

# TIPS to stay on TOP



# “The secret to getting ahead is getting started” – Mark Twain

- **Grant at a Glance - “Cheat Sheets”** (1) Grant Objectives, all six objectives and the scientifically based research strategies/programs used to reach these goals; (2) Partners (Enrichment Activities) & the frequency of the sessions; (3) Budget; (4) Staffing, positions and responsibilities: coordinator, site manager, teachers and activity assistants; (5) Professional Development – the titles and description of each; (6) Students and student selection; (7) Adults: parent events, required number of events and percentage that should attend, GED classes; (8) Reports: list of reports, general time frame when they are due and the data and information needed to complete. *This grant, “information at a glance” is helpful as it is a basic outline of the grant requirements and serves for quick reference.*



**"I'd like to schedule a time-management seminar on my calendar...as soon as I can find time to buy a calendar!"**

# Timeline

## TIMELINE 2013-14

### SEPTEMBER

(SEE "BEGINNING OF THE YEAR START UP" TASK SHEET)

### OCTOBER

OCTOBER 3 - SNACK AND ATTENDANCE TO THE FOOD BANK

OCTOBER 14 - PAYROLL DUE BY MIDNIGHT

OCTOBER 14 - WEEKLY SNAPSHOT DUE (*week prio info.*)

(*E-mail one copy to your principal and one copy to Sarah*)

OCTOBER 17 - SITE MANAGER'S MEETING

(*We will be discussing the APR report and process for completing; it will be due to me the following week. If you would like to get a head start, please schedule a meeting with me and I will give you directions*)

OCTOBER 21 - WEEKLY REPORT DUE

OCTOBER 24 - APR DRAFT DUE TO SARAH

OCTOBER 28 - WEEKLY SNAPSHOT DUE

OCTOBER 30 - PAYROLL DUE BY MIDNIGHT

BY THE END OF THE MONTH:

ENTER NAMES, GRADES, ETHNICITY, ETC. IN DATA COLLECTION SPREADSHEET

COLLECT AND ENTER FALL BENCHMARK SCORES FOR 3RD-5TH GRADES

ENTER REPORT CARD GRADES IN DATA COLLECTION SPREADSHEET (*report cards distributed, 10/24*)

ISPs DUE FOR EACH PARTICIPANT

ACTIVITY ASSISTANT TRAINING

### NOVEMBER

NOVEMBER 4 - PARTNER OBSERVATION SHEETS DUE FOR OCTOBER

NOVEMBER 4 - SNACK AND ATTENDANCE TO THE FOOD BANK

NOVEMBER 4 - WEEKLY SNAPSHOT DUE

NOVEMBER 11 - WEEKLY SNAPSHOT DUE

NOVEMBER 14 - PAYROLL DUE BY MIDNIGHT

NOVEMBER 18 - WEEKLY SNAPSHOT DUE

NOVEMBER 25 - WEEKLY SNAPSHOT DUE

NOVEMBER 25 - PAYROLL DUE BY MIDNIGHT

NOVEMBER 26 - PARTNER WORKSHOP TOTALS

BY THE END OF THE MONTH:

FIRST PARENT NIGHT (IF DIDN'T HAVE FALL OPEN HOUSE)

FIRST NEWSLETTER

FIRST PROFESSIONAL DEVELOPMENT

# Hurt Park 21st Century "Report Card"

## Parent Nights:

	date	theme
<input type="checkbox"/> Parent Night I.	_____	_____
<input type="checkbox"/> Parent Night II.	_____	_____
<input type="checkbox"/> Parent Night III.	_____	_____
<input type="checkbox"/> Parent Night IV.	_____	_____

## Professional Development:

	date	topic
<input type="checkbox"/> Session I. (Library)	_____	_____
<input type="checkbox"/> Session II. (Coor. & site man.)	_____	_____
<input type="checkbox"/> Session III. (Library)	_____	_____
<input type="checkbox"/> Session IV. (PD 360)	_____	_____

- Enrichment Surveys
- Parent Surveys
- Teacher Surveys
- Student Surveys

- ISP's in student files - 1st 9 weeks (3 supplemental forms)
- ISP's in student files - 2nd 9 weeks (3 supplemental forms)
- ISP's in student files - 3rd 9 weeks (3 supplemental forms)
- ISP's in student files - 4th 9 weeks (3 supplemental forms)

date

<input type="checkbox"/> Advisory Council meeting I.	_____
<input type="checkbox"/> Advisory Council meeting II.	_____
<input type="checkbox"/> Advisory Council meeting III.	_____
<input type="checkbox"/> Advisory Council meeting IV.	_____

date(s)

<input type="checkbox"/> State Conference	_____
<input type="checkbox"/> National Conference	_____

- Communication log: teachers, staff, parents (1st)
- Communication log: teachers, staff, parents (2nd)
- Communication log: teachers, staff, parents (3rd)
- Communication log: teachers, staff, parents (4th)

- 1st 9 weeks grades recorded
- 2nd 9 weeks grades recorded
- 3rd 9 weeks grades recorded
- 4th 9 weeks grades recorded

- fall bench marks recorded
- winter bench marks recorded
- spring bench marks recorded
- SOL data recorded

# There's always a report ... right around the corner

## Student Database

last name	first name	grade	male/female	ethnicity	ELL	free/reduced/cor neither	special needs
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general info

last name	first name	grade	fall math	winter math	spring math	SOL	fall reading	winter reading	spring reading	SOL
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benchmark/SOL

last name	first name	grade	math 1st	math 2nd	math 3rd	math 4th	math final	reading 1st	reading 2nd	reading 3rd	reading 4th	final
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grades

last name	first name	grade	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	total	0-29	30-59	60-89	90+
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attendance

last name	first name	grade	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	total
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discipline

workshop title	instructor	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	total
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partner totals

last name	first name	grade	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	total
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rewards

last name	first name	grade	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	total
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snack count



- **Grant Manager's weekly snapshots:** The site managers all complete a weekly program snapshot which they email to the principal and coordinator. This serves as a brief overview of the prior week and includes: goals for the week, student totals and average daily attendance (new students added), special notes/information, workshops held and items that need to be discussed. Grant managers may also include: positives, program highlights, up-coming dates/events, etc. This is a great communication tool, an avenue to spotlight progress and if needed express concerns.

“Problems are not stop signs, they are guidelines”

~ Mark Twain