

2021-2022 21C Monitoring Process

The following pages outline the VT21C Monitoring process. Participation is required annually for selected VT21C grantees. Projects and sites are selected and prioritized based on an annual assessment of need that takes multiple factors into consideration. In addition, selected projects receive an associated summer program visit.

Area	Full Project Review
Purpose	Project level assessment
Notification	By July 1, 2021
Timing	Per risk assessment, generally once every three years
Process	Set in advance
Visiting team members	3-5 members
Preparation Time	Several hours by the project director
Overview of Process	All documents posted on a shared wiki, agenda created, coordination of schedule with multiple stakeholders, self-assessments completed. Follow-up is tracked in the GMS system.
Visit Day(s)	<p>If visit is entirely in-person: 9:45 a.m.- 5.30 p.m. interviews and site visits to multiple sites with a typical team of 3-5</p> <p>The interview portion may be completed virtually or in a hybrid manner to be determined in collaboration with each project and in this case the schedule will vary</p>
Post Visit Report	<p>Full project report including observation component</p> <p>Follow up actions listed in each report</p> <p>Report and required actions posted and tracked in GMS</p>

The spirit of the design 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 and summer program. Consider joining a team or having staff join a team for a unique and useful full day professional development experience.

Goals

1. To provide accountability and oversight as required by law
2. To provide projects with an on-going opportunity to reflect on their practice
3. To promote regular dialog and information sharing with and among projects

Contact Information:

If you have questions about this document or would like additional information please contact: Emanuel Betz, Student Pathways, at Emanuel.Betz@vermont.gov.

Project Review: What do I need to do?

1. **Lock in the date(s) for the visit.** Emanuel Betz at 802-828-6977 [Emanuel Betz](#) will set up an initial on-line *Teams meeting* to go over the process with you two months before the visit day(s). Meetings with visiting teams generally run in the time schedule listed above. An ongoing list of projects and dates can be viewed for sign up [here](#).

2. **Prepare supporting materials.** Documentation will be housed through a wiki in the project's site visit folder. All field postings are kept for viewing across years as a resource for all. 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) Required documents;
 - 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 prior to the scheduled visit day. 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, safety policies, and emergency protocols.
 - 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. Digital Content: Include links to any program web sites, video, Facebook or other pertinent digital content the program has produced.
 - ii.
 - iii. **Afterschool Quality Assessment Tool** - Using the tool below by completing *Cognito* forms, 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 within fields.

- iv. **Budget Update and Expenditure Report-** Provide a budget using a printout of actual revenue and expenditures to-date (since July 1, 2021) from the business office accountant. Include at least one detailed accounting record of two cost centers (E.g. supplies, staffing, etc.)
2. **Set a meeting agenda.** Create an agenda in collaboration with AOE at least three weeks before the visit starting with a 2 hr. meeting with the 21C Director, followed by meetings with individual key partners (e.g., teachers, parents, students, advisory board members, site coordinators, leaders), and a program visit. For in person visits if allowable: 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 advise 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

9.45	Arrival
10:00-12:00	Meeting with the Project Director (business manager joins at 11.45)
12.00-12.30	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, staff, partner(s), students, parents) Travel to sites
2:50-5:00	Visit programs (for in-person visits)
5:15-5:30	Debrief and exit conference with Director (for in-person visits)

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. 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 [statewide evaluation plan](#) on page 43 can be consulted.

3. **Host Visiting Team.** AOE will form a visiting team to come to your site(s) or to participate virtually on your selected date(s). The visiting team will be made up of 21C Directors or site coordinators, AOE staff, and may have other professionals and practitioners working in the afterschool, youth development, or education fields. Do not adapt or change schedules or standard approaches on the visit day. Visiting

teams understand afterschool and observing normal operations is essential for objectivity.

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. Once the report is finalized, the report and follow-up items will be available on the Grants Management System. You may also receive a follow-up phone call or email as needed from AOE to go over the visiting team’s report, to answer any questions, and to discuss follow-up if needed on required action steps. All final reports will be posted on the AOE 21C website.

**Vermont 21st Century Community Learning Centers (VT21C)
2021-22 Report Template**

A Cognito Form will be used to guide the process, track data, and create a report inclusive of these categories, questions, and data points. The form may be changed in real time to track emergent data, questions, or needs. Grantees will always be notified of any changes.

The focus of the peer review process will use the 21c state evaluation plan as its framework along with additionally selected focus items* for 2021-22. The statewide evaluation results as detailed in the 21c statewide evaluation plan and the associated recent *Cognito* Annual Performance Report (APR) questions and data points will frame the agenda and questions, with the APR report serving as a baseline data set. In addition, completed self-assessments will inform the categories below and the analysis, as will past AOE responses to recent Annual Performance Reports.

Project Name:

Director:

Visit Date:

Visiting Team:

Date of Final Report:

Overview narrative:

Response to this report: Please submit a written response to [Emanuel Betz](#). The response should include detailed steps and time line for addressing each of the 'Findings' and "Priority Action Items" by the date indicated. Recommendations and comments do not require a formal response. See *definitions* below to guide your thinking on how to interpret this report. Items are numbered within each column from top to bottom.

Definitions:

- **Findings:** Steps that need to be taken immediately to be in compliance with a law or regulation.
- **Priority Action Items:** Action items requiring follow-up by the grantee to meet a 21C afterschool standard.
- **Recommendations:** Recommendations are judgments that could be classified as a "strong suggestions." They do not require action on the part of a project.
- **Comments:** Comments are suggestions generated from the team or from observations that warrant sharing. No action is required of a comment.

Program Expectations	Rating	Comments/Needed Action Steps
2. Director can rely on the school principal for support in solving problems or handling larger issues that may arise.	1 2 3 4 5	
3. Director has access to or attends the school leadership team meetings.	1 2 3 4 5	
4. The school board or other relevant organizational board is aware of and supports the program.	1 2 3 4 5	
5. The afterschool program receives support and visibility through the school newsletter, annual report, bulletin boards, website, or other appropriate formats.	1 2 3 4 5	
6. The school leaders speak highly of the program and recommend the program to students and families.	1 2 3 4 5	
7. The afterschool program is included in the school action plan and/or school improvement plans as a viable option providing additional student supports.	1 2 3 4 5	
8. Members of the school leadership team play an active role on the advisory board, leadership team, or management team for the afterschool program.	1 2 3 4 5	
9. The fiscal agent provides proper oversight, organizational support, and fiscal management.	1 2 3 4 5	

Program Director Checklist for Federal Funds Administration

Program Expectations	Rating	Comments/Needed Action Steps
1. Programs follow the 21C legislation and the approved application or amendment	YES NO Action Needed	
2. Director knows the total project costs of the program and has based sustainability and funding requests upon this number.	YES NO Action Needed	
3. Budgets are efficiently organized, updated, and regularly monitored.	YES NO Action Needed	
4. Director communicates with the business office regularly to review accounts and reconcile differences	YES NO Action Needed	
5. Amendments are requested for changes to a line item or for a project change of scope before they occur.	YES NO Action Needed	
6. Data is used for specific purposes and is related to the project's goals and objectives.	YES NO Action Needed	
7. Director checks regularly (at least monthly) that data are being collected, cleaned, and stored properly.	YES NO Action Needed	
8. Regular back-ups are made of all data.	YES NO Action Needed	
9. All staff especially those with student data responsibilities have been trained in FERPA in handling and recording student data.	YES NO Action Needed	
10. Procedures and standards are established for paying instructors/staff in an	YES NO Action Needed	

Program Expectations	Rating	Comments/Needed Action Steps
equitable and appropriate manner		
11. A standard procedure is established for making purchases and tracking receipts	YES NO Action Needed	
12. Federal Time and effort documentation is completed	YES NO Action Needed	
13. Contracts and time sheets following federal rules are in place for all employees.	YES NO Action Needed	
14. An accounting structure has been established to ensure that all program income will be spent by the end of the grant year and drawn down first, at least quarterly.	YES NO Action Needed	
15. Grant funds are never used to supplant.	YES NO Action Needed	
16. All equipment purchases are inventoried. If used during the school day, the school has contributed to the purchase of the equipment at an appropriate level.	YES NO Action Needed	
17. Different sources of funds are separated into separate accounting records.	YES NO Action Needed	
18. 21c Carryforward is limited to non-existent at the end of each year due	YES NO Action Needed	
19. Food is not bought with federal funds for staff meetings	YES NO Action Needed	
20. Gift cards are never used	YES NO Action Needed	

Program Expectations	Rating	Comments/Needed Action Steps
21. Procurement policies are clear and understood (Program income memos have been read)	YES NO Action Needed	
22. Title funds are expended in an allowable manner; Title 1 staff are HQT	YES NO Action Needed	
23. There is no awareness of fraud in the program or organization	YES NO Action Needed	
24. All expenditures are/have been reasonable and necessary	YES NO Action Needed	