Daytime ESS Service Delivery

**Request for Waiver**

## Narrative

**PLEASE TYPE ANSWERS IN GRAY AREAS**

**\* There should be one school per application.**

|  |  |
| --- | --- |
| Date: |  |
| District Name and Code: |  |
| School Name and Code: |  |
| District ESS Coordinator Name: |  |
| District ESS Coordinator Email: |  |
| School ESS Coordinator Name: |  |
| School ESS Coordinator Email: |  |
|  |  |
| Assurances and Certification  The undersigned hereby certify that the information in this application is correct and complete. Assurances to the Kentucky Department of Education will be executed as applicable within the district and involved school councils. The Daytime Extended School Services Program will comply with current state law and regulation and the provisions of the application as approved. | |
|  | |
| 1. **Rationale:** 2. Provide an explanation and documentation to support the need for a daytime program in addition to the regular ESS program. 3. Identify students who will be served (description of student population to be served) and content area(s) of need. | |
| **Rationale Narrative:** | |
| 1. **Description:**     1. Provide a comprehensive description of the daytime model that would be implemented including measurable goals and objectives for student performance and a detailed schedule (use check off boxes below and provide narrative information).      * 1. Describe methods used to identify students for service in daytime program (use check off boxes below).   2. Describe how teachers will be selected to provide extended school services. | |
| **Model Format:**  Collaboration (push-in)  Elective Class (elective class for Intervention)  Extra instruction after regular class instruction  Credit Recovery  During Enrichment/Exploratory (pull-out)  Independent Practice Time  Other: (Explain)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \*\* Note: It is imperative that students are not removed from regular instructional time in order to participate in ESS services. Regular instructional time is not to be interrupted for extra services. Daytime waivers ***cannot*** be approved if this is not clear in the plan narrative.  **Methods to Identify Students** (*Select all that apply*):  Grades/Grade Reports  Reading Level  Progress Reports  Placement Exams  Teacher Referral  Parent Request  Assessment Results   Counselor Referral  Transcripts  Student Request  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Out of School Time (OST) Program school will offer IN ADDITION to daytime program (*select all that apply*):**  Before School  Intercession  Saturday School  After School  Summer School  Night School | |
| **Description Narrative:** | |
| 1. **Evaluation**    1. Outline the plan developed to continuously monitor and evaluate the daytime program to ensure that the needs of students experiencing difficulty in one or more content areas are being met. (Attach Comprehensive District and School Improvement Plan components that include the daytime program or reference website(s) to locate plans.)   Note: Evaluations, which are to be submitted annually by June 30, should provide concrete data, evidence and examples indicating student progress was achieved through implementation of the daytime program to ensure continuation of daytime program. | |
| **Evaluation Narrative:** | |
| 1. **Budget**    1. Provide a detailed budget that includes the daytime model budget and ESS budget by attaching the necessary form. (Use the budget sheet provided and include any necessary explanation.) | |

**D = Daytime instruction in ESS (waiver)**

# DISTRICT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# ESS Program

# ESS Grants FY 20\_\_\_ Total: \_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **MUNIS codes** | **Activity** | **Budget:** |
| 117 0130 | Clerks, secretaries, bookkeepers |  |
| 117 0112 | Central Office ESS Coordinator, (based on a percentage of person’s regular salary) |  |
| 117 0113 | Central Office ESS Coordinator, (based on number of extended hours worked in ESS) |  |
| 117 0531 | Postage |  |
| 117 0580 | Administrative Travel |  |
| 117 0610 | Administrative Supplies |  |
| 117 0550 | Printing and Publishing |  |
| ***Above codes limited to 5% of total allocation.*** |  |  |
| 077 0113 | Principal/Asst. Principal, extended time |  |
| 118 0113 | Certified Supervisors, extended time |  |
| 118 0110 **D** | Certified Teachers base salary, Daytime only |  |
| 118 0113 | Certified teachers, extended time |  |
| 118 0113 **D** | Certified teachers, daytime |  |
| 059 0113 | Librarians, extended time |  |
| 031 0113 | Guidance, extended time |  |
| 118 0113 | ESS Building Coordinators, extended time |  |
| 118 0120 | Substitute teachers, extended time |  |
| 118 0120 **D\*** | Substitute teachers, daytime |  |
| 077 0130 | Secretaries, clerical assistants, extended time |  |
| 118 0130 | Teachers aides, extended time |  |
| 118 0130 **D\*** | Teachers aides, daytime |  |
| 118 0140 | Classified overtime |  |
| 118 0115  (Payment based on  standard district policy | Non-teaching activity, e.g., professional development or staff training |  |
| 118 0810 | Dues and Registration Fees |  |
| 118 0896 | Student / Peer Tutors, extended time |  |
| 118 0896 **D\*** | Student/Peer Tutors, daytime |  |
| 118 0322 | Educational consultant, Non-LEA |  |
| 118 0335 | Contract services *(must identify)* |  |
|  |  |  |
| 118 0645 | Audio-visual |  |
| 118 0646 | Tests (must be justified) |  |
| 118 0643 | Supplementary books |  |
| 118 0651 | Software |  |
| 118 0610 | Teaching supplies |  |
|  | *Computer hardware, capital outlay, and equipment not approvable expenditures* |  |
|  | **D\*** Must be fully supported in application for daytime waiver |  |

|  |  |  |
| --- | --- | --- |
| 118 0580 | Instructional travel |  |
| 118 0616 | Snacks, maximum $1 per student |  |
| 118 0674 | Awards, incentives, |  |
| 118 0894 | Field trips, limited to 2% of total allocation including transportation. |  |
| 092 0130 | Bus Drivers |  |
| 092 0514 | Contract busing |  |
| 092 0513 | Public Conveyance |  |
| 092 0626 | Gasoline @ $2.60 max. per. mile |  |
| 092 0627 | Diesel fuel, @$2.60 max. per. mile |  |
| 092 0894 | Driver / Gasoline, field trips |  |
|  |  |  |
| 087 0130 | Custodians |  |
| 087 0622 | Electricity |  |
| 087 0411 | Water and Sewage |  |
| 087 0610 | Custodial supplies |  |
| ***Total of previous 4 codes limited to 3% of total allocation & for summer only*** | *Pro-rating may be necessary if other programs operate at the same time* |  |
| 0221 | FICA, 6.2% |  |
| 0222 | Medicare, 1.45% |  |
| 0232 | County Retirement, matching |  |
| 0260 | Workman's comp. |  |
| 0251 | Unemployment Insurance, State |  |
| 0253 | Unemployment Insurance, KSBA |  |
|  |  |  |
|  |  |  |
|  | **Total ESS Expenditures** |  |

Quarterly MUNIS Reporting of ESS Expenditures (Grant 120X)

Sequence:

1. Project 12

2. Object 11

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