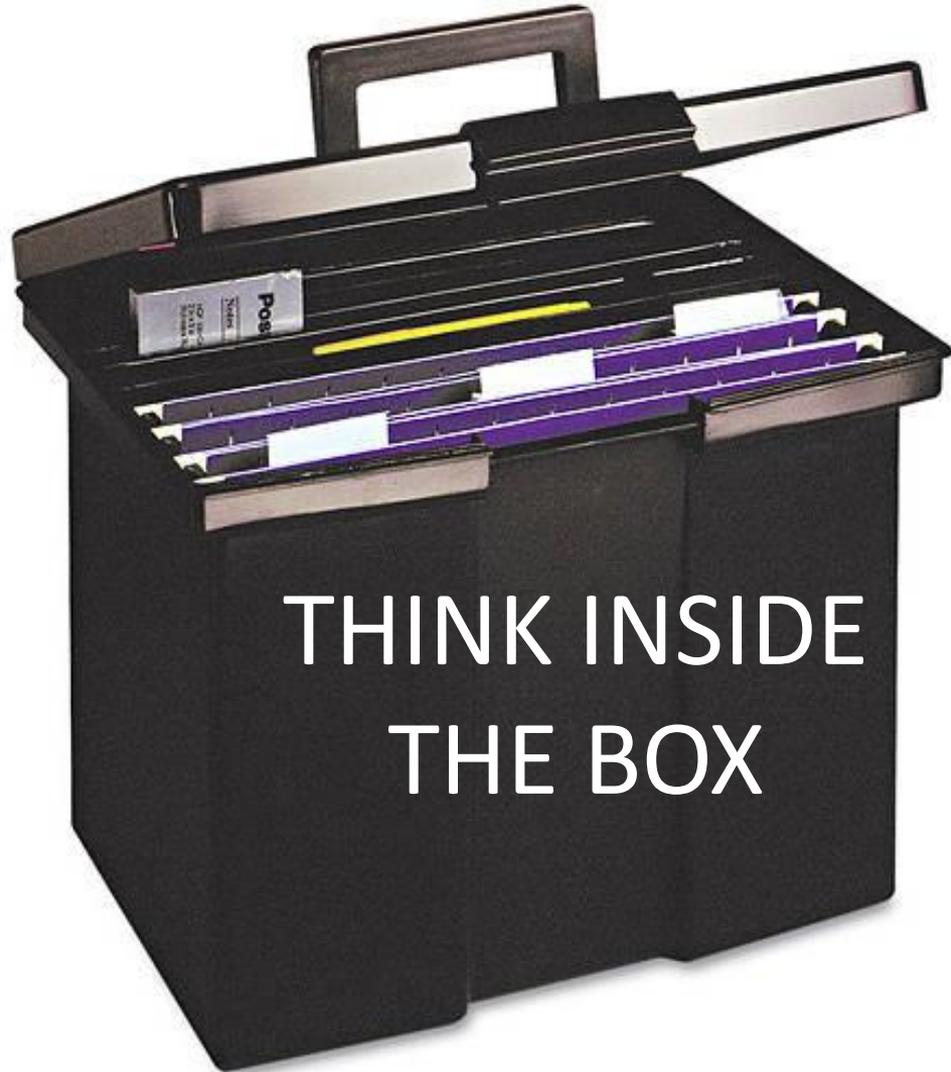




**New Coordinators' Academy  
On-site Monitoring Presentation  
October 6, 2015**



THINK INSIDE  
THE BOX



## Presentation Objectives

- Learn about the monitoring process
- Help grantees prepare for the monitoring visit
- Learn the requirements of the 21<sup>st</sup> CCLC program
- Meet and get tips from the monitors
- Answer questions about the monitoring process

# Purpose for Monitoring

- Federal government requirement
  - State – Surveys will be required for the VDOE monitoring process
  - Local – On-site monitoring or GMD
- Identification of needs for technical assistance
- Financial accountability
- Early identification of promising practices
- Opportunity to share experiences

## Who will be monitored?

- New grantees (cohort 14),
  - Non-LEA's in their 2<sup>nd</sup> year,
  - Grantees directed to have another monitoring based on last year's noncompliance
- 
- Year 2 and year 3 grantees- Grantee Monitoring Document (GMD)

**Summer Program**

1. Was a summer program operated? (this only applies to grants operating in the 2nd and subsequent years of the grant)

Yes

No

**Summer Program Dates**

1. Please indicate the dates of summer program operation ( \_\_\_\_\_ through \_\_\_\_\_ )

**Financial Management**

1. Have reimbursements been submitted and claimed during each quarter in which program expenses occurred?

Yes

No

**Financial Management Date**

1. Please indicate the date last reimbursement request was submitted to VDOE

**Program Quality Self-Assessment for Continuous Improvement Planning Tool**

1. Has the annual Program Quality Self-Assessment for continuous improvement planning tool been completed for this center?

Yes

No

**Program Quality Self-Assessment for Continuous Improvement Planning Tool - Date Completed**

1. Indicate the date the assessment was completed:

**Participant Information**

1. Actual enrollment (From program start date through February 15. Count each student only once who has attended at least one day.)

Enter total number enrolled: \_\_\_\_\_

2. Average daily attendance (Average the daily attendance numbers for the days the program operated through February 15.)

Enter average daily attendance: \_\_\_\_\_

**Adherence to Program Design**

1. Have any significant changes been made to the program design from that detailed in the original application?

Yes

No

2. If so, has a request for approval of the revisions to the program design been made and approved by the Virginia Department of Education?

Yes

No

3. What is your staff-to-student ratio? (NOTE: For purposes of monitoring, staff is defined as paid instructional staff members.)

Enter number of students per staff member: \_\_\_\_\_

4. What are two of the strongest aspects of your program?

Academically-focused activities

Enrichment activities

Behavioral improvement activities

Parent activities

Partner contributions

A decorative image on the left side of the slide showing a dense cluster of bright yellow and orange autumn leaves, with dark tree branches visible against the foliage.

# Technical Assistance Opportunities

- New Coordinators' Academy
- Title IV: 21st CCLC Website
- Program Quality Self-Assessment Tool
- Technical Assistance Calls by Specialists
- Monitoring Video Conference- Early Spring
- Spring Institute- March

# VDOE Webpage

The screenshot shows a web browser displaying the Virginia Department of Education (VDOE) website. The browser's address bar shows the URL: [http://www.doe.virginia.gov/federal\\_programs/esea/title4/part\\_b/index.shtml](http://www.doe.virginia.gov/federal_programs/esea/title4/part_b/index.shtml). The website header includes the VDOE logo and navigation links for Agencies and Governor. The main content area is titled "TITLE IV" and "TITLE IV: 21ST CENTURY SCHOOLS". It provides a description of the program and a list of expandable sections: Application Process, Grantee Information, Resources, Evaluation, Conference Presentations, and Equitable Services to Private School Students. A sidebar on the left contains a navigation menu with categories like Board of Education, News, and Federal Programs. A sidebar on the right lists other federal programs and resources. The browser's address bar and search bar are also visible.

Virginia.gov Agencies | Governor

Search Virginia.Gov

Home » Federal Programs » ESEA (NCLB) » Title IV » Part B: 21st Century Community Learning Centers

VDOE Home

About VDOE

Board of Education

News

For Public Education Administrators

For Students & Parents

Education Directories

Standards of Learning (SOL) & Testing

Instruction

Special Education

Student & School Support

Teaching in Virginia

Federal Programs

Statistics & Reports

Information Management

School Finance

**TITLE IV**

**TITLE IV: 21ST CENTURY SCHOOLS**

The 21st Century Community Learning Centers (Title IV, Part B) program supports the creation of opportunities for academic enrichment during non-school hours for children, particularly students who attend high-poverty and low-performing schools. The program helps students meet state and local standards in core academic subjects, such as reading and mathematics; offers students enrichment activities that complement regular academic programs; and offers literacy and other educational services to the families of participating children.

VDOE funds, through a competitive process, projects that provide significant expanded learning opportunities for children and youth, and that will assist students to meet or exceed state and local standards in core academic subjects.

[Expand All](#) | [Collapse All](#)

- Application Process
- Grantee Information
- Resources
- Evaluation
- Conference Presentations
- Equitable Services to Private School Students

[Top of Page](#)

[http://www.doe.virginia.gov/federal\\_programs/esea/title4/part\\_b/index.shtml](http://www.doe.virginia.gov/federal_programs/esea/title4/part_b/index.shtml)

**Federal Programs**

ELEMENTARY & SECONDARY EDUCATION ACT (ESEA)

MAIN MENU

ESEA Flexibility

Title I: Improving the Academic Achievement of the Disadvantaged

Title II: Preparing, Training & Recruiting High Quality Teachers & Principals

Title III: Language Instruction for Limited English Proficient & Immigrant Students

Title IV: 21st Century Schools

Title V: Promoting Informed Parental Choice & Innovative Programs

Title VI: Flexibility & Accountability

Title VII: Indian, Native Hawaiian & Alaska Native Education

Title VIII: Impact Aid Program

Title IX: Equitable Services to Private Schools

Title X, Part C: Homeless Education

Federal Program Monitoring for ESEA

**Resources:**

Technical Assistance Academy for Coordinators

Applications for Federal Funds

State Implementation Documents

You May Also Be Interested In:

# VDOE Webpage

www.doe.virginia.gov/federal\_programs/eSEA/title4/part\_b/index.shtml

VIRGINIA DEPARTMENT OF EDUCATION

Home » Federal Programs » ESEA (NCLB) » Title IV » Part B: 21st Century Community Learning Centers

VDOE Home  
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## TITLE IV

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[Expand All](#) | [Collapse All](#)

- Application Process
- Grantee Information
- Resources
- Evaluation

State Evaluation   Grantee Evaluation

- [Virginia Department of Education On-Site Monitoring Report](#) (Word)
- [Program Quality Self-Assessment for Continuous Improvement Tool](#) (Word)
- [Online Annual Local Evaluation Report Template \(ALERT\)](#) (PDF)
- [21st CCLC Technical Guide to Completing the Online Annual Local Evaluation Report Template \(ALERT\)](#) (PDF)
- [Single Sign-on for Web Systems \(SSWS\) Student Data Collection Survey Instructions](#) (Word)

Conference Presentations

Federal Programs

### ELEMENTARY & SECONDARY EDUCATION ACT (ESEA)

MAIN MENU

- ESEA Flexibility
  - Title I: Improving the Academic Achievement of the Disadvantaged
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  - Title V: Promoting Informed Parental Choice & Innovative Programs
  - Title VI: Flexibility & Accountability
  - Title VII: Indian, Native Hawaiian & Alaska Native Education
  - Title VIII: Impact Aid Program
  - Title IX: Equitable Services to Private Schools
  - Title X, Part C: Homeless Education
- Federal Program Monitoring for ESEA
- Resources:
  - Technical Assistance for Program Coordinators
  - Applications for Federal Funds

# Program Quality Self-Assessment for Continuous Improvement Tool (section 11)

- New York State Afterschool Network (2005)
- Checklist designed to help 21<sup>st</sup> CCLC grantees think critically about their programs
- Indicators of effective programming
  - Compliance with 21<sup>st</sup> CCLC Regulations
  - Address Youth Development Needs
  - Ensuring Safety
  - Coordination with School
  - Staff and Professional Development
  - Partnerships
  - Sustainability
  - Management and Governance

# Program Quality Self-Assessment for Continuous Improvement Tool

## Definition of Performance Levels:

<b>Onset</b>	<b>This feature does not currently exist, or is in the very early stages of development.</b>
<b>In Progress</b>	<b>Currently working on this feature and progress is being made; however, there is room for improvement.</b>
<b>Met</b>	<b>This feature is fully developed or practiced consistently and has contributed to the success of the program.</b>
<b>Don't Know</b>	<b>Unfamiliar with this feature. (Please don't use this option to avoid making a decision, use it only if sincerely unaware of the feature.)</b>
<b>TA/PD</b>	<b>Technical assistance or professional development is needed before improvements can be made.</b>

# Monitoring Protocol (section 6)

- Monitoring report can be found on the Title IV Web page:  
[http://www.doe.virginia.gov/federal\\_programs/esea/title4/part\\_b/index.shtml](http://www.doe.virginia.gov/federal_programs/esea/title4/part_b/index.shtml)
- Major elements of the document:
  - Hours/days of program
  - Objectives
  - Record keeping
  - Student learning and safety
  - Parental education
  - Partnership
  - Financial compliance
  - Sustainability of the program

# Protocol Design

Requirement	Documentation	Is sufficient documentation provided?
Approximately 37 questions	Examples of documentation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  <u>Comments:</u> (at bottom of each page)

There will be minor revisions to the monitoring document.

# Protocol Design 2.0

- Reporting of program hours
- Include number of days
- Field trip documentation
  - Field trip request forms
  - Student work, before and after trip
- Recommendations and findings suggested by monitors





# Monitoring Process

- Participate in technical assistance opportunities
- Evaluate your program
- Prepare documentation throughout the year
  - Electronic or hard copy evidence
- Monitoring will take place in March, April, and May



# Monitoring Process

- Monitors are consultants representing the VDOE.
  - They will contact you to schedule the visit.
- Create a schedule, invite attendees, and choose a location for the visit.
- Present documentation (in file folder).
- Tour the program.
- Monitor will complete monitoring document.



## Monitoring Process

- VDOE specialists will determine findings.
- Monitoring letter, outlining findings if applicable, is sent in June or early July.
- Either recommendations will be made or a need to create a corrective action plan.
- May need to present additional documentation of corrective action or receive another monitoring visit.

# How to prepare for monitoring?

- Read the monitoring document as a checklist for your program's components.
- Make adjustments in your program.
- Begin collecting evidence throughout the year and organize it in a file folder box.
  - Label each folder by question



# TIP

Do what you said  
you were going to  
do in your  
original grant.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	<b>Virginia Department of Education</b> <b>Office of Program Administration and Accountability</b> <b>P. O. Box 2120 - Richmond, Virginia 23218-2120</b> <b>21st Century Community Learning Centers</b> <b>Title IV, Part B, of the <i>Elementary and Secondary Education Act of 1965</i> (ESEA)</b>													
2	<b>A. COVER PAGES</b>													
3	<i>To be Completed by School Division or Community- or Faith-Based Organization Applying as the Fissal Agent</i>													
4	<b>Applicant Section (in yellow)</b>							<b>Co-applicant Section (in green)</b>						
5	Legal Name of Agency (not individual school)							Legal Name of Agency (not individual school)						
6														
7	Mailing Address (Street, City or Town, Zip Code)							Mailing Address (Street, City or Town, Zip Code)						
8														
9	Contact Name							Contact Name						
10														
11	Contact Phone							Contact Phone						
12	Coordinator of Grant, if awarded							Please check the appropriate boxes below if this application proposes to serve only students in middle schools and/or high schools, or a combined school with middle or high school grades. <input type="checkbox"/> Middle school <input type="checkbox"/> High school <input type="checkbox"/> Combined school						
13	Coordinator's E-mail				Phone Number									
14														
15	Check this box if all schools listed in this application have a free and reduced-price lunch eligibility of 75 percent or greater. <input type="checkbox"/>													
16	<b>APPLICANT AUTHORIZATION AND CERTIFICATION</b>													
17	The applicant(s) designated above hereby applies for a grant of federal funds to provide opportunities for academic enrichment to help students attending eligible schools to meet state and local academic achievement standards in core academic subjects; to provide a broad array of additional services, programs and activities that are designed to reinforce and complement the regular academic program of participating students; and to offer families of students served opportunities for literacy and related educational development. Assurances: The applicant assures that the 21st Century Community Learning Centers (CCLC) program identified in this application will be administered and implemented in compliance with all applicable statutes, regulations, policies, and program plans.													
18	<span style="background-color: #e0e0e0; padding: 2px;">A. Cover Pages</span> <span style="background-color: #e0e0e0; padding: 2px;">A.1 Abstract</span> <span style="background-color: #e0e0e0; padding: 2px;">B. Program Narrative</span> <span style="background-color: #e0e0e0; padding: 2px;">C. Mar</span>													



# Examples of Documentation

- Grant application
- Participant lists/registration forms
- Participation eligibility criteria
- Student progress reports
- Program calendars
- Agreements/MOUs/contracts (required documentation)
- Meeting minutes/summaries

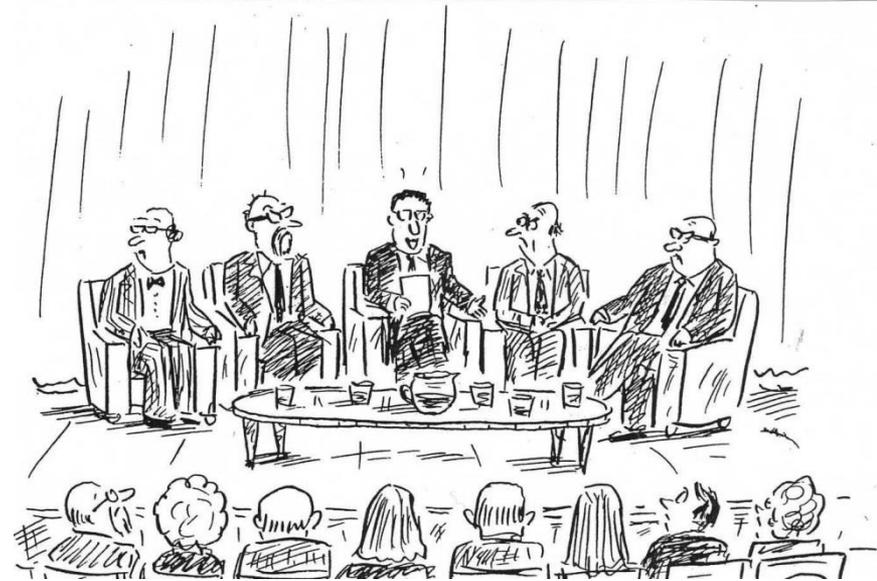
# Common Findings

- Regularly scheduled meetings with staff and partners
- Supplanting of funds
  - Teachers working during both contracted and 21st CCLC hours
  - Unclear if 21st CCLC funds supported regular day programs
- Not serving the number of eligible students in the grant
- Family programming

# Monitoring Tips

## *Panel Discussion*

- Dr. Janice Marston
- Hope Trivette
- Ruth Murray
- Betty Hornick
- John Conti



Q&A

You have

Questions

We have

Answers



More Information to Come

**SPRING  
INSTITUTE  
2016**





**Fix**

**My**

**Program**

# Fix My Program

- Groups will be given scenarios, and they will have to discuss ways to solve the problem.
- The panel of judges will score each solution on a scale of 1 to 3 (3 being the highest).

# Fix My Program

- Considerations when brainstorming solutions:
  - Budgetary/financial
  - Personnel
  - Student learning
  - Student safety
  - Programmatic



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**Regions 1, 6, and 8**

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