



Welcome!

Introductions

Agenda

Questions in the chat will be answered at the end

The GEAR UP Maine program is funded through a grant (reference #P3345050037; William Sarrano, Project Officer) from the U.S. Department of Education to University of Maine at Farmington administered by Syntiro.

GEAR UP Maine
www.gearupme.org



GEAR UP Maine Business Managers Meeting YR 6

**October 9, 2019
10:00 am - 11:00 am**

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Agenda

- About GEAR UP:
 - District Support YR 6
- Refresher
- YR 6 Expectations and Contract Changes
 - Quarterly Reports

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GEAR UP- The BIG Picture

The Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) initiative three strategic goals:

- (1) increasing the postsecondary expectations and readiness of students;
- (2) improving high school graduation and postsecondary enrollment rates; and
- (3) raising the knowledge of postsecondary options, preparation, and financing among students and families.

<https://www.edpartnerships.org/about-gear-up>

GEAR UP- The BIG Picture

GEAR UP serves over 560,000 students enrolled in over 3,525 secondary schools across 45 states.

There are 39 State grants and 122 Partnership grants.

GEAR UP services focus on academic, social, and planning support as students' progress from the middle grades through high school graduation, and into the first year of college.

GEAR UP services include professional development for instructors and counselors, improving the quality and intensity of secondary school courses, mentoring, tutoring, scholarships and financial aid, college and career planning, and parental engagement programs designed to support college planning and enrollment.

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GEAR UP Maine

GEAR UP Maine grant was awarded to UMF Maine in September 2014, ending in September 2021.

GEAR UP Maine serves just under 10,000 students in grades 7-12 enrolled in 24 districts across the state.

GEAR UP Maine also provides support to students in the class of 2020 as they transition from high school into Institutions of Higher Education in Maine.



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GEAR UP Maine Mission

GEAR UP Maine partners with schools, postsecondary institutions, educators, families, students and organizations to create, support and sustain evidence-based and data-driven college and career practices to raise aspirations and preparation for postsecondary education of students in under-resourced Maine communities.

<http://www.gearupme.org>

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GEAR UP Maine District Plans

Local district College Access Teams create a yearly action plan that is based on the GEAR UP goals.

The GEAR UP services are aligned with the plan SMART goals.

The plan is monitored by the district CAT and GEAR UP Maine throughout the year.

<http://www.gearupme.org>

District Support

Cynthia Drake
Program Assistant

- Main contact for all **SERVICES/INVOICING** questions related to district plans

Aly Cropley
Data Assistant

- Main contact for all **DATA** questions related to district plans

Invoicing Refresher

Request for Reimbursement-

- Once data is complete in SCRIBE by district Data Steward, the Data Steward will generate an Activity Summary Sheet from SCRIBE.
- All services in SCRIBE must have a Downloaded Activity Summary Sheets from Scribe to accompany an invoice for reimbursement.

Example of Completed Activity Summary Sheet- Generated from SCRIBE

NEEDS To Include:

- Activity Name
- Activity Date/Time
- Unduplicated Number of participants
- Hours Spent in Activity per Participant

Activity Summary Sheet		
This report displays the participation information for the event/activity listed. All the dates and locations for the activity are listed		
Name of School(s)	██████ ██████ ██████ ██████	
County	██████ ██████ ██████	
Activity Name	OneT.JV.CountyCourtHouseJail.Nov2017.RSU59	
Created By	██████ ██████ ██████	
Person Types(s)	Student	
Grade Levels	11	
Activity Date(s)/Time	11/08/2017 (3.50 hours) - 14 Students	
Activity Details		
Activity Category	JV - Job Site Visit - Somerset County Court House and Jail	
Activity Delivery	Real service delivery method	
Activity Timing	N/A	
	Unduplicated Number of Participants	Hours Spent in Activity Per Participant
Students	14	3.50
Parents/Guardians	N/A	N/A
Staff	N/A	N/A
Activity Summary		
ALL		

Invoicing Refresher cont.,

- Use PDF's for all attachments/uploads to Scribe
- Reminder- Benefits are included in overall contract amount for salaries. Example- a Data Steward stipend is \$3000, this amount can not be exceeded in reimbursements from GU.
- Clearly visible receipts- please label with service!
- Ideal sample receipt- Activity name on receipt

Subway#23519-0 Phone 207-834-4606
 100 West Main Street
 Fort Kent, Maine, 04743
 Served by: 165 6/26/2019 10:45:39 am
 Term ID-Trans# 1/A-366226

Qty	Size	Item	Price
1	6"	Chicken Teriyaki Sub	4.90
1		-Combo Meal (Fresh Now Te	2.80
		- -21oz Fountain Drink	
		- -Chips	
		- -1 Cookies	
1	12"	TkyBcnGuac Sub	9.85
		-Bacon AddFt	1.75
1		-Fresh Value Meal (20/21-	2.45
		- -21oz Fountain Drink	
		- -Chips	
3		Chips	3.00
5		Bottled Carbonated Drink	9.00
1		3 Cookies	0.93
1	6"	Ham Sub	3.90
1	6"	RotisStylChkn Sub	5.40
		-Bacon Add6in	1.00
1	6"	Chicken Bcn Ranch Sub	5.15
1		RotisStylChkn Salad	7.25
		-RotisStylChkn Extr6	1.50
1	6"	Turkey & Ham Sub	4.40
1		Bottled Water	1.80
1	12"	Tuna Sub	7.10
1		DOTD FT Turkey	5.99
1	12"	-Turkey Sub	
		- -Bacon AddFt	1.75
1		-Fresh Value Meal (20/21-	2.45
		- -21oz Fountain Drink	
		- -Chips	
		Sub Total	82.37
		Maine Sales Tax (8%)	6.59
		Total (Take Out)	88.96
		Credit Card	88.96
		Change	0.00

Invoicing Refresher cont.,

- Scribe Invoicing Tips-
 - Enter Expense Report Line Items- amount of \$ per service, or salary per position.

Expense Report Line Items				
Start Date	End Date	Expense Type	Notes	Amount
7/1/2019	7/31/2019	Contracts	Grant Management	\$1,717.58
7/1/2019	7/31/2019	Supplies	Recur.TRAN.FreshmanAcadem.Jun2019.RSU39Recur.SPR.SummerSchool.Jul2019.RSU39	\$126.45
7/1/2019	7/31/2019	Salaries and Benefits	Recur.SPR.SummerSchool.Jul2019.RSU39 Recur.TRAN.FreshmanAcadem.Jun2019.RSU39	\$6,604.09
7/1/2019	7/31/2019	Salaries and Benefits	Grant Management	\$1,008.49
TOTALS				\$9,456.61

YEAR 6

First Quarter ends October 30. Please have all invoices submitted for October by Nov. 15

YR 6 Expectations

Quarterly Status Updates: GEAR UP Maine will provide superintendents and CAT leads quarterly updates on district plans, invoicing, and data. *GEAR UP Maine will communicate any decisions on budget reallocations based on the district status to superintendents and CAT leads.*

Q1 Closes October 30, 2019- Report to Districts by November 30, 2019- Informed of any budget adjustments December 30, 2019

Q2 Closes January 30, 2020- Report to Districts by February 28- Districts informed of any budget adjustments by March 30, 2020.

Q3 Closes April 30, 2020- Report to Districts by May 30, 2020- Districts informed of any final YR 6 budget adjustments by June 30, 2020.

Main Contact: Mary Callan

YR 6 Contract Changes

https://drive.google.com/file/d/1bN_CbqlaBi5JqrbjWVmk4fx_n_XMF6NG/view?usp=sharing

GEAR UP Maine Resources

[GEAR UP Maine Bulletin](#)

[GEAR UP Maine Digest](#)

GEAR UP Maine Website
www.gearupme.org

GEAR UP Maine Portal
<http://gearupmeportal.org>

Q & A