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To: Vermont 21st CCLC Grantees
Re: Peer Review/Site Visit Process
Date: June 16, 2016

The following pages outline the VT21C site visit processes. There are two tiers within the system. For the full peer review tier, participation is required for selected VT21C grantees. In 2016-17, nine projects have been selected for this tier. In addition, selected sites within these nine will receive an associated summer program visit. For the second tier, sites will be selected for an individual site visit on an ongoing as needed basis. Projects and sites are selected and prioritized based on an annual assessment of need that takes multiple factors into consideration. Projects or sites that are not chosen for a visit in a given year can always invite the state coordinator for an informal visit. All efforts will be made to meet grantee requests as capacity allows.

Full Project Review verse Single Site Review

Area	Full Project Review	Site Visit
Purpose	Project level assessment	Site level focus
Notification	By July 1, 2016	Anytime/flexible
Timing	Per risk assessment, generally once every three years	Anytime/flexible
Process	Set in advance	Customized
Visiting team members	3-5 members	1-3 members
Preparation	Time=several hours	Variable
Overview of Process	All documents posted on wiki, agenda created, coordination of schedule with multiple stakeholders, self-assessment completed.	Based on need
Visit Day(s) can vary depending on program start time	10.00am- 5.30pm: intensive interviews and site visits to multiple sites with typical team of 4	Generally from 1.00-5.30pm time for site observations and conversations/questions with staff, students, and others
Post Visit Report	Full project report	Site focused feedback

The spirit of both designs above is to work collaboratively with the Vermont Agency of Education, VT21C staff from the field, and others on the local level to address the continuous improvement of each 21C funded afterschool program. Consider joining a team or having staff join a team for a unique and useful professional development experience.

Full Project Review: What do I need to do?

1. **Lock in a date(s) for a site visit.** Emanuel Betz at 802-479-1396 will set up an initial phone call meeting to go over the process with you around two months before the visit day. Meetings with visiting teams generally run from 9:45am-5:30pm. A sign-up list of projects and dates are managed on the [Vermontafterschool Wiki](#).
2. **Prepare supporting materials.** Documentation will be housed and managed through the wiki in a project's site visit folder. Programs will need to gather and post a variety of documents and materials to inform the peer review process. These items fall into three basic categories: (i) Posting required documents; (ii) Posting the Afterschool Quality Self-Assessment Tool copies; (iii) posting budget actuals from the business office
 - i. **Posting required documents-** all projects must include the following documents as part of their review. These items must be submitted electronically in the designated wiki folder at least ten days before the scheduled visit. These materials will be shared with all members of the visiting team and will serve to familiarize team members with your program.
 - A. Program Policies and Procedures- Provide a copy of your program policy handbooks including program staff and parent handbooks, and safety policies.
 - B. Evaluation Documents: Include any project evaluation plan documents and any copies of surveys or other evaluation documents you have.
 - C. Sustainability Plan: Provide your most recent sustainability plan.
 - D. Program Brochures: Include current program brochures and registration forms.
 - E. Governance Documents- provide a list of all members of your governance/advisory team and any other info including such as meeting dates or meeting minutes (please provide names as well as affiliations) Include sample handouts or documents related to school board meetings, if available
 - F. Job descriptions and expectations: Include any job descriptions and specific documents related to staff expectations if they are not included in any staff manual.
 - G. Instructional planning: Include any documents from this area including program planning tools.
 - H. Promotional materials: Include any newspaper articles, awards, or other PR documentation.
 - I. Internet sites: Include links to any program web sites, Facebook or other digital content the program has produced.
 - ii. **Afterschool Quality Assessment Tool** - Using the tool below in hard copy form, rate your project in each of the ten quality areas. At a minimum the director, all site coordinators and at least one third 'party' should complete the self-assessment. When producing a rating, note that the column for "Comments/Action Steps" provides the most useful

information for the team so have people write out comments. Post individual surveys (do not aggregate).

- iii. **Budget Update and Expenditure Report-** Provide a budget using a printout of actual revenue and expenditures to-date (since July 1, 2015) from the business office accountant.

2. **Set a meeting agenda.** Create an agenda in collaboration with VTAOE at least three weeks before the visit starting with a 2 hr. meeting with the VT21C Director, followed by meetings with individual key partners (e.g., teachers, parents, students, advisory board members, site coordinators, leaders), and a program visit. If you have multiple sites, the team will likely split at program time to visit multiple sites; with a minimum of 1 hour on-site time at each school. Have student ambassador(s) at each site to greet lead the team for a portion of the visit or include 'student voice' in another meaningful fashion. If all or a representative majority of sites cannot be visited in one day, additional days may be set up to visit programs.

Sample Agenda

9.45am Arrival

10:00-12:00pm Meeting with the Project Director (business manager joins at 11.45)

12.00-12.30pm Lunch: no meetings (everyone brings lunch)

12:30-1:15 Site Coordinators for multi-site projects or interviews

1:15- 2:30 Four rolling 15-20 minute individual interviews (e.g. Principal and staff person or partner)

Travel to sites

2:50-5:00 Visit programs

5:15-5:30 Visiting team debrief and exit conference with Director

Generally, interviews will begin with questions around project success and challenges, the interviewees' association with the project and role, and then questions that drill into select statewide evaluation 'results,' (see below) where the interviewee has knowledge or a meaningful perspective to share. (E.g. principal interview: questions around results 3.2, 4.1, 2.4) Any interviewee may be asked questions that pertain to any of the areas in the grid below. To interpret each area and the chart below, the following resources can be consulted:

- [Statewide evaluation plan](#)
- [2015-16 Project Level Data](#)
- [2015-16 Site Level Data](#)

3. **Host Visiting Team.** VTAOE will form a visiting team to come to your site(s) on your selected date(s). The visiting team will be made up of VTAOE staff, and will have VT21C staff and directors from other Vermont projects, and other professionals and practitioners working in the afterschool, youth development, or education field.
4. **Receive a report.** Within two weeks of your site visit, you will receive a report (see below) outlining the visiting team's comments, recommendations, priority action

items, and findings. After receiving this report, read through the report and identify action steps to address suggestions or implement changes as needed. There will be a period of time to accept the report. Shortly afterwards you will receive a follow-up phone call or email as needed from AOE to go over the visiting team's report, answer any of your questions, and to discuss follow-up if needed on required action steps.