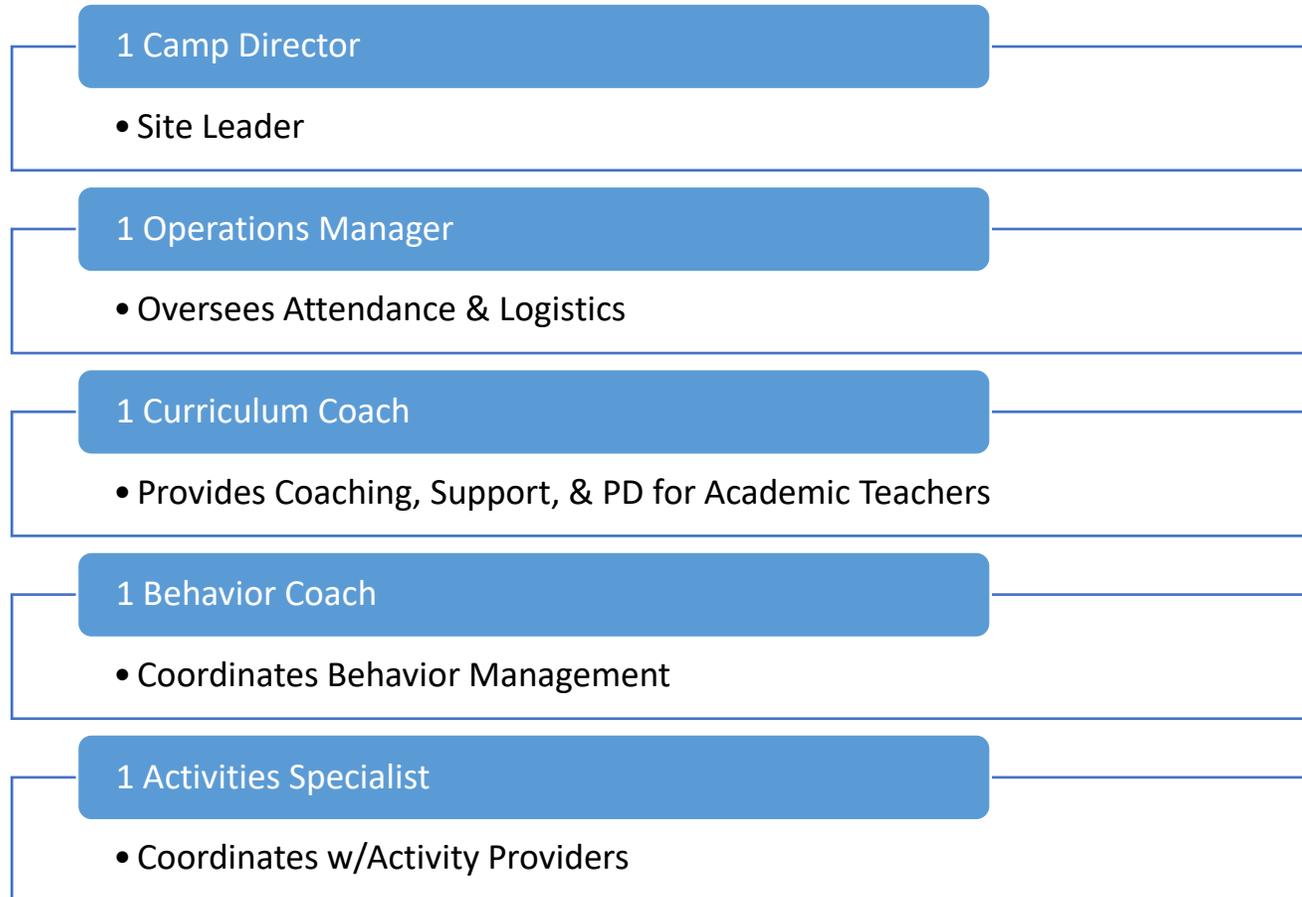
# Daily Schedule

<u>Time</u>	<u>Activity</u>
<u>9:00 AM – 9:15 AM</u>	<u>Arrival &amp; Breakfast - Classrooms</u>
<u>9:15 AM – 10:45 AM</u>	<u>Morning Meeting</u> <u>Academic Block #1</u> <u>English Language Arts (ELA) or Math</u>
<u>10:45 AM – 10:55 AM</u>	<u>Transition to Academic Block #2</u>
<u>10:55 AM – 12:25 PM</u>	<u>Academic Block #2</u> <u>English Language Arts (ELA) or Math</u>
<u>12:25 PM – 1:40 PM</u>	<u>Transition to Lunch, Recess, &amp; SEL</u> <u>Lunch, Recess, SEL</u> <u>Transition to Activity Block #1</u>
<u>1:40 PM – 2:40 PM</u>	<u>Activity Block #1</u> OR
<u>2:40 PM – 2:50 PM</u>	<u>Transition to Activity Block #2</u>
<u>2:50 PM – 3:50 PM</u>	<u>Activity Block #2</u>
<u>3:50 PM – 4:00 PM</u>	<u>Dismissal</u>

OR

Double Block Activity  
May be on-site or off-site.

# Summer B.O.O.S.T. Organizational Chart



# Enrollment & Outreach

- Open to all K-7 students in PPS. (Siblings are accepted together)
  - Priority given for CCS and ESL Students
- Enrollment Closes on May 7 at 5 pm
  - Families can visit <https://www.pghschools.org/summerboost> to register.
- Eight (8) regional program sites:
  - **K-4 Sites:** Carmalt, Faison, Langley, Minadeo
  - **K-7 Sites:** King
  - **5-7 Sites:** Classical, Sci-Tech, South Hills

# Writing Component

- **Goal** - enhance academic connections with enrichment activities
- Flexibility
  - Choice within content, process and product
- Support
  - Curriculum resources
  - **Activity teachers**
  - Curriculum coaches & activity specialists



# Available Technical Assistance

- Expertise/capacity for staff training
- Guidance on curriculum development & lesson planning
- Assistance with identifying outcome goals & planning integrated data collection activities
- Serving as a 'thought partner' to brainstorm ideas for programming
- ***Also – can share job postings if you are in search of staff***



# Invoicing

- **Implementation Plans + Budgets = Contract** with APOST prior to rendering any services
- Invoice template will be provided electronically
  - \* **Contracts work on a reimbursement of applicable expenses model**
  - \* **Invoices will not be paid without proper documentation of expenses**

	Description	Due Date
<b>Invoice # 1</b>	Upfront advance (up to 25%)	5/28/21
<b>Invoice # 2</b>	Weeks 1 – 2 (actual cost – upfront advance)	7/16/21
<b>Invoice # 3</b>	Weeks 3 – 4 (actual cost)	7/30/21
<b>Invoice # 4</b>	Weeks 5 – 6 (actual costs)	8/13/21

# Allegheny Partners for Out-of-School Time (APOST)

Jaron Paul (Primary)

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Coordinator

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[www.uwswpa.org](http://www.uwswpa.org)

# Mandatory Staffing Requirements

- Maximum 12:1 ratio, students-to-staff
  - One Activity Teacher per provider organization
  - Camp Coordinators assigned based on enrollment to assist with implementing programming
  - Up to 12 hours of pre-camp training sessions focused on classroom and behavior management, and roles and responsibilities for provider staff and District
- **Staff shall report to their assigned camp site no later than 1:15pm until 4:15pm each day.**

# Employee Roster & Staff Clearances - due by Friday, May 28, 2021

- **ALL staff who will come into contact with campers must have the following three (3) clearances**
  - Act 34 (Criminal Record Check)
  - Act 114 (FBI Federal Criminal History)
  - Act 151 (Child Abuse History)
- ALL contractors & their staff are mandated reporters!
- *For returning partners, PLEASE do not rely on the District to track staff clearances for your organization. All clearances for Summer B.O.O.S.T staff should be submitted each year.*



# Insurance - due by Friday, May 28, 2021

- Providers will be required to submit proof of insurance for the minimums stated here. Provider shall maintain a minimum of **\$1,000,000.00 of General Liability insurance coverage** and **additional insurance coverage** as follows:
  - A. Workers Compensation and Employers Liability:
    1. Workers Compensation: Statutory Limits
    2. Employers Liability: \$100,000 Each Accident - Bodily Injury by Accident; \$100,000 Each Employee - Bodily Injury by Disease; and \$500,000 Policy Limit – Bodily Injury or Disease.
    3. Other States Coverage and Endorsement
  - B. Umbrella Liability: \$1,000,000 per occurrence combined single limit for bodily injury (including death), property damage liability, professional liability, automobile liability and Employer's Liability excess of the underlying primary policies.
  - C. Additional Insured Status: The District shall be added as an additional insured for the General Liability and Umbrella Liability policies under a Blanket Additional Insured Endorsement on the referenced policies.
- **Please note, the OST team staff are not lawyers or insurance providers. Specific questions regarding the insurance requirements should be directed to your organization's insurance agent.**



# COVID FAQs

**District Health and Safety Plan** -<https://www.pghschools.org/healthandsafetyplan>

- **Will students, teachers, and providers be required to wear mask all day?**
  - Yes
- **How will the district handle situations when students refuse to wear a mask or take off the mask during instruction?**
  - An addendum to the District's Student Code of Conduct has been submitted for approval to the Board of Directors to address expectations for conduct during E-learning and while in schools.
- **What happens if a student or teacher tests positive for COVID?**
  - As part of the District's contact tracing process, anyone (students and staff) that may have been in close contact with a positive case will be personally notified and provided next steps. Close contact are individuals who have been within 6 feet for longer than 15 cumulative minutes within a 24 hour time period.
  - If a student, teacher or staff member tests positive and has entered the building in the past 14-days, the District will notify all families and school personnel. The school facility will be cleaned. The positive student, teacher or staff member will be isolated for 14 days. Contact tracing will occur, and potentially exposed students or personnel will be contacted regarding quarantine and testing expectations.
- **Will schools have nurses available at all times?**
  - Yes



**Expect great things.**

# COVID FAQs

- **Will someone be doing temperature screenings at the door?**
  - The District has developed the COVID-19 Self Screening Tool to assist families and employees for daily assessment for COVID-19, prior to arriving to school. Anyone exhibiting symptoms should stay home. Families and staff should notify their school principal or supervisor if they have been tested or considered presumed positive for COVID-19.
- **What will be the cleaning protocol for the schools?**
  - Custodial staff will be cleaning high-level touchpoints and restrooms throughout the school day. Custodial staff disinfecting in the evening will do so using the CDC recommended Environmental Protection Agency (EPA) list approved disinfectant products.
- **What types of EPA products will the District use?**
  - The EPA has compiled a list of disinfectant products that can be used against COVID-19, including ready-to-use sprays, concentrates, and wipes. Each product is effective against viruses that are harder to kill than viruses like the one that causes COVID-19. The District will use a combination of the above.
- **How will the District's schools and facilities be cleaned?**
  - The District has a framework for cleaning and disinfection practices that is based on doing the following:
  - Frequent cleaning with a peroxide-based cleaner and a color-coded microfiber rag will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure during the day.
  - Daily disinfection of surfaces and objects using EPA-approved disinfectants

# Due Dates & Next Steps

- Contracts – in process of development
- Building Walkthroughs – Late May/Early June
- Proof of insurance due – by May 28<sup>th</sup>
- Employee roster and staff clearances due – by May 28<sup>th</sup>
- Virtual Summer B.O.O.S.T Night Out – June 9 from 5:30 PM -7:30 PM
- During the week of June 14 - Activity Provider Site Staff Training
  - Training Dates – June 17, 18, 21

# Questions?



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