

21st CCLC New Staff Webinar

Illinois State Board of Education

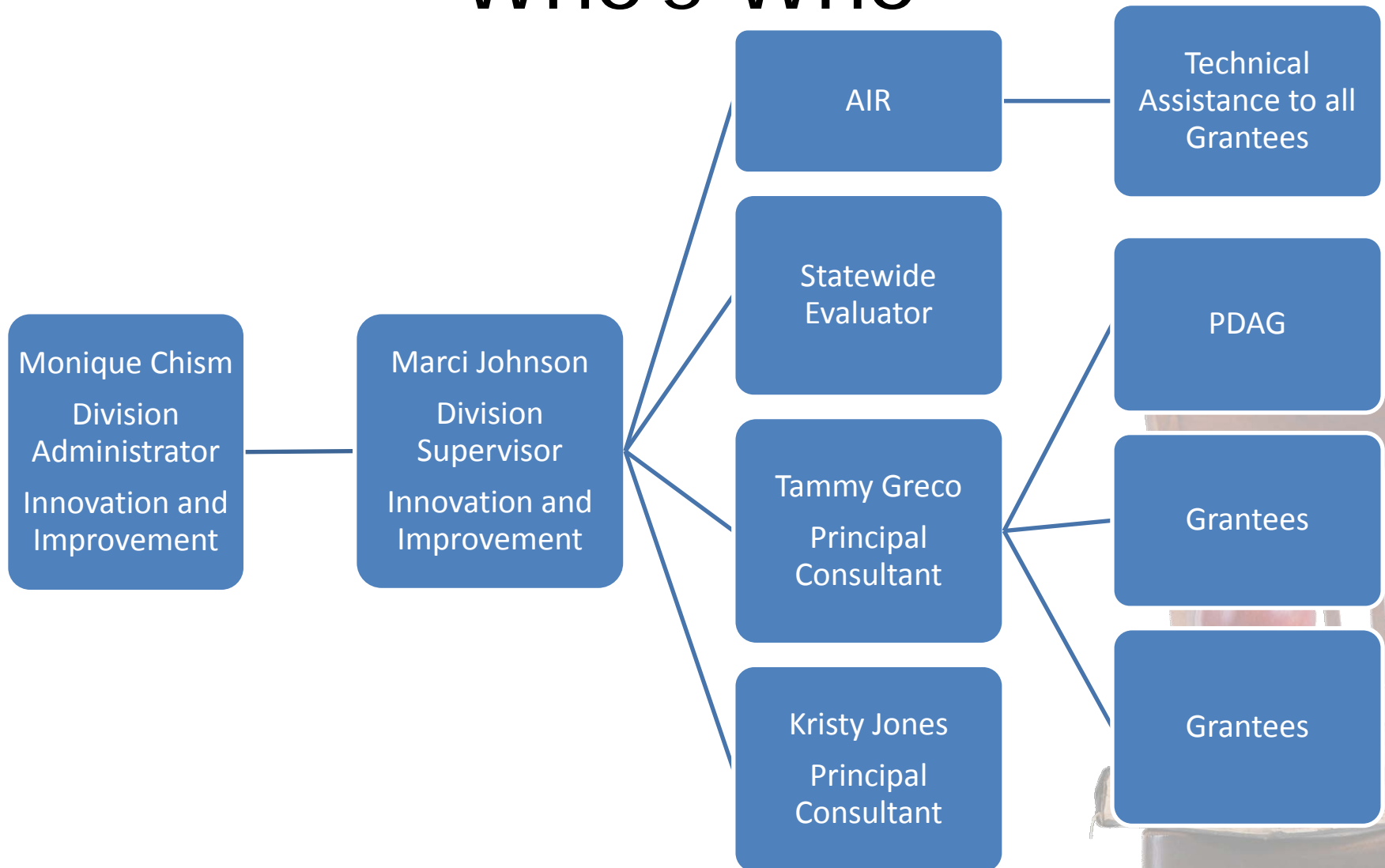


Agenda/Topics to Be Covered

- 🍎 Roles and responsibilities
- 🍎 Quality Programming
- 🍎 Expectations of the grants
- 🍎 Resources
- 🍎 Dates and deadlines



Who's Who



Role of Project Director

- 🍎 They are the contact person for the grant.
- 🍎 They oversee the implementation of the grant project to be sure it is implemented with fidelity based on the application
- 🍎 Provides professional development to the staff
- 🍎 Ensures that programming is academically based for the students
- 🍎 Ensures that the parent involvement activities are taking place
- 🍎 Works with the community to market the program

Role of Site Coordinator

- 🍎 They oversee one specific site, in some cases they oversee more than one site.
- 🍎 They follow the direction of the Project Director. They assist the Project Director to be sure the program is in compliance.
- 🍎 They coordinate the program for that site to be sure the students are registered, attendance is being kept, programs are in place and are academically based, ensure that students are safe, parent involvement activities are held for the parents of the students enrolled in the program.
- 🍎 Work with the Principal of the school to be sure there is active communication.



Role of Front Line Staff

- 🍎 They work with the students and parents on a daily basis
- 🍎 Provides the academic programs
- 🍎 Ensures the safety of the children
- 🍎 Assists the students to higher achievement in their studies
- 🍎 Assists the Site Coordinator in ensure the program is in compliance



Role of Evaluator

- 🍎 Works with the Project Director to collect data needed to evaluate the program, to provide the data needed for PPICS and fall/spring survey
- 🍎 Create an evaluation report to share with the community
- 🍎 Provide recommendations for changes to the program

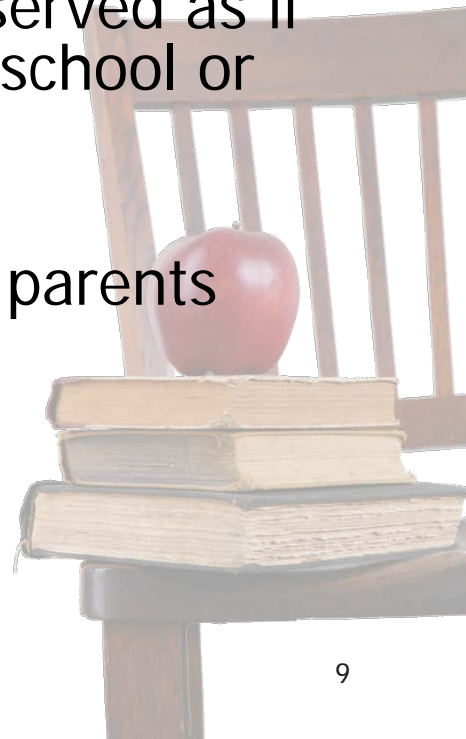


PROGRAM SPECIFICS ATTACHMENT #13



Program Specific Terms of the Grant Attachment #13

- A. The before- or after-school program must take place in a **safe and easily accessible facility**. The grantee must ensure that any program to be located in a facility other than an elementary school or secondary school is at least as accessible to the students to be served as if the program were located in an elementary school or secondary school.
- Handicapped accessible for students and parents
 - Annual building inspections
 - Permits for building renovation
 - Liability insurance required





Specification A, continued

The learning center will make available a description of how the students participating in the program carried out by the community learning center will travel safely to and from the center and home.

- Written transportation plans agreed to by entity/school/parent
- Provide transportation if needed
- Drop off points can be used
- Parental sign offs
- Sign in and sign out sheets
- Safety patrols/neighborhood watch
- Security personnel





Specification A, continued

🍎 Buildings that house the 21st CCLC programs must meet local standards and codes for public facilities. Indoor and outdoor facilities must be safe and in good repair.

- Annual building inspection
- ADA compliance
- ROE/ISC/CPS for schools
- Permits needed for construction/renovation
- Elevator, fire extinguisher inspections
- Crisis/emergency plans



Specification B

🍎 Program funds may be used to cover **reasonable transportation costs for program participants**. If transportation is provided, the transportation plan must be clearly and appropriately related to project activities.

- Transportation is ok for field trips; permission slips required for each specific trip
- Public transit passes, etc., can be funded
- Written release plans with parental sign offs required



Specification C



Funds under this part will be used to increase the level of state, local, and other nonfederal funds that would, in the absence of funds under Title IV, Part B, be made available for programs and activities authorized under this part, and in no case supplant federal, state, local, or nonfederal funds.

- Annual internal grantee audits
- NO SUPPLANTING
 - ✓ No support of school's sports teams or other extra curricular
 - ✓ Provide supplementary services
 - ✓ Replace expired funds
- Time and effort sheets for employees
- AUDIT by ISBE External Assurance Division



Specification D



🍎 The program must primarily target students who attend schools eligible for school-wide program under Title I (40%+ poverty rates), Section 114, and the families of such students.

- Actively recruit low income, academically/socially needy children first
- No discrimination based on ability to pay
 - ✓ Scholarships
 - ✓ Sliding fees



Specification E



🍎 Applicants must give notice to the community of the **intent to submit an application**. The application and any waiver request must be made available for public review after submissions of the application.

- Newspaper notice
- School Board meeting minutes
- Organization newsletters
- Neighborhood newsletters



Specification F



🍏 The program must be developed and carried out in active collaboration with the schools the students attend. At a minimum, the grantee must have a letter of collaboration from each school that will have students participating in 21st CCLC activities

- Annual letters of collaboration from schools
- Annual sign off by superintendent of school(s)
- Co-applicants with CPS need appropriate signature
- Parental consent for school records
 - ✓ CPS policy
 - ✓ Other districts
- Written agreements necessary



Specification G



The organization selected for funding will meet all statutory and regulatory requirements of this program. In order to ensure that a local grantee, including **faith-based organizations**, meets the program's purposes and criteria, it shall not discriminate against beneficiaries on the basis of religion. Funds shall be used solely for the purposes set forth in this grant program

- No funds provided pursuant to this program shall be expended to support religious practices, such as religious instruction, workshop or prayer. Faith-based organizations may offer such practices, but not as part of the program receiving assistance and faith-based organizations shall comply with generally acceptable cost accounting requirements to ensure that funds are not used to support these activities.
- Equitable participation of non public children required.
- Attachment 11 required.

Specification H



- 🍏 Grantees must keep **attendance records** of program participants. Participants are required to be enrolled in the before- or after-school program.
- 🍏 No drop in programs; all must be registered
 - Daily attendance must be recorded
 - Attendance required for Annual Performance Report to ED in PPICS
 - Subject to audit; keep written records for 3 years



Specification I

- 🍎 Grantees must conduct criminal background checks for all program staff and volunteers who have contact with children and youth.
 - Policies/procedures in place
 - Copies of checks kept in personnel files
 - Completed before staff work with students
 - Safety of children comes first
- 🍎 Grantees are required to have a written protocol on file requiring background checks, as well as evidence of their completion. Further, no person shall be employed who has been convicted of a crime as listed in Section 10-21.9(c) of the School Code (105 ILCS 5/10-21.9(c)).

Specification J



🍎 In accordance with the *Child Abuse and Neglect Reporting Act* (325 ILCS 5), adults working with children and youth under the age of 18 years old are required to be mandated reporters for suspected child abuse and neglect.

🍎 All 21st Century Community Learning Centers programs must have a **written protocol for training their employees about the Act and identifying and reporting suspected incidents of child abuse or neglect.**

- Annual training required; not just notification
- Employees signing off that they know they are a mandated reporter is not enough
- Written records maintained and available upon request



Specification K

REPORT CARD				
GRADING PERIOD	1	2	3	4
READING	A			
WRITTEN COMMUNICATION	A			
MATHEMATICS	C			
SCIENCE/HEALTH	B			
SOCIAL STUDIES	B			
ART	A			
MUSIC	A			
PHYSICAL EDUCATION	C			
Grade Average	B			
Attendance:	Present	48		
	Absent	2		
	Tardy	1		
A = Excellent • B = Good • C = Satisfactory • N = Needs Improvement U = Unsatisfactory • I = Insufficient / Incomplete				
Student:		Grade:		Year:

Grantees **must obtain permission** from participants' parents or guardians prior to using students for public relations purposes, gathering data by methods such as youth surveys and interviews, and obtaining academic and school data.

- Annual, written agreements are required that are program specific
- Keep on file for inspection

Specification L



- 🍎 The grantee must certify that it is not delinquent in the payment of any debt to the State (or if delinquent has entered into a deferred payment plan to pay the debt), and the grantee acknowledges that the Illinois State Board of Education may declare the grant agreement void if this certification is false (30 ILCS 500/50-11).
- Certifications and Assurances should be read before signing and kept on file by grantee
 - Checks made with other ISBE divisions
 - Secretary of State's website checked by ISBE

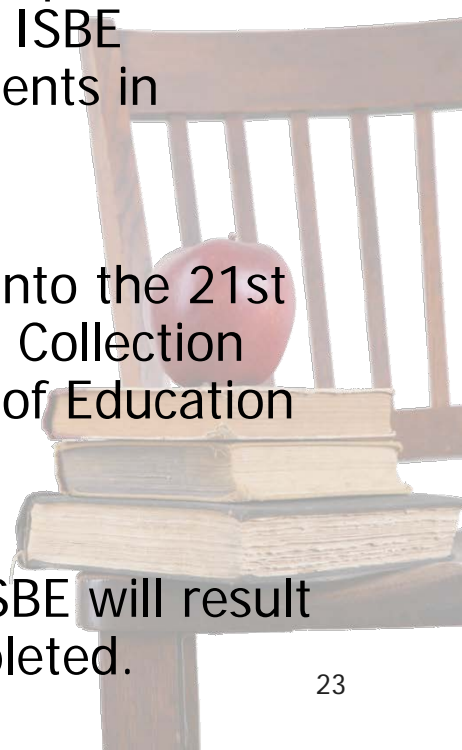
Specification M



Grantees are required to submit an annual performance report (APR) that describes participants' information, project activities, accomplishments, and outcomes.



- Grantees are required to conduct needs assessments, parent and students' satisfaction surveys and self assessments. ISBE recommends that grantees use the resources documents in Appendix A of the FY10 RFP.
- All information related to the APR must be entered into the 21st CCLC electronic Profile and Performance Information Collection System (PPICS) as required by the U.S. Department of Education according to timelines provided by ISBE.
- Failure to do so based on the timeline provided by ISBE will result in the freezing of funds until the information is completed.



Specifications N and O

🍎 Grantees **are required to attend workshops and trainings offered by the Illinois State Board of Education or another entity contracted for by the state.** The workshops and trainings are designed to improve the quality of the program and give technical assistance to the staff for continuous improvement.

- Fall “Kick Off” Workshop
- Spring “Best Practices” Workshop
- Regional workshops as determined yearly
- Webinars

🍎 Grantees are required to **submit additional information** as may be requested by the State Superintendent of Education.

Specification P--Evaluation

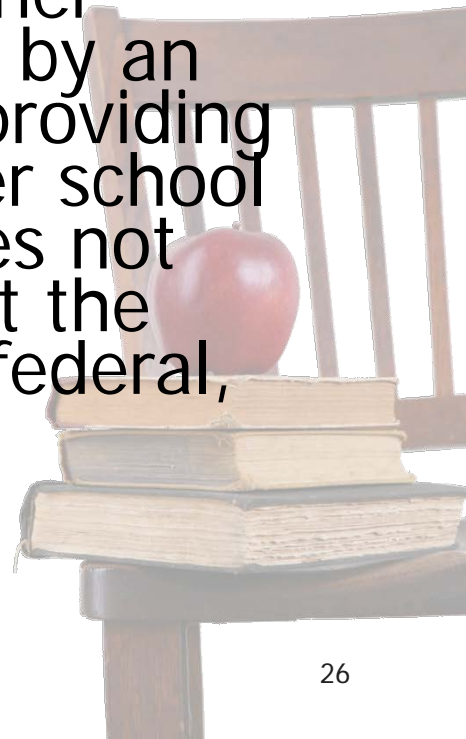
🍎 **Grantees must evaluate their programs annually as described in the approved proposal. Copies of the evaluation will be made available to the Illinois State Board of Education or others upon request.**

- A copy of the most recent evaluation will be required to be submitted with the continuation application annually. A full annual evaluation will be submitted by December 1.
- Penny Billman, statewide evaluator, provides sample templates as guides

Specification Q



- 🍎 The grantee certifies that any course offered for state required graduation credits meets the minimum requirements of the school district that will be issuing credit for the course.
- 🍎 The school district superintendent further certifies that this course will be taught by an appropriately qualified individual and providing this course in the before school or after school program or summer school setting does not reduce the number of such offerings at the school and in no way supplants other federal, state, or local funds.



Specification R



🍏 Funding in subsequent years of the grant shall be provided based upon the grantees' satisfactory progress in the preceding grant period and the submission to the ISBE of an approvable continuation application in the format that the ISBE specifies. Failure of the grantee to submit the information requested by the timelines indicated in the continuation application may result in the loss of continuation funding or the freezing of funds until such time as the requirements are fulfilled.

- Continuation Application in April
- Surveys online with NIU
- PPICS data completed according to Milestones



OTHER REQUIREMENTS



Stevens' Amendment

- 🍏 Successful applicants will be subject to the provisions of Section 511 of P.L. 101-166 (the "Stevens' Amendment") due to the use of federal funds for this program.
 - **All announcements and other materials publicizing this program must include statements as to the amount and proportion of federal funding involved.**

Terms of the Grant



🍏 The applicant may operate its own program or enter into a subcontract with another entity to implement the program. However, all program responsibilities are to be retained by the applicant to ensure compliance with the terms and conditions of the grant.

- All subcontracting must be documented and must have the prior approval of the State Superintendent of Education (Attachment 10).
- Approval of subcontracts shall be subject to the same criteria as are applied to the original proposal.
- Budget needs to contain specifics on subcontracts
- Subject to audit

Nutrition

- 🍎 Funding for snacks and evening meals can come from National School Lunch Program.
- 🍎 21st CCLC funds cannot be used to purchase snacks



Quality Programming

- 🍎 12 hours per week; 28 weeks
- 🍎 Innovative practices that are demonstrated to have an impact on improving student achievement or student growth, closing achievement gaps, decreasing dropout rates, increasing high school graduation rates, or increasing college enrollment and completion rates
- 🍎 Innovative strategies that are most likely to increase access to rigorous STEM educational opportunities

Linking the School Day

- 🍎 Common Core standards
- 🍎 Support after school what is being taught during school
- 🍎 Talking to the teachers and Principal to see how you can help
- 🍎 Find out what areas students are struggling in and help to reinforce the skills in a different way



Parent Involvement

- 🍏 Ongoing activities
- 🍏 Not just one or two activities for the year such as a family night
- 🍏 Assist parents how to help their child



Professional Development

- 🍎 Support your staff in growing professionally
- 🍎 Helping school day teachers to teach differently after school
- 🍎 More than the annual mandated reporter training
- 🍎 ISBE Fall and Spring workshops
- 🍎 U.S. Dept. of ED Summer Institute



Evaluation

- 🍏 Statewide evaluation
- 🍏 Program Evaluation
- 🍏 Benchmarking Tool



Surveys

Evaluation

- Fall
- Spring

PPICS

- Teacher Surveys
- Parent Survey



PPIC Milestones

School year 2011-2012



Milestone 1 – Due June 30

Update grantee profile; operations; staffing; feeder schools; partners; and attendance



Milestone 2 – July 29

Activities; objectives; teacher surveys



Milestone 3 – August 31

Grades



Milestone 4 -- October 31

Assessment Scores

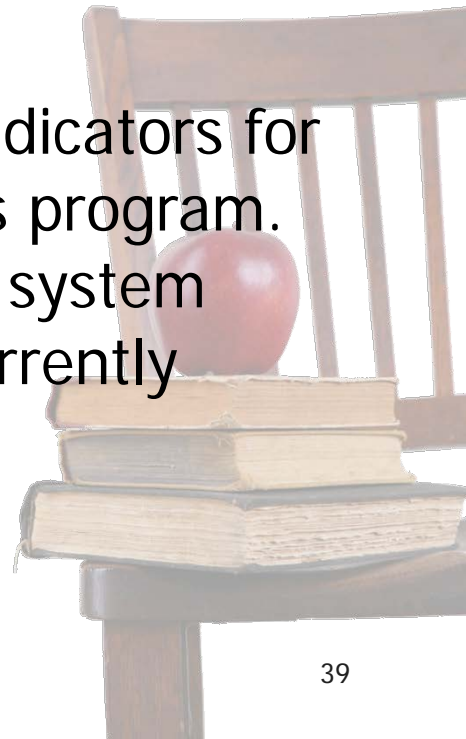


Annual Performance Report



The dual purpose of the APR is to:

1. Demonstrate that substantial progress has been made toward meeting the goals and objectives of the project.
2. Collect data that addresses the performance indicators for the 21st Century Community Learning Centers program. This is aligned with the integrated evaluation system that the Illinois State Board of Education is currently developing.



Dates and Deadlines

- 🍎 Annual calendar – working draft
- 🍎 Check the ISBE website and the portal regularly for updates



Allowable and Unallowable Expenses

- 🍎 Under the federal guidance and OMB circular A-87, there are allowable and unallowable costs for federal funds



Monitoring

- 🍏 Self Monitoring Tool
- 🍏 Quarterly Calls
- 🍏 Desk Visit
- 🍏 Site Visits
- 🍏 Fiscal visits



Resources

🍎 ISBE website – www.isbe.net/21cclc

🍎 Building Quality in Afterschool portal –
<https://portal.learningpt.org/isbe21cclc/public>

🍎 You for Youth website - <http://y4y.ed.gov/>

Q&A

Questions



Contact Information

Illinois State Board of Education
100 N. 1st St. N-242
Springfield, IL 62777
217-524-4832

- 🍎 Marci Johnson, Division Supervisor
- 🍎 Tammy Greco, Principal Consultant
- 🍎 Kristy Jones, Principal Consultant
- 🍎 Joyce Krumtinger, Principal Consultant

