

FY 2015

Illinois State Board of Education

21<sup>st</sup> Century Community Learning Centers

# Program Specifics



21st Century Community Learning Centers

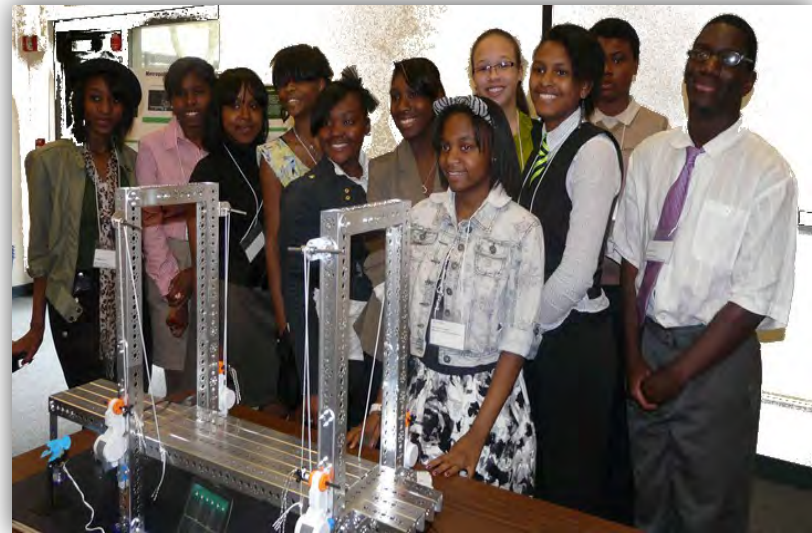


Illinois State  
Board of Education

# 21<sup>st</sup> CCLC Assurances

## Program-Specific Terms of the Grant

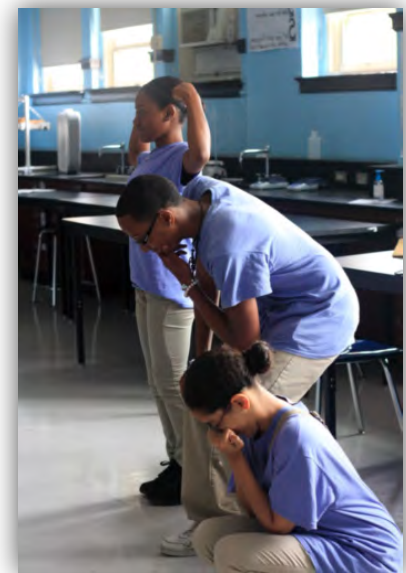
Students pose in front of their model bridge. A project funded in part by the Illinois Department of Transportation and the Illinois Math and Science Academy.



# Monitoring and Compliance Overview

- Grantees monitored by ISBE through annual three tiered monitoring and compliance process.
- All grantees receive Tier 1 monitoring.
- Level of additional monitoring determined by risk analysis.

2012 Urban Gateways (UG) summer program at EPIC Academy--ARTicipants theater game.



# Monitoring Levels

Tier 1: Self-Monitoring Evaluation and Certificate

Tier 2: Desktop Monitoring

Tier 3: On-site visit

East Richland Middle School 21st CCLC 5th  
Block 4H "Green Tech" members  
participated in National Youth Science Day  
Experiment at Olney's Wal-Mart by  
demonstrating their projects

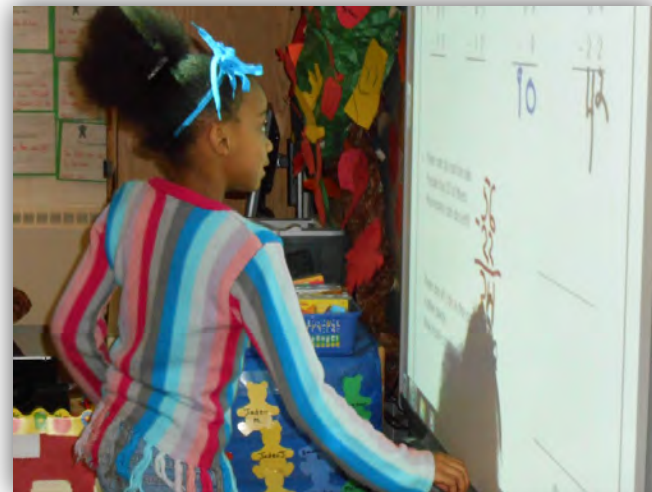


# Financial

## External Assurances Audit:

Each grantee may receive an on-site financial audit during their 5-year grant cycle.

Diashaanay Slowe using an Interactive SMART-BOARD Program for math concepts.



# Additional Resources:

To access monitoring and compliance forms, please go to the Illinois 21<sup>st</sup> CCLC webpage at:

<http://www.isbe.net/21cclc/html/forms.htm>

The screenshot displays the Illinois State Board of Education website. The header includes the ISBE logo, the name of the board, and social media links. A navigation bar contains links for ISBE Home, Site Map, Funding Opps, IWAS, ELIS, FRIS Inquiry, and Programs. A search bar is located below the navigation bar. The main content area is titled "COLLEGE AND CAREER READINESS" and "21st Century Community Learning Centers". It features a "What's New?" section with a link to "FY 2015 21st CCLC Grantees (Including Sites)" and a "21st CCLC Training and Webinars" section with several webinar links. On the right side, there is a "21st CCLC Links" menu with a list of links: Application, USDE, Before and After-School Resources, Forms, Funding, Information & Webinar Archive, and Program Highlights. The "Forms" link is circled in orange. Below this menu is a "College and Career Readiness Links" section with various resource links.

# Key Functions of Quality Programs

The work of 21<sup>st</sup> CCLC projects are organized into seven key functions:

1. Program Organization
2. Project Design
3. Academic/Enrichment Programming
4. Practices and Ensuring the Quality of Activities
5. Build Supportive Relationships in Afterschool
6. Fiscal
7. Quality Assurance and Data Collection

# Project Design

## Program Assurance 7:

- The learning center will make available a description of how the students participating in the program carried out by the community learning center will travel safely to and from the center and home.
  - Written transportation plans agreed to by entity/school/parent prior to student start date
  - Provide transportation if needed
  - Drop off points can be used
  - Parental sign offs
  - Sign in and sign out sheets
  - Safety patrols/neighborhood watch
  - Security personnel



# Project Design

## Program Assurance 7 continued:

- Buildings that house the 21st CCLC programs must meet local standards and codes for public facilities. Indoor and outdoor facilities must be safe and in good repair.
  - Annual building inspection
  - ADA compliance
  - ROE/ISC/CPS for schools
  - Permits needed for construction/renovation
  - Elevator, fire extinguisher inspections
  - Crisis/emergency plans

# Project Design

## Program Assurance 8:

- Program funds may be used to cover reasonable transportation costs for program participants. If transportation is provided, the transportation plan must be clearly and appropriately related to project activities.
  - Transportation is ok for field trips; permission slips required for each specific trip
  - Public transit passes, etc., can be funded
  - Written release plans with parental sign offs required

# Fiscal

## Program Assurance 9:

- Funds under this part will be used to increase the level of state, local, and other nonfederal funds that would, in the absence of funds under Title IV, Part B, be made available for programs and activities authorized under this part, and in no case supplant federal, state, local, or nonfederal funds.
  - Annual internal grantee audits
  - NO SUPPLANTING
    - No support of school's sports teams or other extra curricular
    - Provide supplementary services
    - Replace expired funds
  - Time and effort sheets for employees
  - AUDIT by ISBE External Assurance Division

# Project Design

## Program Assurance 14:

- Grantees must keep attendance records of program participants. Participants are required to be enrolled in the before- or after-school program.
  - Daily attendance must be recorded
  - Attendance required for federal reporting requirements
  - Subject to audit; keep written records in accordance with federal rules for maintenance of records

# Program Organization

## Program Assurance 15:

- Grantees must conduct criminal background checks for all program staff and volunteers who have contact with children and youth.
  - Policies/procedures in place
  - Copies of checks kept in personnel files
  - Completed before staff work with students
  - Safety of children comes first
  
- Grantees are required to have a written protocol on file requiring background checks, as well as evidence of their completion. Further, no person shall be employed who has been convicted of a crime as listed in Section 10-21.9(c) of the School Code (105 ILCS 5/10-21.9(c)).

# Program Organization

## Program Assurance 16:

- In accordance with the Child Abuse and Neglect Reporting Act (325 ILCS 5), adults working with children and youth under the age of 18 years old are required to be mandated reporters for suspected child abuse and neglect.
  
- All 21st Century Community Learning Centers programs must have a written protocol for training their employees about the Act and identifying and reporting suspected incidents of child abuse or neglect.
  - Annual training required; not just notification
  - Employees signing off that they know they are a mandated reporter is not enough
  - Written records maintained and available upon request

# Build Supportive Relationships in Afterschool Program Assurance 17:

- Grantees must obtain permission from participants' parents or guardians prior to using students for public relations purposes, gathering data by methods such as youth surveys and interviews, and obtaining academic and school data.
  - Annual, written agreements are required that are program specific
  - Keep on file for inspection

# Program Organization

## Program Assurance 20 and 22:

- Grantees are required to attend workshops and trainings offered by the Illinois State Board of Education or another entity contracted for by the state. The workshops and trainings are designed to improve the quality of the program and give technical assistance to the staff for continuous improvement.
  - Fall “Kick Off” Workshop
  - New Grantee Workshop
  - Spring “Best Practices” Workshop
  - Regional workshops as determined yearly
  - Webinars
  
- Grantees are required to submit additional information as may be requested by the State Superintendent of Education.



# Quality Assurance and Data Collection

## Program Assurance 23:

Grantees must evaluate their programs annually as described in the approved proposal. Copies of the evaluation will be made available to the Illinois State Board of Education or others upon request.

- A copy of the most recent evaluation will be required to be submitted with the continuation application annually.
- A full annual evaluation will be submitted by December 1.
- The statewide evaluator will assist and provide sample templates as resources.

For questions about the program  
specifics of your grant, please  
contact your principal consultant:

Kristy Jones  
Sarah Ogeto  
Tiffany Taylor

Illinois State Board of Education  
Innovation & Improvement, College and Career Readiness

**217-524-4832**