

ASES Renewal Cycle B Teleconference

January 12, 2011 @ noon

DRAFT Notes

I. Introductions

Participants: Carol Ciraulo, Suzy McConnell, Mayra Benitez, Susan Maschmeier, Arlen Agapinan, Kathy Carlsen, Steve Gosman, Sandi Davis, Ellen Lewis (Petaluma), Julie McClure

- A. Does everyone have a copy of the RFA and the Program Plan Guidelines?

II. Review RFA Page by Page

- A. Due Date

The application must be in the CDE office February 15, 2011. This will be a 3 year grant starting in 2011. Review the 3 reminders on page 1 and make sure your contact information for ASSIST is up to date.

- B. Performance measures

ASP Evaluation report that you submitted in October 2010.

- C. Renewal options

When you are completing this application it asks you to indicate an “R” if you are renewing or a “C” if you are cancelling the grant. Note that CDE may reduce your grant if you do not make the attendance. It is really important to reflect what you are asking for next year...get that change in there if you are reducing.

This note is listed under Cancelling the Grant section (page 3).

- D. Renewal request forms

Submit one original and one copy to CDE. Submit one copy to the Regional Lead, Susan McConnell.

- E. Discuss in detail

Notice F. Renewal Approval. Certified Assurances (page 4) – you can go to the address listed in this section. Print the 1 page labeled General Assurances and keep in your files.

Page 5 is a list of all the forms you have to have.

- F. Forma A-1

Matching Funds box: we just put a total in this box correct? Carol: Yes, and it needs to be 33% of the total amount requested. The amount you are listing in this box can be address in the program plan. Suzy will post Match Ideas on Source website (see below)

- G. Program plan and updates

III. Guidelines can be downloaded at:

<http://www.cde.ca.gov/ls/ba/as/programplanguide.asp>

The program plan is considered a living document that is periodically reviewed. It should be updated every 3 years. If we already had a program plan but it's a different format

than this, do we have to change it to fit the program plan format that CDE requires? Suzy: Yes, you have to follow the format so it's in order.

It is a narrative. It is helpful to include tables, charts, and visual representations that contribute to the understanding of your before or after school program. Carol had a question about the last bullet under **Program Goals and Requirements**: How will data be collected on student subgroups to address the achievement gap? Suzy: I looked at Just For The Kids website which was very helpful. The progress you are making with your English Language Learners is something they will be looking at. You can use your own data bank information that you may be collecting. Suzy: If you are already using something and have a chart, you can use that. The basic thing would be to have a narrative description. Carol: You can use Dataquest to find the survey results from Susan: Last year we had Round 1, were any of those plans rejected? Suzy: We have not heard anything about rejects. If Josh cannot find information or if a section is not answered thoroughly, Josh may send it back for further clarification, but I don't think it would be rejected. Suzy will ask Josh and send out his response. Suzy: If the program plan is for the district, you only have to submit one plan, but that program plan has to specify each site and describe how things are done alike/differently.

Program Content and Quality: No questions

Collaboration and Partnerships: Carol: I know that how you assess the community, who is involved, how you decided what programming to use, is important. Spend some time and describe this thoroughly. Arlen: Will we be penalized if we do not have any potential partnerships at this time? Suzy: I recommend that you put something there. List a partnership that you would like to have in the future. Your partnership could also be with the PTO. Are you allowed to use agencies with whom you're contracting with? Yes. Identify potential partnerships. Susan: Originally you were supposed to have a collaborative. Perhaps you would like to invite different community agencies or partners to a meeting once a year.

Staffing: Provide a description of services provided by sub-contractors. How are you monitoring certification? Is there a test? Suzy: It is important that if you are sub-contracting with a different agency, you would list district and agency specific trainings and activities provided.

Program Administration: This is where you talk about in-kind matching funds. If you have volunteers, you can attach a dollar amount to their hourly contribution. If you are running ASES and 21st Century programs concurrently, you can use this as your match. Suzy will email a list of match ideas. Suzy will send an email with the link to the Region1 website so people can view notes and other attachments from this meeting www.region1success.org Sign in/sign out procedures and Early Release Policies should be attached.

Outcome Measures and Evaluation: If you have chosen the STAR testing, how will you use that information to correct or improve your program? Ellen: We use STAR Testing, but we do lose a lot of students. Carol: You have to report what you have even though you are losing kids.

a) Performance measures

Page 7 Performance Measures – You'll need to include STAR Testing results. Ellen: Are there any rubrics or measuring guides for the other

measures i.e., positive behavior changes? Suzy: You have to use standardized tool in order to use this measure and report it to CDE, but CDE has not come up with a standardized tool. Carol: In terms of a tool, we checked Homework completion, but CDE never developed a tool to measure these performances, so we just use it as a measure in our local evaluation. Susan: When you select one of those, you are saying that if and when CDE develops a tool, you will report and use whatever form they come up with. Ellen: I have never seen it written that you cannot use a local measure. But when you are reporting to CDE you have to use the tool that they develop. Susan: Be careful with what you select, because the tool that CDE develops will not be negotiable. This is one of the reasons why a lot of people select STAR because that is what they are currently using.

- b) Form A.2A lists of schools- after school
Page: You can copy the sites from ASSIST – making sure that you enter the CDS code correctly. Complete the Base Grant Section and the Supplemental Grant Section if applicable.
- c) Form A.2B lists of schools- before school
Carol: One of the programs that runs a before school program but do not have funding from CDE should not be listed in this form. That may go in the program plan.
- d) Form A.3 signatures and approvals
Carol: I use this time to visit sites while collecting signatures.
- e) Form B certified assurances
Pages 11-13: Make sure you get the signature of the authorized representative on each of the 3 pages for this section.
- f) Form C certification of public agency
Page 15: Another signature page. If you are filing for a district, this would be the Superintendent's signature.
- g) Form D object of expenditure codes
Superintendent or authorized representative signature required.

We pay an outside evaluator to synthesize our data, is this appropriate to include? Carol: Yes, this is exactly what we do and use. Suzy: Please email me with any questions that may come up.

susanmcconnell@mcoe.us

467-5141