

An Introduction to the
21st Century Community Learning Center
Self Monitoring and Certificate Packet

Illinois State Board of Education
Innovation and Improvement Division
January 13, 2010

PURPOSE

- The Self Monitoring and Certificate Packet will be located at www.isbe.net/21cclc in an interactive PDF form .
- This packet replaces the requirement to submit Compliance Boxes that were used in the past.
- All grantees are required to complete the Packet by January 31, 2011.

ISBE Review Process

- ISBE principal consultants will review the submitted document and monitor the implementation of any proposed corrective action plans.
- Grantees may be requested to revise the submission and/or provide additional documentation.
- After a complete packet is reviewed, grantees will be notified by ISBE that the packet was accepted.

GRANTEES REVIEW PROCESS

- ✓ Review the introduction to the component.
- ✓ Determine if your program is complying with each compliance item.
- ✓ Determine if documentation to support the compliance item is available and check the documentation available on file.
- ✓ Check appropriate box for “In Compliance,” “Needs Improvement,” or “Not Applicable.”

GRANTEE REVIEW PROCESS CONT.

- ✓ Develop a Corrective Action Plan for **each item** rated as “Needs Improvement” using the form provided on our 21st Century homepage.
- ✓ After all components and appropriate Corrective Action Plans are completed, the packet must be emailed to your consultant. Be sure you put “self monitoring tool” in the subject line.
- ✓ The completed Self-Monitoring Certificate with original signature of agency head must be sent by mail to the ISBE Office in Springfield.

SUMMARY

- Grantees must verify and document 20 areas of compliance.
- These compliance areas represent many of the statutory and regulatory requirements as well as requirements in the RFP.
- These areas of compliance relate directly to your Continuation Application.

1. SAFE AND ACCESSIBLE FACILITY

Non-school sites

- Building Inspection Certificate

School sites

- ROE/ISC latest inspection report

CPS school sites

- CPS inspection report

2. SAFE TRANSPORTATION

- **Signed parent forms for consent of transportation from the site to home**
- **Field trip permission slips**
- **Transportation policy in handbook**
- **District transportation policy with CBO/FBO**

3. SUPPLEMENT - VS - SUPPLANT

- Time and effort sheets for all staff
- Weekly schedule of activities
- Copy of approved Continuation Application

4. ATTENDANCE

- Written attendance policy
- Written incentive plan
- Documentation that adult participants are family members

5. NOTICE TO COMMUNITY

- Newspaper
- Newsletter
- School Board minutes

6. COLLABORATION

- Principal letters
- Student information
- Release of grades/records
- Meeting with schools/grantees
- Non-public schools

7. RELIGIOUS ACTIVITIES

- Document program is free of religious practices
- Handbooks, parent consent, activity schedules

8. REGISTRATION

- Students are registered by parents
- Attendance records
- Activity schedules
- Field participation

9. BACKGROUND CHECKS

- Written policy
- Documents on file
- All employees and volunteers

10. MANDATED REPORTERS

- Written training policy
- Evidence of annual training sessions

11. RELEASE OF INFORMATION

- Signed parent consent
- Using students for public relations
- Youth surveys
- Academic and school data

12. DEBT

- Certify that grantee is not delinquent in payments to State

13. PPICS

- Demonstrates progress toward meeting goals and objectives
- Data collection

14. PROFESSIONAL DEVELOPMENT

- Documentation of attendance at local level
- ISBE sponsored workshops

15. ADDITIONAL INFORMATION

- Grantees are required to submit additional information as requested by the State Superintendent of Education.

16. EVALUATION

- Annual evaluation for each year of funding

17. HIGH SCHOOL CREDIT COURSES

- List of courses
- Enrollment numbers
- Highly qualified teacher
- Class schedules
- District requirements
- No supplanting
- Certification by superintendent

18. SUSTAINABILITY

- Written plan
- Agenda/minutes of meetings

19. ILLINOIS LEARNING STANDARDS

- **Curriculum based on scientifically based research**
- **Professional Development regarding Learning Standards**
- **Alignment between curriculum – homework - standards**

20. WEEKLY SCHEDULES

- Documents math, science, and/or reading activities
- Provides evidence of homework help, academics, and enrichment

***FY 2011
ILLINOIS 21st CENTURY COMMUNITY LEARNING CENTERS
PROGRAM
CORRECTIVE ACTION FORM***

Use a separate form for **each item** for which you, the grantee, checked “Needs Improvement”.

REGION, COUNTY, DISTRICT, TYPE CODE OF FISCAL AGENT

COHORT YEAR

APPLICANT NAME (Fiscal Agent)

APPLICANT ADDRESS

COUNTY

CONTACT PERSON

TELEPHONE

FAX

E-MAIL OF CONTACT

CORRECTIVE ACTION PLAN CONT.

For which (1 – 20) of the General and Program-Specific Terms of the Grant is this Corrective Action:
Describe what “needs improvement” using the number of the item(s) from the Compliance Checklist:

Corrective Action Plan:

- A. Who will be responsible for implementing the Corrective Action?
- B. What action(s) will be taken to correct the finding?
- C. What are the expected dates of implementation and completion?
- D. How will the actions be documented?
- E. How will the results of the action be evaluated to determine if the improvement occurred?

Project Director's Name (printed)

Signature

Date

Administrator's Name (printed)

Signature

Date

QUESTIONS?

- In Springfield, 217-524-4832
- Marci Johnson marjohns@isbe.net
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