

CCLC Site-Level Management Meeting
Mid-Year Management Team Meeting
[Insert month] 20XX

PURPOSE

- The purpose of this meeting is to
 - review the results of the self-assessment,
 - progress towards the site's annual improvement goal, and
 - progress towards meeting the sites attendance goals.
- This meeting must be held by January 31st and include the building principal.

AGENDA

- Self-Assessment
 - Review the results of the self-assessment
- Improvement Goal
 - Review progress towards meeting program's CIP annual improvement goal
- Policies & Practices
 - Development and oversight of program policies and practices (e.g., vision and mission statement, safety procedures, program hours, use of building, fiscal management, hiring and retaining staff, recruiting and retaining students)
- Attendance (EZReports)
 - Goals
 - Review progress towards meeting identified attendance goals (numbers of students in attendance, student demographics, number of days program is offered)
 - Data
 - Monitor compliance in meeting all data submission and evaluation requirements
- Feedback/Recommendations
 - Alignment with School Day
 - Provide feedback/make recommendations regarding strategies for aligning school day and afterschool activities including communication between school day and afterschool staff
 - Family Engagement
 - Provide feedback/make recommendations regarding efforts to meaningfully engage families in the afterschool program
 - Community Partners
 - Provide feedback/make recommendations regarding plan to identify and engage community partners in the afterschool program
 - Staff Professional Development
 - Review development and implementation of staff professional development plan

Attendees: Executive Director of Finance, Building Principal, CCLC Site Coordinator, CCLC Director