

Cardinal Community Learning Centers (CCLC)					The purpose of the Continuous Improvement Process Meeting is for the site-level management team to review the program's previous year's data, identify one program strength, one annual improvement goal, and the site's professional development plan for the upcoming school year.
Quarter 1 - Site Level Management - Continuous Improvement Process Meeting - SY XX-XX					
Participants:					
Meeting Agenda for [Month Day, 20xx]			Grant Details		
I. Discuss each question.			Site: [insert site program name] at Crete [insert building] School		
II. Review and discuss survey data and survey return rates			Grant Type: [Initial or Continuation]		
III. Identify one program strength.			Grant Period: [Month Day, 20xx - Monday Day, 20xx]		
IV. Identify one improvement goal, and the steps that will be taken to achieve it.			Current Grant Year: [insert #]		
V. Professional Development Plan			Overall Year: [insert #]		
I. Discuss each question.					
Explanation: If "no" - discuss and document a plan for achieving a "yes".					
Question 1			Answer	Explanation	
How many times did the management team meet as a group to talk about the site program during the 20xx-20xx school year?				verify as historical records don't indicate	
Question 2			Answer	Explanation	
Did site program 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 COVID19 the team may choose to select Not Applicable.		SY - Total		21st CCLC School Year Students Total / Attendance Goal	
		SY - Reg		21st CCLC School Year Regular Attenders / Attendance Goal	
		OOS		21st CCLC School Year Regular Attenders for OOS Days / Attendance Goal	
		Summer		Summer programs operating virtually in 2020 don't count towards attendance.	
Question 3			Answer	Explanation	
Was the number of Regular Attenders at least 75% of the # of Total Students attending site program? (See page 2 in your data snapshot)				21st CCLC School Year Regular Attenders / 21st CCLC School Year Students Total	
Question 4			Answer	Explanation	
Did site program provide programming for at least 95% of the days for which it was funded for each component (afterschool, OOS days, and summer)? For 2019-2020 please select Not Applicable since this requirement was waived for all programs.				This requirement has been waived for all programs.	
Question 5			Answer	Explanation	
Did the site program serve an equal or greater percentage of students in each of the identified demographic categories (e.g., eligible for free/reduced lunch) compared to the school building in which the program operates (within a margin of 5%)?		Total		Comparison to CPS - 20xx-20xx Demographics data	
		Reg			
Question 6			Answer	Explanation	
Between August 15 and October 15, grantees are allowed to revise the number of days and/or number of regular attenders for any timeframe during the 20xx-xx school year and 20xx summer, as long as the total grant dollars is equal to or slightly above the annual grant award. There are three timeframes: afterschool, OOS (out-of-school days) and summer. If this site is funded by a grant serving multiple sites, the dollar amount from all sites must total no less than the annual grant award.				N/A	
II. Review and discuss survey data and survey return rates					
Explanation: See page 4 of CIP Snapshot for Survey Data explanation as it relates to Covid-19.					
III. Identify one program strength.					
Explanation: This can be any program strength as identified by the team.					
IV. Identify one improvement goal, and the steps that will be taken to achieve it.					
Explanation: This is to be a specific goal related to data. Outline the steps for achievement.					
V. Professional Development Plan					
Explanation: Discuss current plans for offering training and resources to staff.					