



# NEW CAT LEAD Meeting

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](http://www.gearupme.org)



# Welcome!

## Introductions

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# Agenda

- About GEAR UP
- Year 6 Action Plans
- CAT Lead Roles and Responsibilities
- Life Cycle of a Service
- Q and A

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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.

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

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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's SMART goals.

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

<http://www.gearupme.org>

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# YR 6 District Folders

Each district has a folder that has all things GEAR UP

- RSU - Yr 6
- RSU YR 6 GEAR UP Maine Job Descripti...
- RSU YR 6 Folder Contents and Links**
- RSU 2019-2020 CAT Lead Agreement
- RSU YR 6 District Plan Changes
- RSU YR 6 Budget
- RSU YR 6 Rider A
- RSU Yr6 GU-ME Action Plan

<https://drive.google.com/drive/folders/1JmMYfuTVAZOy6ThaWPPQv89pn6vALRdz>

## CAT Lead CheckList



### Important Informational GEAR UP Maine Documents

YR 6 September 25, 2019-September 24, 2020

- Mission, Vision & Definition of College Going Culture
- Guidelines and Template for GEAR UP eligibility (if qualified) for priority schools
- About GEAR UP Maine One Page Information Sheet

#### Grant Requirements:

- 2019-2020 "Grant Requirements"
- CAT membership
- GEAR UP Services and Invoicing Coordination Process

#### CAT Lead Duties

- CAT lead agreement form to be signed and returned to GEAR UP Maine
- CAT lead job description for GEAR UP Maine records

#### District Plan (Using Data to Inform Planning) & Shared Leadership:

- Shared Leadership
- CAT plan development
- Allowable cost sheet
- GEAR UP Maine Common Definitions for Services
- Service Types
- Service Summary Form

#### Data Steward Duties

- Duties and Responsibilities
- Data Steward's SCRIBE Calendar for 2019-2020
- Service Summary Form
- 21st Century Certificates for GEAR UP eligible students

#### Invoicing process:

- Data Steward and person who submits invoices for your district have this responsibility.
- GEAR UP Services and Invoicing Coordination Process

#### Resources:

- GEAR UP ME Staff Contacts

[https://docs.google.com/document/d/1om1ImECE9gqp\\_qiUPgBDCJV\\_qvV-db\\_hPLAOfLT4gPY/edit](https://docs.google.com/document/d/1om1ImECE9gqp_qiUPgBDCJV_qvV-db_hPLAOfLT4gPY/edit)



# 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

# YR 6 Requirements

## 1. Monthly CAT meetings

- Purpose to review YR 6 plan status and make adjustments as needed (In plan change form).

## 2. Quarterly Reports

- Updates on district plans, invoicing, and data. Reports will include “read receipt.”

## 3. Required Roles

- Data steward, CAT leads, Business Managers.

# YR 6 Requirements

**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

# Lifecycle of a Service

## CAT Leads role in the lifecycle of a service

- CAT Lead meets with the CAT monthly to discuss and plan activities that are aligned with the Yr 6 approved Action Plan
- CAT Leads identify service providers to carry out the planned activities
- CAT Leads support the data collection of rosters and completed service summaries and provide them to the Data Steward for entry on a monthly basis
- CAT Leads ensure the RFRs are complete and provided to the Business Manager for all GEAR UP funded activities monthly
- CAT Leads make changes to the Yr 6 approved Action Plan, utilizing the plan change form, when an activity has been cancelled. Data Steward can reschedule a service in Scribe.

# GEAR UP Maine Resources

[GEAR UP Maine Bulletin](#)

All partners

[GEAR UP Maine Digest](#)

For GU School Districts (monthly to do's)

GEAR UP Maine Website

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

GEAR UP Maine Portal

For GU School Districts

<http://gearupmeportal.org>

# Maine Scholars Timeline

## Maine Scholars Program Timeline

- 2018-19: Program introduced to GU ME juniors in the class of 2020 during fall and spring meetings
- Fall 2019: coaches will meet with school counselors
- Fall 2019: coaches will meet with the class of 2020
- January 2020: GU Maine students will elect to sign up with an assigned Scholars Coach
- Summer 2020: GU Maine Coaches will begin meeting with scholars