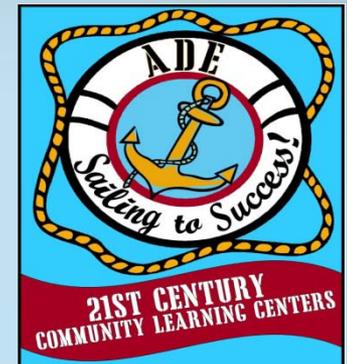


21st Century Community Learning Centers

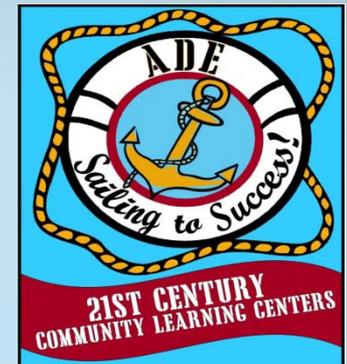
New Grantee Orientation



Our objectives for this training

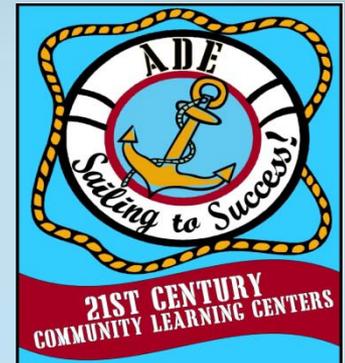
- Explain the culture of ADE 21st CCLC support and monitoring
- Provide an overview of how to get started in implementing the grant

CT

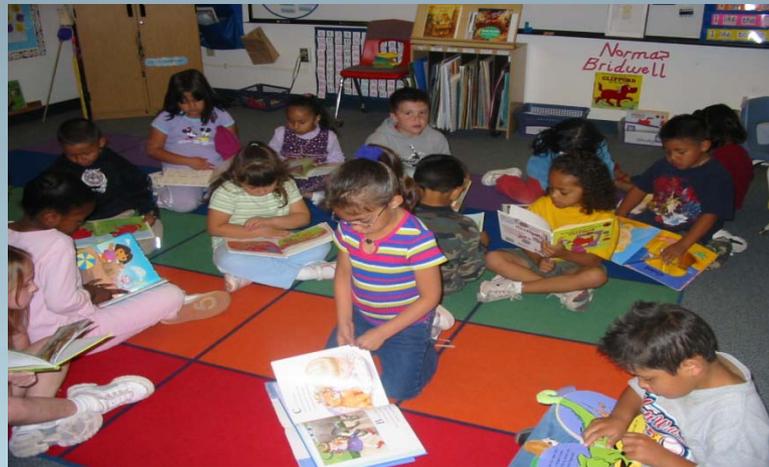


Agenda

- Welcome & Introductions
- Vision Team Table Facilitators
- Meeting 21st CCLC Grant Requirements
- Program Implementation
- Fiscal & Programmatic Accountability

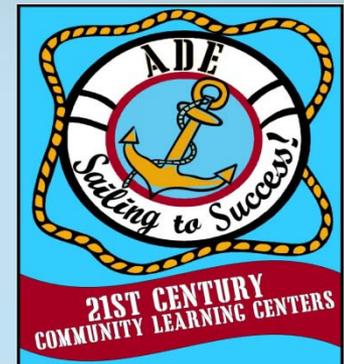


Meeting 21st CCLC Grant Requirements



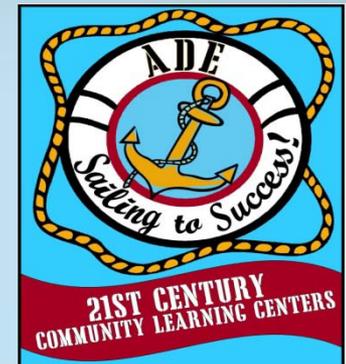
“Why are after-school programs so important?
Because children’s minds don’t close down at 3:00
p.m., and neither should their schools.”

Richard W. Riley,
Former U.S. Secretary of Education
October 2000



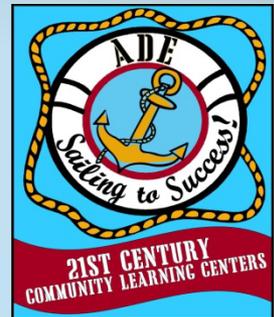
Grant is the Blueprint

- Know and understand grant objectives
- Implement what is in YOUR proposal
- Evaluate program to assess progress towards achieving goal of meeting grant objectives



Grant is the Blueprint

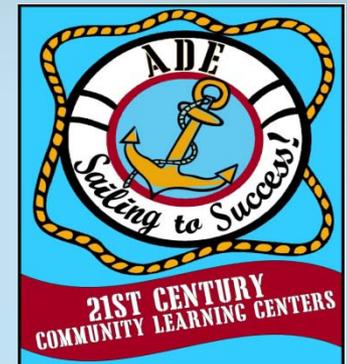
- Align academic services with school's curriculum in the core subject areas
- Focus services of Academic Enrichment opportunities
- Offer adult family members of participating students educational opportunities that engage them in supporting their students' learning



Getting To Know Your Grant Activity

21st CCLC Program-At-A-Glance
Handout

CT



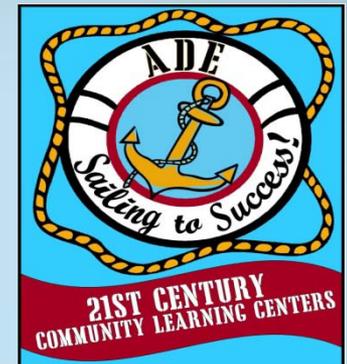
Vision Team Processing Questions

- What impression / thought / insight did you gain from exploring the grant application?
- Why is the written grant important?
- Now that you've skimmed the grant, what will be different in your implementation approach?

Program Implementation

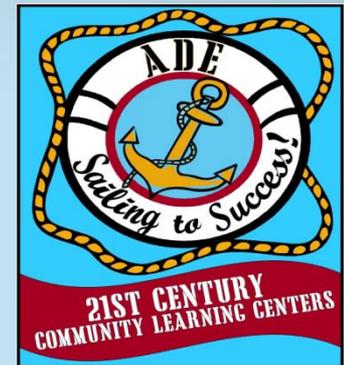


Thoughtful management, careful planning, and collaborative decision making with advisory groups provide a strong foundation for a successful afterschool program.



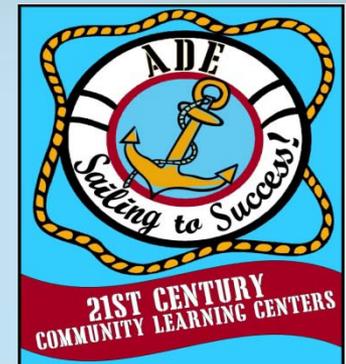
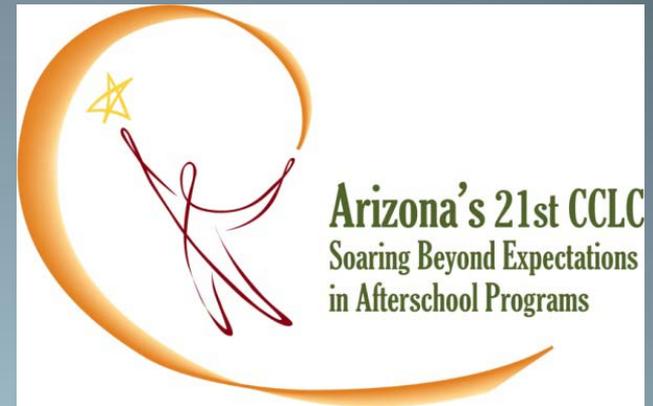
Getting Started

- Timeline of Services-Road to Achievement
- Alignment to school Calendar
- Alignment to the regular school day
- Daily afterschool snack & summer meals that meet USDA guidelines
- Transportation



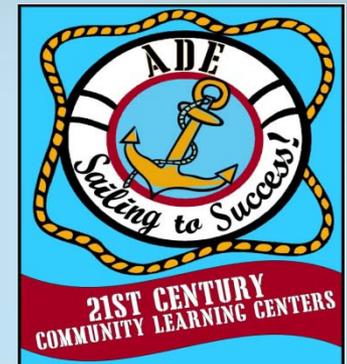
Getting Started

- Registration
- Safety
- Marketing
- Forms & Handbooks
- 21st CCLC website- Roadmap



Recruiting Students

- Intentional strategic approach to targeting students
- Use data to target and place students in appropriate classes
 - District Assessments
 - Report Cards
 - AIMS/Benchmark Scores
 - AZELLA Proficiency
 - DIBELS
 - Teacher Recommendation

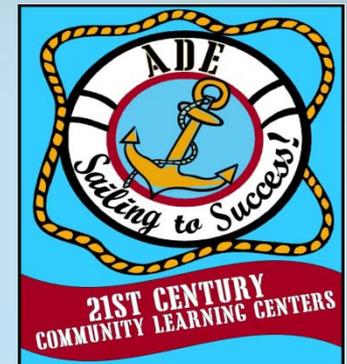


Engaging & Purposeful Activities

Deliver exciting, engaging and purposeful enrichment activities.

Activities should be designed

- to increase student participation,
- to directly support academic growth and
- to contribute to positive youth development



Enrichment Classes

Elementary

- It's My Body
- Young Authors
- Soccer Club
- Mad Scientists
- Book Cooks
- Art Masterpiece
- Fun in the Sun
- Brain Games I
- Chess Club
- Scrabble Club
- Choral Club
- STEM Club

Junior High

- Gizmos and Gadgets
- Where in the World?
- Basketball Team
- Thimble Time
- Chefs
- Brain Games II
- Art Masterpiece II
- Extreme Sports
- Student Government
- Chess Club
- Health
- Arboretum
- STEM Camp

High School

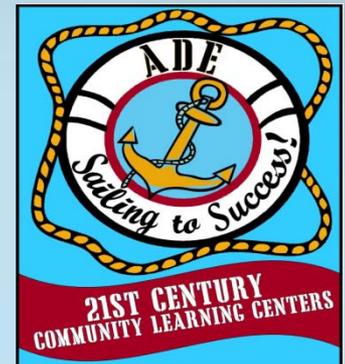
Vision Team Processing Questions

- What program implementation requirements do you think will be most challenging?
- What program implementation requirement comes to you as new or surprising?
- What are the requirements all about?
- What will the requirements mean for the students, families and community as a whole?

Building Student Investment

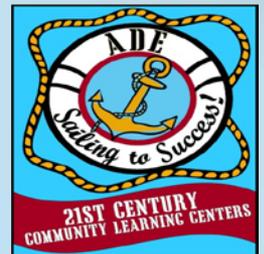
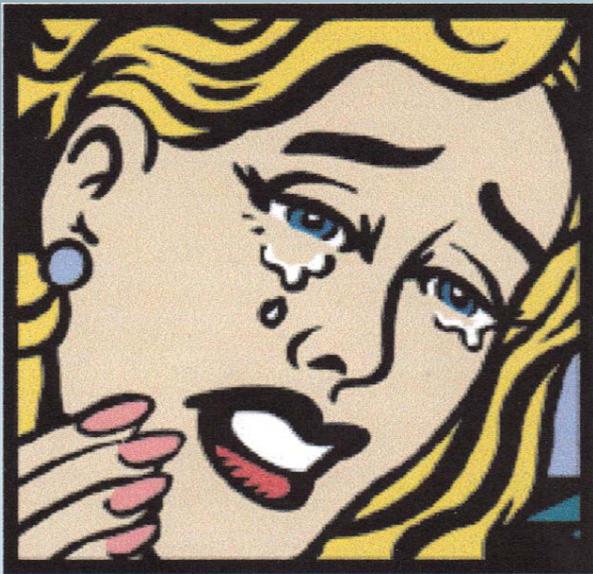
**Tell me and I forget; show me and I remember;
involve me and I understand.
- unknown**

- Promote your program- Pictures, videos, showcasing programs and their benefits at every opportunity
- Promote attendance- must reach at least 30 days
- Extra credit for attendance in program
- Make visuals in the school to mark students progressing toward goals



Let students know that we care and that it **MATTERS** if they don't attend.

Our program just
wasn't the same
without you! Hope to
see you next week!



Ways to Build Student Investment

- Invite family members to attend classes, ceremonies and celebrations
- Form a student leadership group that acts as advisory
- Create family-centered traditions that promote learning & family
- Form partnerships to donate prizes or special field trips for students with excellent attendance

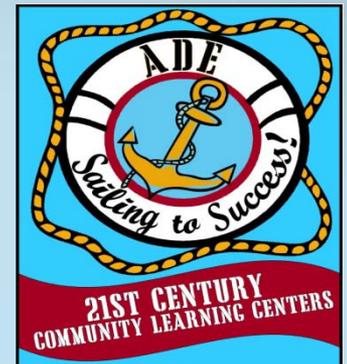
Family Engagement

Parent Night
TONIGHT
5:00 p.m.

PLAN TO
ATTEND

Invite and encourage parents and other family members to participate meaningfully in their children's education.

JC



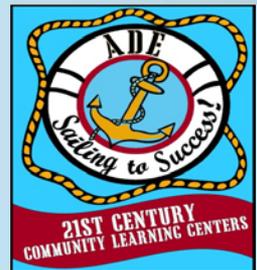
Family Engagement Purpose

- Increase in family and community engagement in instructional programs – linking family engagement to student learning
- Increase in student achievement on standardized tests through family engagement strategies



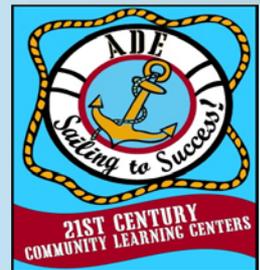
Strategies to link 21st CCLC Programs with day time instruction

- The program is structured to promote professional development and collaboration among state and local educational leaders. Strategies will be developed that target the following areas:
- Identification of student academic deficiencies
- Alignment of curricular and instructional resources



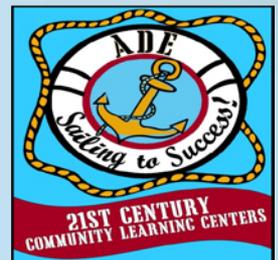
Strategies to link 21st CCLC Programs with day time instruction

- Engagement of families in academic home learning and remediation
- Development of a community and school communication plan that promotes student achievement



Vision Team Processing Questions

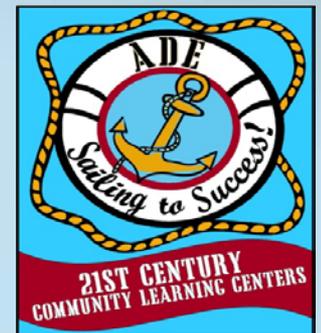
- What are your thoughts about the term Family Engagement vs. Parent Involvement?
- What element of family engagement or student investment is most clear to you?
- How have other model sites / pilot sites handled family engagement?
- What could a strong family engagement strategy and outcome mean to your school?



Recruiting and Retaining High Quality Staff

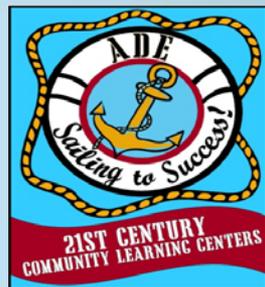


Set high expectations for staff, and treat them as professionals.



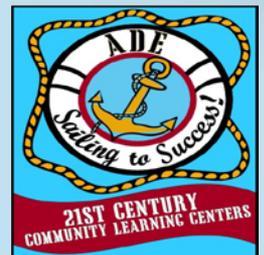
Staffing Your Program

- Design high quality job description
- Share your program-at-a-glance document to educate staff about goals of grant
- Conduct interviews with all staff members
- See your role as an instructional leader



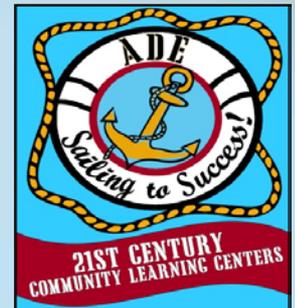
Principal Responsibilities

- Collaborate with the 21st CCLC Site Coordinator(s)
- Utilize the program as a key strategy to support the School Improvement Plan or other academic goals
- Ensure that staff understands the importance of the program in helping students succeed academically



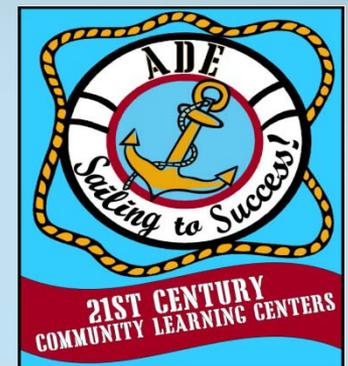
21st CCLC Site Coordinator

- Ensure that your program follows your 21st Century Grant
- Oversee program implementation
- Supervise 21st CCLC staff, scheduling
- Manage budget
- Collect data, complete required reports



21st CCLC Site Coordinator

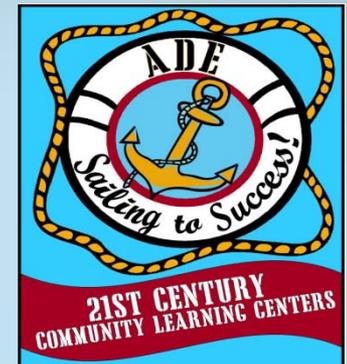
- In addition, site coordinator(s) work with students, parents, District staff, community partners, and other constituents to ensure the programs are meeting the objectives of the 21st Century Grant



Creating a Team Approach

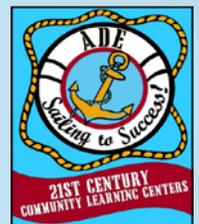
- Focus on your grant objectives and school goals
- Identify leadership and expertise on your campus
- Present information and data, ask for input

- **CELEBRATE!!!**



Vision Team Processing Questions

- What struck you as interesting about the staffing your 21st CCLC program?
- What element of staffing / principal responsibilities is most difficult to get your mind around?
- What challenges will have to be overcome?
- How do model sites handle staffing and principal / superintendent leadership challenges and celebrations?



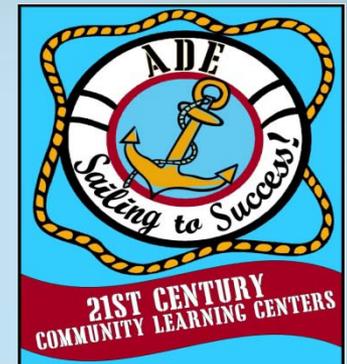
Collaboration & Communication



A culture of connection with the school day depends on building trust, understanding, mutual respect, and common purpose with school staff.

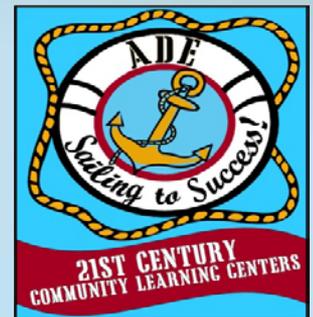
Collaborating Not Competing

- One comprehensive out-of-school time program for school
- Work with other programs already in place
 - Title I
 - Compensatory Education
 - Migrant Education
 - Sports (Homework Services)
- Equal rate of pay
- Active collaboration/partnerships



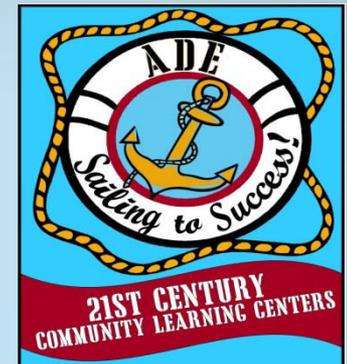
Communication with School Day Staff

- Programs must have on-going collaboration and communication between regular school day teachers and after-school teachers
- Communication strategy is necessary for gaining internal coherence and external support for program



Communication with School Day Staff

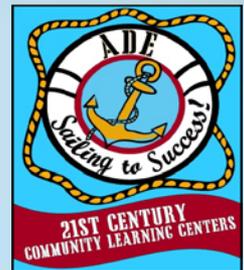
- Staff Meetings
- Newsletters
- Communication Folders
- Committee Involvement
- Advisory Boards/ School Improvement Team



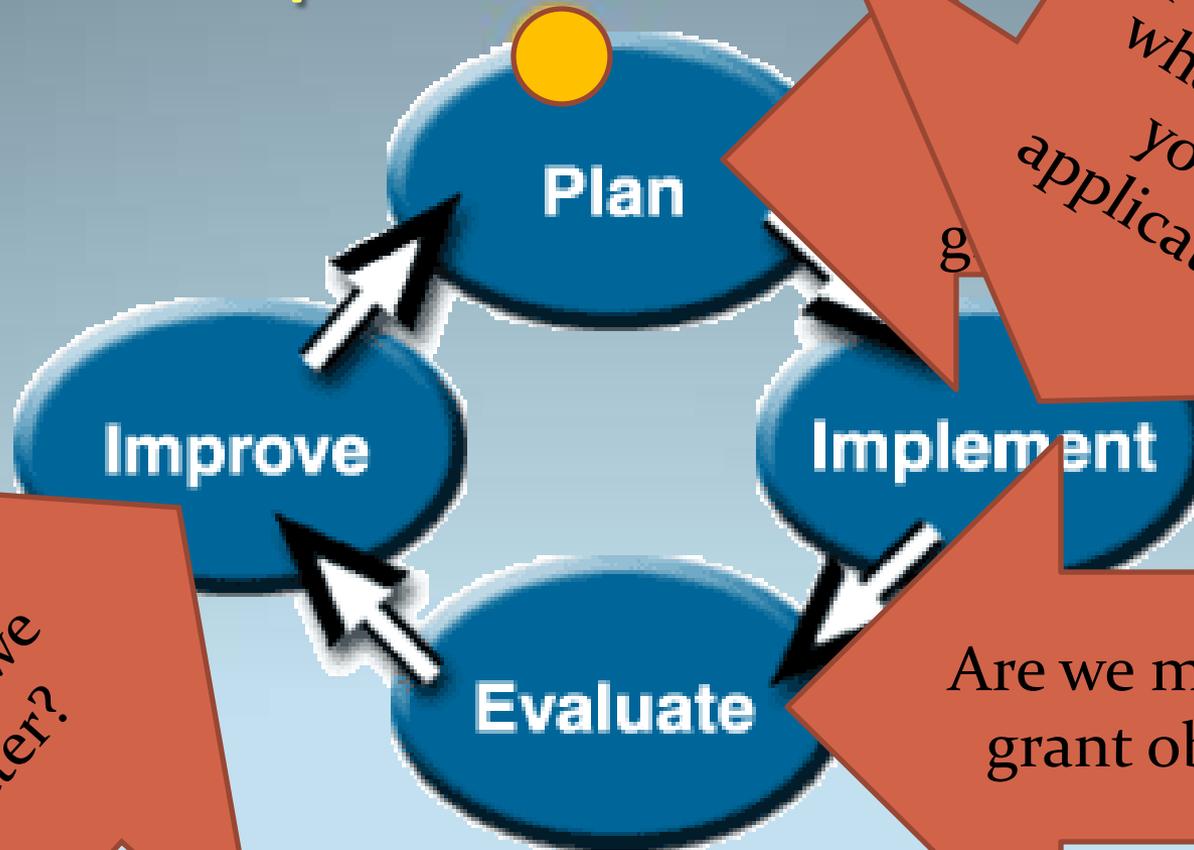
Vision Team Processing Questions

- What struck you as an important strategy in communicating about the staffing your 21st CCLC program?
- What elements of communication and collaboration are you most drawn to?
- What challenges will have to be overcome?
- How do model sites handle collaboration and communication challenges and celebrations?
- How could effective communication re: 21st CCLC impact your community?

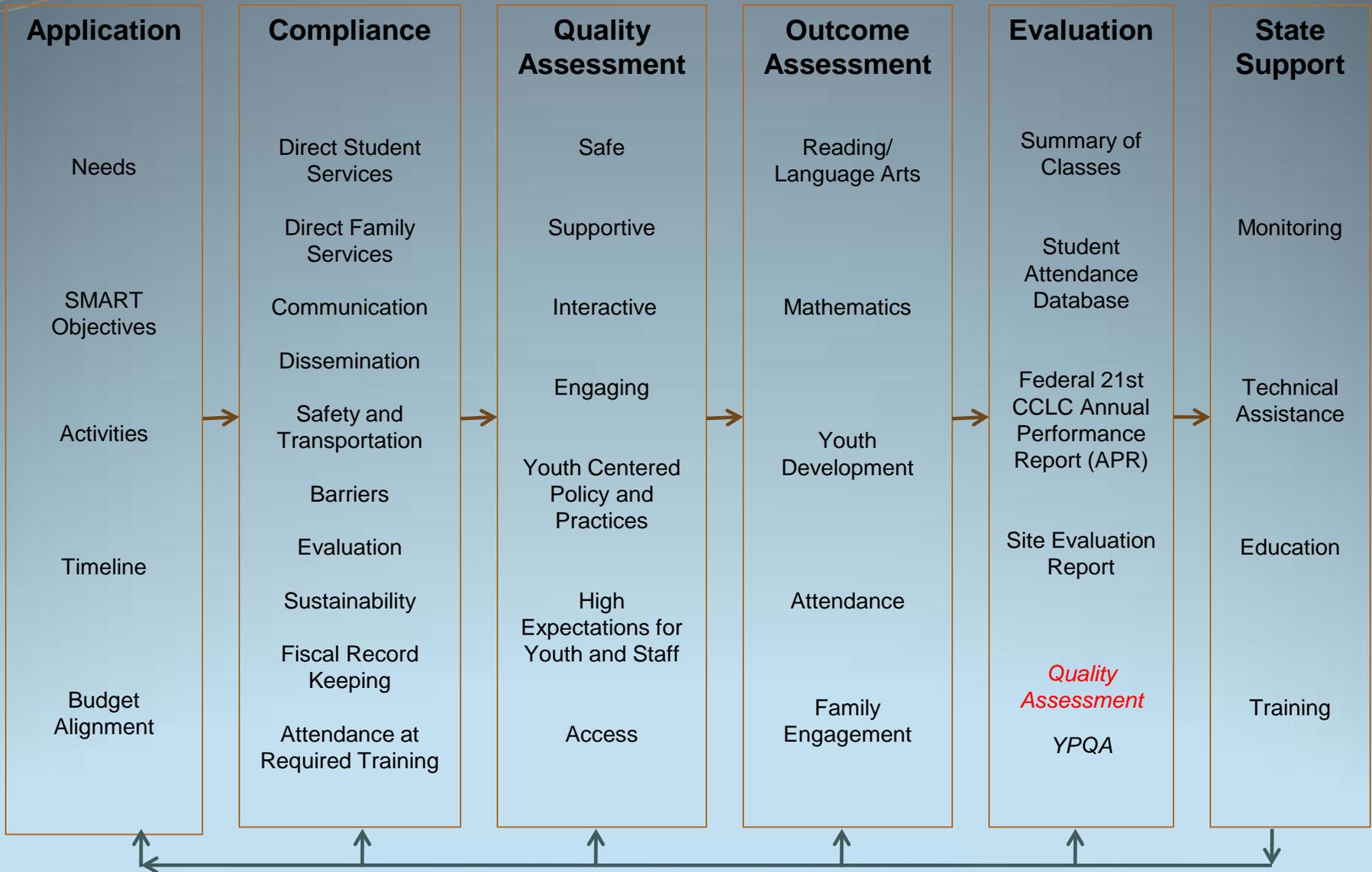
VT
Facilitators



Accountability & Continuous Program Improvement



21st CCLC Continuous Improvement Process



CL

Data Collection

Daily Attendance Rosters *by Class*

ATTENDANCE

Class/Activity: _____ Hours: _____ School: _____
Teacher(s): _____ Dates: _____
Class/Activity takes place: After School Before Summer

STUDENTS ATTENDING ACTIVITY

Please enter a "P" for present, an "A" for absent, or a "T" for tardy on the lines provided. If a student is not in your class, please put a line through their name. Also add students enrolled in your class, but missing from the attendance sheet.

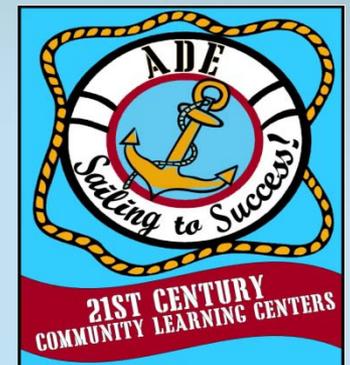
Last Name	First Name	SAIS #	Grade level	M	TU	W	TH	F

Student Attendance Database

- SAIS ID
- Last name, first name
- Grade (K-12)
- Total Number of Days Attended
21st CCLC program

Data Collection, Cont.

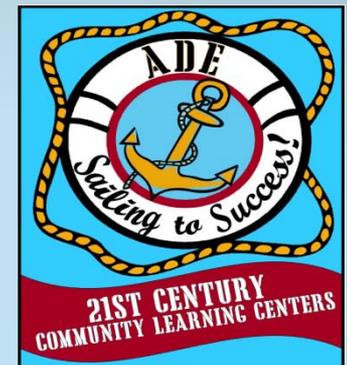
- Number of SY Days Attended
- Number of (Prior) Summer Days Attended
- ELL
- SpEd
- Gender
- Ethnicity



Data Collection, Cont.

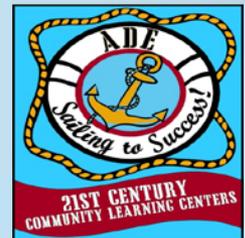
Grades, Fall & Spring

- Math
- Reading/ Language Arts
- AIMS- Performance
 - Math
 - Reading
- Data on Program Objectives
- Teacher Survey



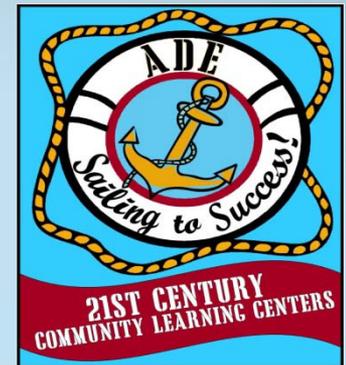
Monitoring

- On-Site Monitoring
- Summary of Classes
- Annual Performance Report
- Program Evaluation for Continuous Improvement
- Youth Program Quality Assessment



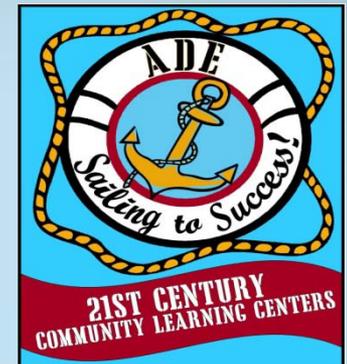
Site Evaluation Report

1. Compliance Worksheet
2. Objectives Worksheet
3. Continuous Improvement
 - SWOT & Strategies for Improvement



Compliance Worksheet

- Direct Student Services
- Direct Family Services
- Communication
- Dissemination
- Safety and Transportation
- Barriers
- Evaluation
- Sustainability
- Fiscal Record Keeping
- Attendance at Required Training



Objectives Worksheet

2011/2012 21st CCLC Program Objectives Worksheet

Area	Measurable (SMART) Objective	Data Source	Data Findings	Objective Met
Academics	1.1 Annually, 35% of regular attendees in grades 3-8 will increase at least one category in AIMS Reading Proficiency	AIMS Test Data	1.1 50% of regular attendees in grades 3-8 during the 2011/2012 SY increased 1 category or more on the AIMS Reading Proficiency test	Yes
	1.2 Annually, 35% of regular attendees in grades 3-8 will increase at least one category in AIMS Math Proficiency	AIMS Test Data	1.2 15% of regular attendees in grades 1-5 during the 2010/2011 SY increased 1 category or more on the AIMS Math proficiency test	No
Youth Development				
Family Engagement				

Continuous Improvement Worksheet

Academic Achievement

Findings: Students are making good progress in language arts but are not having their needs met in math.

Strengths	Weaknesses	Opportunities	Threats
A.M. homework help having a positive impact on homework completion	Inconsistent collection and analysis of students' math progress	Fostering new partnership with University math club	Decrease in number of volunteers in academic offerings

Strategies for Improvement

- 1.
- 2.
- 3.
- 4.
- 5.

Reporting Dates

Due January 27, 2011 & June 30, 2012:
Summary of Classes

Due August 10, 2012:
Site Evaluation Report
Student Attendance Database
Annual Performance Report

<https://www.ade.az.gov/21stcentury/downloads/Calendar.pdf>

Vision Team Processing Questions

- What is clear or confusing regarding the evaluation / APR / Continuous Improvement requirements?
- What strategy of data collection do you already have in place?
- What are some of the important decisions you will have to make regarding accountability efforts?
- How do model sites handle the evaluation / APR and CI challenges and celebrations?

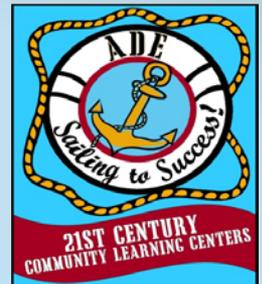
Fiscal & Programmatic Accountability



Every dollar of 21st CCLC funds must be spent to forward the GOALS and OBJECTIVES of the grant and the school improvement plan.

Fiscal Compliance for Recipients of 21st CCLC Funding

- ADE is the pass-through agency for the 21st CCLC grant
(*Feds to State to LEA*)
- Sub-grant recipients (grantees) must comply with State and Federal guidelines for fiscal management, reporting and expenditures



Fiscal Compliance

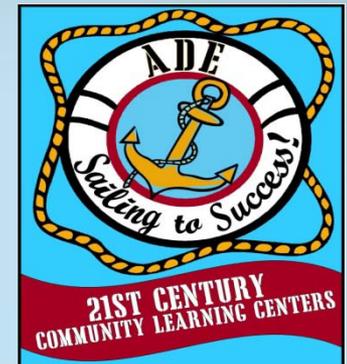
- Grantees must comply with the signed General Statement of Assurance that is submitted yearly to the ADE (*changes during the year need to be reported immediately*)
- Grantees are required to follow the ADE Business Rules
- The same Federal/State Rules and Regulations apply for any contracted services hired with grant funding

Fiscal Compliance

- Cash management reporting and completion reports are areas of continuing concern for the ADE
 - Draw down based on 30 day projected need
 - District may not accumulate excess cash
 - ADE may request that excess cash be remitted back
 - Improper monthly cash management reporting will jeopardize reimbursement and continuation of funding

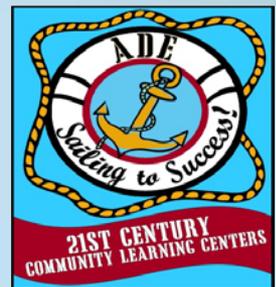
Fiscal Compliance

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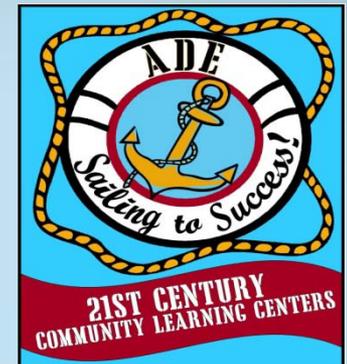
Fiscal Compliance

- Grantees are responsible for using grant monies as approved in their original awarded application and implement what is WRITTEN in the awarded Grant. Expenses must be in approved budget (*follow approved budget formulas i.e. SALARY FORMULA*)
- Sites that fail to serve the targeted number of students on their campus may be subject to a 25% reduction in funding. (*Reduction % table*)
- .



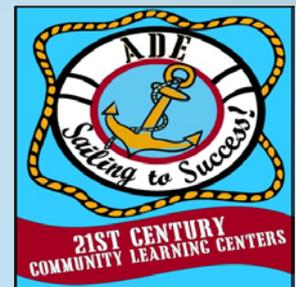
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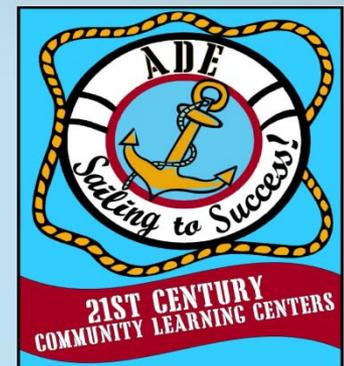
Fiscal Compliance

- Supplement NOT Supplant (*define*)
- Programs must be equally accessible- if charge a fee must be nominal and used for a specific grant activity
- Charging fees for Sustainability is NOT allowed



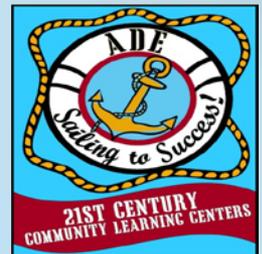
Fiscal Compliance

- Burn Rate of Budget
 - Are expenses proportionate with programming?
- Basic Guidelines
 - Ask yourself, is the purchase...
 - Necessary?
 - Reasonable?
 - Allocable?
- Non-Regulatory Guidelines:
 - See page 26 section G. Local use of Funds.



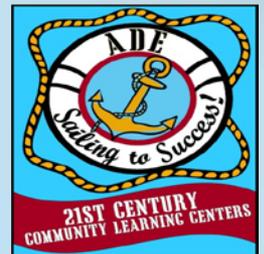
Business Rules

- Guidelines
- Applications
- Indirect Cost Rate
- Amendments (Programmatic / Fiscal)
- Cash Management (Federal Projects)
- Completion Reports



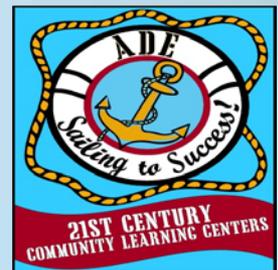
Business Rules

- Return of Funds
- Carryover of Funds - ***NO CARRY OVER***
- Interest
- Audit of Federal Programs
- Compliance Checklist



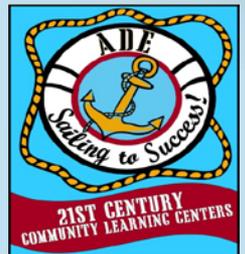
Fiscal Monitoring

- A minimum of one on-site visit to fiscal agent per year
- Fiscal monitoring visits may be unannounced
- Request for Documentation (*Fiscal Record Keeping Tabs i.e. T/E logs*)
- Non-Compliance Report/ Corrective Action Plan
- Reduction of Funding Notice



Record Keeping

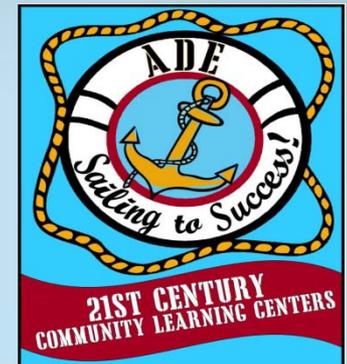
- ALL expenditures **MUST** be approved in awarded grant budget **PRIOR** to incurring expense
- Record keeping should be kept current, follow approved budget and be available for review at any time
- 21st CCLC Site Coordinator should keep track of ALL expenditures charged to grant, by budget line with current balance monthly (Excel sheet)



You're Never Alone



- Annual Fall Conference
- Networking Meetings
- Your Program Specialist
- 21st CCLC Web Site



Training Dates

Fall Conference: September 26, 2011

New Grantee Orientation: September 27, 2011

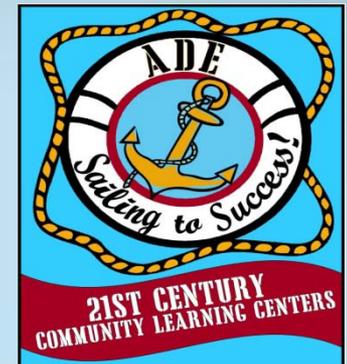
Networking Meetings:

December 1, 2011 – High School Programs, Tucson

TBD – Sierra Vista, Northern &

Central Arizona Meetings

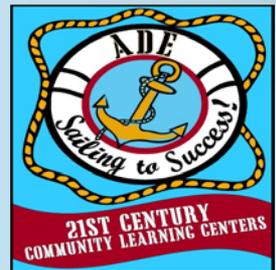
CT



Vision Team Processing Questions

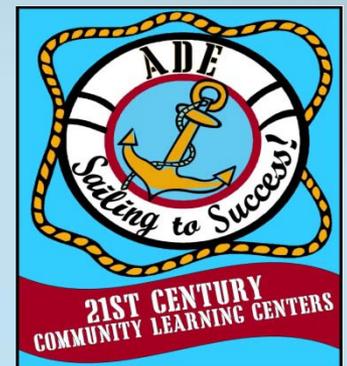
- What is clear or confusing regarding the fiscal requirements of the grant?
- What strategy of fiscal and programmatic management do you already have in place?
-
- What are some of the important decisions you will have to make regarding fiscal and programmatic management?
- How do model sites handle the fiscal and programmatic management challenges and celebrations?

VT
Facilitators



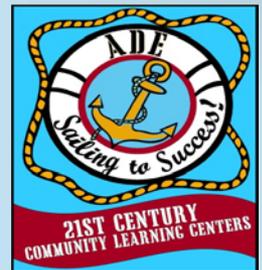
21st CCLC Website Resources Review

RR



Resources

- www.azed.gov/century-learning-centers/
- www.ideal.azed.gov/
- www.sedl.org/afterschool/toolkits/
- www.beyondthebell.org/
- www.afterschoolalliance.org/
- www.familyfriendlyschools.com/
- [www.afterschooled.org/program design/programs.php](http://www.afterschooled.org/program_design/programs.php)
- y4y.ed.gov



"If I only knew then what I now know..."

Vision Team Facilitators Final Words of Wisdom

"If I only knew
then what I
know now..."

"One thing I
wish someone
had told me as a
new grantee..."

