

NON-SPORTS EXTRA DUTY ACTIVITIES (EDAs)

Introduction. The *Blueprint for Progress* recognizes extra-curricular activities as being an integral part of a school's instructional program. EDAs provide students with the opportunity to participate in a variety of after school extra-curricular activities. EDAs:

- expose students to a variety of activities outside the regular classroom;
- encourage the development of students' interests, skills, abilities, and talents for self, school, and community;
- encourage the development and expansion of hobbies and other areas of interest;
- improve social skills through interaction with others who share similar interests;
- improve students' intellectual, physical and social skills, and growth; and
- lay the foundation for students to become life-long learners.

Recognizing the importance of EDAs, the Board of Education and the Teachers' Association of Baltimore County (TABCO) negotiated a list of EDAs and their compensation. The list appears in Appendix D of the TABCO Master Agreement. The information below will provide principals and EDA sponsors with instructions and guidelines for the operation of the EDA programs in their schools.

Responsibilities. The success of a school's EDA program is a shared responsibility that involves principals, EDA sponsors, and central offices.

Principals. Principals are responsible for:

- 1) the conduct of the entire extracurricular program at their schools and the selection of EDAs which supports the school's instructional program to promote student achievement;
- 2) the posting of sponsor vacancies for each of the activities offered at their schools;
- 3) the selection of EDA sponsors who will actively support and implement the school's EDA program. The principal shall make every effort to select a different teacher for each activity.
- 4) obtaining a signed "EDA Agreement" from each teacher who agrees to sponsor an EDA. A teacher may be selected to sponsor more than one EDA provided the activities do not interfere or conflict with the normal responsibilities of another EDA or the teacher's normal teaching duties. A

teacher may be selected to sponsor more than one EDA provided that the principal has posted the notice of vacancy and no qualified teacher has volunteered for the activity. Under unusual circumstances, and with the approval of the area assistant superintendent, an hourly employee (e.g., paraeducator) may sponsor an EDA. Payments to hourly employees will be 2 weeks in arrears for all EDA hours worked in a pay period (see EDA Procedures: Hourly Employees).

- 5) the development of NON-NEGOTIATED EDA descriptions (i.e., those that are not a part of the list appearing in the TABCO Master Agreement);
- 6) the funds allocated to them for approved non-negotiated EDAs.
- 7) the annual evaluation of the performance of EDA sponsors in meeting the goals and objectives of EDAs.

EDA Sponsors. EDA sponsors are responsible for:

- 1) planning and preparation of EDA materials, as necessary;
- 2) ensuring that the EDA meets the goals and objectives appearing in the EDA vacancy notice/description;
- 3) providing students with a schedule of EDA meetings;
- 4) coordinating, directing, and supervising EDA-related meetings and events;
- 5) providing feedback to principals regarding the EDA descriptions to ensure that they remain current and up-to-date;
- 6) evaluating student performance in meeting the EDA's goals and objectives.

Central Offices. The area assistant superintendents, offices from the Department of Curriculum and Instruction, the Department of Fiscal Services, and the Department of Human Resources are responsible for supporting school EDA programs.

Area Assistant Superintendents. The area assistant superintendents are responsible for:

- 1) the overall administration of EDA programs in their geographic area. This includes monitoring the use of funds allocated to pay for non-negotiated EDAs;
- 2) coordinating and approving non-negotiated EDAs systemwide. Non-negotiated EDAs must be approved in advance by the area assistant superintendent;

- 3) approving the selection of hourly employees to sponsor negotiated and non-negotiated EDAs. Principals are to obtain approval from their area assistant superintendent prior to selecting an hourly employee to sponsor any EDA.

Department of Curriculum and Instruction. Many EDAs are a direct extension and integral part of BCPS curriculum. For example, Distributive Education Clubs of America, Future Business Leaders of America, Health Occupation Students of America, Junior Reserve Officers' Training Corps, National FFA Organization (formerly Future Farmers of America), School Occupational Education Program, and Skills USA are EDAs that are directly related to Office of Career and Technology Education curriculum. Central offices are responsible for:

- 1) supporting principals in their selection of EDAs which foster student achievement and their links to the *Blueprint for Progress*;
- 2) maintaining EDA descriptions. This includes the periodic review and update of EDA titles/names, definitions/descriptions, EDA sponsor duties and responsibilities, EDA links to the *Blueprint*, and the estimated amount of time associated with sponsoring EDAs.
- 3) collaborating with principals to recommend the addition of an EDA to the list of negotiated activities. The recommendation to add an EDA to the list of negotiated activities will require: the completion of an EDA Job Description form, including a recommended rate of pay based upon the number of student contact hours and the scope and complexity of the EDA sponsor's duties and responsibilities; a statement regarding the number of schools, sponsors, and students likely to be involved in this EDA; and an estimate of the budget needed to compensate the EDA sponsors. This information will be forwarded to the Office of Staff Relations as a proposal for inclusion in negotiations and the TABCO Master Agreement.
- 4) collaborating with principals to recommend the removal of an EDA from the list of negotiated activities. The criteria for recommending that an EDA be removed from the list of negotiated activities include: lack of the EDA's relevance to student achievement and the *Blueprint*; obsolescence; the number of schools offering an EDA; and the number of students participating in the EDA. This information will be forwarded to the Office of Staff Relations as a proposal for inclusion in negotiations and the TABCO Master Agreement.
- 5) collaborating with principals to recommend a change in compensation for an EDA. Recommended changes in EDA compensation should be based upon the number of student contact hours, the scope of sponsor duties and responsibilities, and the complexity of the EDA. Central offices should review EDAs in the spring and be prepared to offer changes for the coming school year. This information will be forwarded to the Office of Staff

Relations as a proposal for inclusion in negotiations and the TABCO Master Agreement.

Department of Human Resources. The Office of Staff Relations within the Department of Human Resources is responsible for:

- 1) maintaining the list of negotiated EDAs in the TABCO Master Agreement.
- 2) proposing the addition, deletion or other changes to the list of negotiated EDAs;
- 3) working with principals and teachers to ensure compliance with the terms of the Master Agreement pertaining to EDAs;
- 4) collaborating with the Office of Payroll to determine hourly rates of pay for EDAs sponsored by hourly employees;
- 5) monitoring school expenditures for non-negotiated EDAs.

Department of Fiscal Services. The Office of Payroll:

- 1) maintains the EDA procedures on its web site;
- 2) pays teachers and hourly employees for sponsoring EDAs;
- 3) monitors the school budget expenditures for non-negotiated EDAs.