

VERMONT  
21<sup>ST</sup> CENTURY COMMUNITY  
LEARNING CENTERS PROGRAM

ANNUAL  
PERFORMANCE REPORT  
2010-2011

DUE DATE: JUNE 20, 2011

This reporting period: Start date: July 1, 2010 End date: June 30, 2011

Program Name \_\_\_\_\_

Report Author \_\_\_\_\_

Email: \_\_\_\_\_ Telephone \_\_\_\_\_

Estimated hours it took to complete this report \_\_\_\_\_

## *Instructions*

This set of instructions is the **Annual Performance Report (APR)** required of all Vermont 21<sup>st</sup> Century Community Learning Centers. The two purposes of the APR is to demonstrate that substantial progress has been made toward meeting the objectives of the project as outlined in a grantee's grant application and to collect data that address the performance indicators for the 21<sup>st</sup> Century Community Learning Centers program. The APR includes two components that need to be filled out each year: a national level database (PPICS) and state level data requirements.

Each project should submit only one report to DOE and the report should be compiled into a single document. Please do not submit separate files for each section of the report. However, the information in Sections 2 and 3 of the report should be filled out on a **site basis**. If a 21<sup>st</sup> CCLC project has multiple sites, the grantee must complete Sections 2 and 3 for each site. Sections 1, 4, 5, 6, 7, and 8 must be submitted jointly for all sites across the project, if required. Note: The following updates are being applied to the state sections of the APR for 10-11:

### **Sections have been renumbered**

Section 1 Part 1b: a new statewide attendance study will be implemented after July of 2011, with further instructions to follow.

Section 2 No changes

Section 3a Change in requirement: revised language

Section 3b: Projects may continue to submit the charts as in the past, OR submit copies of the Filemaker Average Daily Attendance Reports

Section 4: Required for projects in their first or second year of operation and for projects that did not complete this section last year.

Section 5 New section added to align with statewide evaluation indicators

Section 6: No changes

Section 7 Removed three questions.

Section 8: Added non-21C funds sustainability chart, added in-kind section, and a video section. Cash is to be entered first, and in-kind at the end of the chart only.

Continued funding of each local grant is contingent upon timely submission of the APR and the making of quantifiable progress toward one's stated objectives. The APR must be completed in full by June 20, 2011. If you have extenuating circumstances and cannot complete the report by this date, please contact Emanuel Betz. Email your completed report to [emanuel.betz@state.vt.us](mailto:emanuel.betz@state.vt.us) no later than June 20th, 2011.

**SECTION 1: PROJECT OBJECTIVES AND OUTCOMES**

**1a. Required Objectives:** All grantees must report annually on the two required Academic Achievement Objectives as shown in the table below.

Project Objectives and Outcomes 2010-2011 Required Objectives					
Category	Objective	Outcome	Performance Measure	Target	Results 10-11
<b>Academic Achievement</b>	1. Improve the academic achievement of students participating in the afterschool program.	Outcome 1a: Regular Attendees in the afterschool program will show <b>improvements in standardized test scores</b>	% of regular attendees whose math and reading scores went up, went down, or stayed the same (10-11 school year compared to 09-10 school year)	<i>Insert your project specific targets here.</i> <i>For example, 75% of regular attendees will have math and reading scores that go up or stay the same (10-11 school year compared to 09-10 school year)</i>	<i>Insert your project specific results here.</i> <i>For example:</i> <i>•Met Target: 80% of regular attendees' math scores went up or stayed the same OR</i> <i>•Did Not Meet Target: 73% of regular attendees' reading scores went up or stayed the same</i>
		* Outcome 1b: Regular Attendees in the afterschool program will have a 28% better <b>school day attendance</b> records than non-regular attendees.	* Requirements will be forthcoming after July, 2011 to be reported in the fall of 2011	Requirements will be forthcoming after July, 2011 to be reported in the fall of 2011	Requirements will be forthcoming after July, 2011 to be reported in the fall of 2011

**1b Project Specific Objectives.** In addition to the two required objectives, every grantee should have a number of project-specific objectives as described in the original grant application or in an updated evaluation plan. In the table below, list each objective and report on 10-11 results. Each objective must have at least one outcome for which you are reporting a quantifiable result (e.g., a number or percentage). Possible categories for project-specific objectives include: Academic Achievement; Social/Emotional Development; Health/Fitness/Wellness; Parent Involvement; Civic Engagement; Community Partnerships; and Program Performance. If you have made changes to your original objectives and have not yet submitted an updated evaluation plan, please include one with this report.

<b>Project Objectives and Outcomes 2010-2011 Project-Specific Objectives</b>					
<b>Category</b>	<b>Objective</b>	<b>Outcome</b>	<b>Performance Measure</b>	<b>Target</b>	<b>Results 10-11</b>

## SECTION 2: PROFILE AND PERFORMANCE INFORMATION COLLECTION SYSTEM (PPICS)

The PPICS system is the required Federal\* Reporting System for all 21 CCLC grantees in America. To access the Profile and Performance Information Collection System, enter the following URL into the address line of your internet browser (Internet Explorer, Firefox, Chrome, etc.):

<http://www2.learningpt.org/ppics/>

An e-mail notice is sent each year to all Project Directors from *Learning Points Associates* announcing that the online system is ready to receive this year's data. If you did not receive a notification message from *Learning Points Associates* by April please contact Emanuel Betz immediately.

To log into the system, type in the Username and Password that was sent to you by *Learning Points Associates*. Your username will contain a series of letters and numbers. Your password will consist of seven letters and/or numbers. Keep track of the Username and Password as they are the ones assigned for your project and carry forward from one year to the next.

To access the Grantee Profile or APR module, click on the tabs, which appear near the top of the screen.

### Required Information for Section 2- PPICS

- 2.1 Update your “**Grantee Profile**” in the following categories for the reporting period, as appropriate:
  - a. Basic Info (your contact and address information)
  - b. Objectives (the goals/objectives of your evaluation plan)
  - c. Partners (what entities are contributing to your program)
  - d. Centers (center location, hours of operations, activities you intend to provide, etc.)
  
- 2.2 Complete the “**APR**” section of the PPICS in the following categories for the reporting period, as necessary:
  - a. Center: (complete Operations, Staffing, Attendance, Feeder Schools, Activities, and State Assessment Cross Year)
  - b. Partners: (complete partner information)

Each of the areas above can be recognized by an oval within the PPICS. When the oval becomes checked within the system, this is the signal that all of your information has been correctly entered.

Check the button to “certify” your data once it is complete and checked for accuracy.

\* As this section is a federal requirement, it is possible that changes may be made at any time

### SECTION 3A: LEARNING GAINS

**3a.** Every 21C funded center should have at least one program or strategy that results in strong, measurable learning gains. The use of a pre-post assessment system must be used. Please select one program or strategy and provide the following information:

- What is the name of the selected program or strategy?
- What grade levels are served by the selected program/strategy?
- What measures do you use to assess student learning? How often do you make assessments?
- What outcomes have you seen as a result of the selected program/ strategy?
- Why did you select this program or strategy for this section?

NOTE: A program can be submitted for this section for a maximum of two years. Otherwise, a different program must be selected. The information produced should be rigorous enough so that an impartial group of educators and citizens would clearly understand the benefits of the selected program. It is strongly recommended to use data already collected and used at the school level. Survey instruments should only be used if they are rigorous and validated by a qualified researcher.

**SECTION 3B: PROGRAM SUMMARY CHART**

- 3b.1** Post one program brochure from the 10-11 school year on the vermontafterschool wiki.
- 3b.2** Submit the average daily attendance report(s) from the Filemaker database(s) OR fill out the following Program Summary Chart for each program offered during the grant year (July 1, 2010- June 30, 2011). You should have one program chart for each center or site under your grant and one row in each table for each program offered at each site.

<b>Program Summary Chart</b>					
<b>Program Name</b>	<b>Estimated Cost</b>	<b>Program Description</b>	<b>Grade Levels Served</b>	<b>Average Daily Class Size</b>	<b>Time Frame (# days and hours program met)</b>
<i>Example: Summer Exploration</i>	\$1600	<i>Summer Science Program designed to introduce students to Vermont's natural areas; study geology, history, geography, and ecology of mountains ,lakes, wetlands, fields; taught by a certified teacher; a number of students participated who had never been on a lake or hiked a mountain; 10 students enrolled</i>	5-8	12	<i>12 days total 2 hrs/day July- 4 days/ week for 3 weeks</i>



## SECTION 4: ELEMENTS OF HIGH- QUALITY PROGRAMMING

**For each of the questions below, please provide a concise answer and concrete examples using bullet points.**

- 4a. Afterschool Program Leadership. What actions have been taken this year to strengthen the afterschool program director's position?
- 4b. Linkages to the School Day. In what ways is your afterschool program connected to the regular school day? Describe these connections and linkages (e.g., shared staff, space, training, policies, curriculum, leadership support, instructional methods, etc.).
- 4c. High-Quality Staff. What steps do you take to recruit, train, and retain highly qualified staff? What professional development training did your staff participate in this year and why?
- 4d. Safe and Appropriate Environment. What actions have you taken this year to ensure that students are physically and emotionally safe in your program?
- 4e. High Interest Programming. What evidence do you have that your programs are student-centered and that every participant has a high interest in what he/she is doing?
- 4f. School Leadership Support. What actions has your school principal, superintendent, or other school leaders taken this year to support the afterschool program?
- 4g. Regular Attendees. What have you done this year to encourage and support regular participation among students?
- 4h. Instructional Leadership. What expectations did you set this year for afterschool instructors with regards to lesson planning, course development, and student outcomes?
- 4i. Flexible Structures and Student Choice. What does your program do to ensure that each participating student is offered a variety of age-appropriate learning and enrichment opportunities? How does your program use flexible structures and varied instructional activities to accommodate students with different learning needs and learning paces?
- 4j. Community Partnerships. Who are the people that you partner with and what are the outcomes of your work together this year? (Please use a separate bullet point for each partnership.)

**SECTION 5: LEADERSHIP**

5a: Complete the chart for the Project Director and all Site Directors (Site Coordinators), Coaches, or others in sustained leadership positions that work for the program.

	Paid weekly hours (FTE)*	Education Level Completed**	Total Years Teaching***	Total Years Teaching k-12***
Project Director				
Site Director				
Coach				
Other				

\* Use 'Full Time Equivalents' or number of paid weekly hours

\*\* Choose one: High school, Associates, Bachelors, Masters, or Doctorate

\*\*\* To make a year, teaching can be full or part time as long as some teaching occurs on a regular ten month basis. For example, In a case where teaching occurred for two months a year for 5 years- 1 year should be listed ( 2 months x 5 years = ten months teaching=1 year. Teaching means imparting knowledge or skill through intentional action

**SECTION 6: PROGRAM CHALLENGES, LESSONS LEARNED AND PLANNED ADJUSTMENTS**

- 6a.** What barriers or challenges did you encounter this year that may be affecting the continuous quality improvement of your program? What resources or changes would help you in overcoming these barriers or challenges? Use bullet points.
- 6b.** What lessons have you learned about your project during the reporting period and what adjustments do you plan to ensure your project goes forward? Please use bullet points to report briefly on up to 10 lessons learned and any changes that will be made in the coming year.

## SECTION 7: BUDGET

- 7a:** Complete a budget for your project for the reporting period. Include at least three columns: budget line item name, original budget from the grant application, latest actual expenditure. If amendments were approved within the grant period, include the amendment column (s) as well.
- 7b:** Total 21<sup>st</sup> CCLC expenditure for reporting period\* \_\_\_\_\_
- 7c:** Total project expenditure for reporting period\*\* \_\_\_\_\_

\* Include all 21<sup>st</sup> CCLC expended grant funds from the VTDOE

\*\* Include total project expenditures from all sources

**SECTION 8: SUSTAINABILITY**

- 8a:** Attach the most recent sustainability plan for your project including when it was last updated.
- 8b:** List all non-21C sources of funding received during the reporting period (cash only, list in-kind at the end row(s) only) that support the core activities of your 21C funded program. Include the amount and source. See definitions on the next page.

Area	Income Type	Source (Name)	Amount
Local (cash only)	Fees		
	School budget		
	Town budget		
	Recreation Department		
	Fundraising		
	Partnerships		
	Other local funds or grants		
State (cash only)	Children's Trust Fund		
	Child care subsidy		
	Other state funds or grants		
National (cash only)	Snack reimbursement		
	Title funds		
	Medicaid		
	Other federal grants		
	Other out of state funds or grants/non federal		
In-kind	In-kind		

- 8c** List any afterschool videos your project has produced during or before 2011, a short description, and a method of how it can be viewed.

## **Sustainability Reporting Definitions for section 8**

**Fee:** Program Income derived from grant activity including 'suggested donations'.

**School budget:** Money voted in by local taxpayers as part of the school budget.

**Town budget:** Money voted in by local taxpayers as part of the town budget.

**Recreation Department:** Funds for the afterschool program that originate in a local Rec. Department.

**Fundraising:** Gifts or donations from individuals, businesses, etc that are not receiving a service in exchange for the gift.

**Partnerships:** Money from an outside organization that is used exclusively to support the afterschool program or a portion of the program

**Other local funds or grants:** Any other local funding source not mentioned above

**Children's Trust Fund:** (CTF) Money received as a grant through the Children's Trust Foundation.

**Child care subsidy:** Federal and state money managed through the Department of Children and Families.

**Other state funds or grants:** Other state level funds not mentioned above

**Snack reimbursement:** Reimbursements received from the Child and Adult Care Food Program (CAFCA) or the National School Lunch Program (NSLP).

**Title funds:** Money from Titles I or IIA. May be called CFP (Consolidated Program Funds) and Includes SIG (School Improvement funds)

**Medicaid.:** Funds distributed through the Medicaid formula

**Other federal grants:** Grants distributed through the US Federal Government

**Other out of state funds or grants/non federal:** Grants or other funds from other states such as from larger private foundation

**In kind:** Value added goods or services that are donated to the program such as staff hours from partners or supplies. Do not include school based rents, heat, custodial hours or other costs that would exist at the same level of expenditure without the existence of an afterschool program.

## **General Reporting Definitions:**

**Afterschool or Out of School:** Programs that occur during non-school hours including afterschool, summer, before school and on weekends and vacations.

**Activities:** Events or undertakings at the center that involve one or more program participants.

**Adult Attendees:** Any parent or guardian attending the program during the reporting year who is 19 or older and is NOT in elementary, middle, or high school.

**21<sup>st</sup> CCLC:** 21<sup>st</sup> Century Community Learning Center.

**Center or Site:** The host school or other agency building where programming is based. Many grantees have more than one center or site.

**Community Collaborations:** Any form of alliance or cooperation between the community and the after-school program. May be an individual.

**Grantee:** The school, non-profit, faith based, or municipal agency that was awarded the grant.

**Host School:** The school where the after-school center is located.

**LEP Student:** Limited English Proficient student; same as ESL student (English as a Second Language) or ELL (English Language Learner).

**Regular Attendee:** Refers to students that have attended the after-school program for at least 30 days (need not be consecutive) during the reporting year. A day is defined as 2 or more hours of programming time.

**Reporting Period:** The reporting period for the Annual Performance Report is 7/1/10-6/30/11. Because the report is due prior to the end of the actual reporting period, grantees may choose to make some estimates or projections about expenses or programming that occur between submission of the APR and the end of the reporting period (the late June period). It is also an acceptable practice to report data from June 20-June 20 (for example) annually.

**Student Attendee:** Any individual attending the program at any point during the reporting year who is also a pre-kindergarten, kindergarten, elementary, middle, or high school student.

Notes: