

21st CCLC Continuous Improvement Process Meeting

Facilitator Guide

Fall 2020



The purpose of the Continuous Improvement Process (CIP) meeting is for the site-level 21st Century Community Learning Center (21st CCLC) management team to review the program's previous year's data, identify one program strength, one annual improvement goal for the upcoming school year, the annual professional development plan, and if necessary, the revision of timeframes. The CIP meeting should be scheduled annually between August 15 and October 15 after receipt of the finalized CIP Data Snapshot.

Prior to the Meeting

- ✓ Work with the project director and building principal to schedule the meeting and invite participants.

Note: It is required for the Internal or External CIP Facilitator, project director, site coordinator and building principal to participate in the meeting. If one of these key individuals is not available at the time of the meeting, the meeting must be rescheduled.

- ✓ Work with the program's project director to compile all data that will be reviewed during the meeting.
 - Copies of the 2019-20 CIP Data Snapshot
 - Documentation regarding management team meetings (e.g., dates, attendance, minutes)
 - 2019 summer and 2019-20 School Year Attendance and Participation Data Reports (if attendance goals were not met, copy of email from Jan Handa, NDE, regarding any budget readjustments)
 - 2019 Self-Assessment data
 - Community partner survey results
 - Staff survey results
 - Summary of progress towards meeting 2019-20 CIP annual improvement goal
 - 2020-21 program calendar
 - Any other locally collected data

During the Meeting

- ✓ Facilitate the discussion focused on analyzing previous year's data.

Review documentation from the previous year's management team meetings. Project director should provide a summary of the previous year's management team meetings including a list of who attended each meeting and topics discussed.

If the team did not meet regularly (a minimum of four times per year), team must discuss and document the plan for strengthening the management team, including frequency of meetings.

Review 2019-20 CIP Data Snapshot and other locally collected data.

Note: Prompting questions are included throughout the CIP Data Snapshot. They are included to prompt reflection and thinking about specific report components. These are not meant to be inclusive nor mandatory but rather to serve as guidance for the meeting.

Numbers/letters, where noted, align to headings in the CIP Data Snapshot.

1. Attendance: Review program's attendance goals and progress towards meeting those goals.

1a. Did this site serve at least 90% of the number of students for which it was funded for each component (afterschool, OOS days and summer)? Due to the impact of COVID 19, the team may choose to select Not Applicable.

If no, discuss and document the plan to provide programming for the funded number of students.

1c. Was the number of regular attenders at least 75% of the # of Total Students attending the program?

If no, discuss and document the plan to increase the number of students who attend the program 30 days or more.

1d. Discuss school day attendance of students who regularly attend the afterschool program. How does it compare to other students across the state?

Did this site provide programming for at least 95% of the days for which it was funded for each component (afterschool, OOS, summer). *Due to COVID 19, a waiver has been granted for the number of days of programming during the afterschool and OOS timeframes during the 2019-20 school year. Please select Not Applicable since this requirement was waived for all programs.*

Revision of Timeframes

Despite the effects on afterschool programs due to COVID 19, it is recommended that your goals reflect a typical school year. Discuss the current attendance goals and number of days of programming in each timeframe (afterschool, OOS, summer) and whether those goals were met last year. If the management team decides to make revisions, utilize the Revision of Timeframe Calculator Worksheet posted on My21stCCLC under Grant Management>Documents/Forms. The dollar amount for all timeframes at this site must be equal to or greater than the amount of the annual grant award. Note: If this site is one of 2 or more sites funded under the same grant, the dollar amount for all timeframes at all sites must be equal to or greater than the amount of the annual grant award.

2. Did this site serve an equal or greater percentage of students in each of the identified demographic categories (demographics of students attending program compared to school building student demographics)?

If no, discuss and document the plan for serving an equal or greater percentage of students in each of the identified risk categories.

3. Review and discuss results of Self-Assessment ratings of program quality.

Considering the reduced survey window due to COVID 19, review and discuss survey data and survey return rates from all administered surveys.

4. Teacher surveys

5. Parent surveys

6. Student surveys

7. Community partner surveys (located in project director's dropbox on My21stCCLC)

Staff surveys (located in project director's dropbox on My21st CCLC)

Discuss any other locally collected data.

- ✓ Discuss progress made towards meeting 2019-20 CIP annual improvement goal.
- ✓ Facilitate the discussion focused on identifying one program strength.
- ✓ Facilitate the discussion focused on identifying one annual improvement goal for the upcoming school year and summer.
 - This is a specific goal, based on data and identified by the site-level management team to be accomplished over the 2019-20 school year and summer 2020.
 - Describe one to three activities that will be completed in order to accomplish this goal

- Identify the implementation timeline for each activity
 - Identify resources needed for each activity
 - Identify how management team will know you have reached the program improvement goal.
- ✓ Discuss and document the professional development plan for the upcoming school year (see Appendix 1).

During and/or After the Meeting

- ✓ Assist in completing the annual CIP Meeting Summary on-line form (must be submitted by October 15).

QUESTIONS?

About facilitating the CIP meeting:

Jolene Johnson, UNMC, jolene.johnson@unmc.edu.

About the CIP Meeting Summary online form:

Becky Skoglund, UNMC, becky.skoglund@unmc.edu

About the professional development plan:

Kim Larson, NDE 21st CCLC, kim.larson@nebraska.gov

About the Revision of Timeframes:

Jan Handa, NDE 21stCCLC, jan.handa@nebraska.gov

Appendix 1

Professional Development Planning for the Upcoming School Year and Summer

Discuss the program's anticipated site-level professional development (p.d.) plan for the 2020-21 school year and summer 2021. Consider not only the p.d. needs of program leadership based on their specific job responsibilities, but also the program staff who most likely work directly with students. It is important to know that in order for professional development to be effective, it must be relevant and ongoing. Consider the impact of COVID 19 as you create your plan. Some learning opportunities will only be offered virtually instead of in-person this school year.

As you design your plan, keep in mind these important considerations regarding the needs of each individual including:

- Education level
- Prior experience
- Specific job responsibilities
- Availability of staff
- Training needed to provide academic support of individual students
- Training needed to implement enrichment clubs offered in the program.

Training and resources are available locally, regionally, through organizations with a statewide presence, and national organizations. You will report each in this plan.

Examples of each include:

- Local: School or district trainings, trainings offered by community partners or other experts in your immediate area
- Regional: Beyond School Bells/UNL 4-H Extension Regional Workshops; ESU offerings
- State: GetConnected Nebraska Afterschool Conference
- National: National AfterSchool Association Conference, National 21st CCLC Summer Institute, webinars offered by national advocacy organizations

Program leadership professional development focus:

In this section, note the specific needs of program leaders that will be addressed through professional development.

In-person trainings

In-person professional development includes learning opportunities conducted in-person or utilizing face-to-face interactions.

Examples include school-led workshops, ESU offerings, conferences, regional trainings led by partnering organizations, and regularly scheduled staff meetings.

Online/virtual resources that will be utilized

Examples include Click2SciencePD, You for Youth, recorded or live webinars

Virtual professional development includes professional development that utilizes on-line resources. Webinar recordings will be posted throughout the year on the *Leading a Quality Program* website.

Identify professional development that will specifically address your identified CIP annual improvement goal.

Identify the number of staff who will attend this year's GetConnected 2020 virtual Nebraska Afterschool Conference.