

Dodge County 21st Century Community Learning Center Initiative

Evaluation Plan

**Revised
September 2020**

Prepared by:
Norris Consulting Group, Inc.
P.O. Box 8332
Warner Robins, Georgia 31095
(478) 923-2955 (*phone*)
(478) 923-2956 (*fax*)

Table of Contents

General:

1.	Overview of Evaluation Process	3
2.	Evaluation Matrix	7
3.	Evaluation Timetable	14

Worksheets:

4.	Project Director	15
5.	Site Coordinator	19
7.	Staff/Volunteer Development	22
8.	Management Team.....	26
9.	Advisory Committee	28

Annual Surveys:

10.	Annual After School Program Family Survey	30
11.	Annual After School Program Student Survey	32
12.	After School Family Programs Survey	34
13.	After School Staff Survey	35
14.	Summer Program Family Survey.....	36
15.	Summer Program Student Survey.....	38
16.	Summer Family Programs Survey	40
17.	Summer Staff Survey	41

Focus Groups:

18.	Adult/Parent/Staff Interview/Focus Group Questions	42
19.	Student Interview/Focus Group Questions	44

**Dodge County 21st Century Community Learning Center Initiatives
Evaluation Plan
August 2015**

In July 2019, the Dodge County Board of Education and the joint applicant, the Dodge Connection: A Communities in Schools Approach, Inc. received funding through two separate grant awards to support the Dodge County 21st CCLC Initiative. The Dodge Elementary School 21st CCLC Initiative grant award funded the program at the North Dodge Elementary School and the South Dodge Elementary School. The Dodge Middle/High School 21st CCLC Initiative grant award funded the program at the Dodge County Middle School and the Dodge County High School.

Overview of Dodge Elementary School 21st CCLC Initiative:

The target population is 190 at-risk students in grades K - 5 and their family members. The Initiative will provide services for 12.5 hours per week, Monday – Friday, for at least 25 weeks (130 days) per year during the regular school year and 14 hours per week, Monday – Thursday, for four weeks (16 days) per year during the summer. The students are from two Title I schools, North Dodge Elementary School and South Dodge County Elementary School.

Our programming will include tutoring and academic enrichment activities (including STEM related activities); homework assistance; sports, recreation and fitness activities; arts and music enrichment activities; test preparation skills; expanded library service hours; drug and violence prevention programs; services for English Language Learners; and parent involvement activities. All activities are aligned with the regular school day curriculum, individualized and are designed to ensure improvement in core academic content areas. It is our expectation that participants will benefit from the Initiative by having improved: academic performance; regular school attendance; homework completion; class participation; behavior; and family involvement.

Overview of Dodge Middle/High School 21st CCLC Initiative:

The target population is 120 at-risk students in grades 6 - 12 and their family members. The Initiative will provide services for 12.5 hours per week, Monday – Friday, for at least 25 weeks during the regular school year and a minimum of 15 hours per week, Monday – Friday, for four weeks during the summer. The students are from two Title I schools, Dodge County Middle School and Dodge County High School. Our proposed programming will include tutoring and academic remediation activities (focusing on each student's individualized needs including credit recovery at the high school); recreation activities focusing on physical fitness and nutrition; other enrichment activities such as book club, creative writing, fine arts, arts and crafts, service projects and college and career readiness activities; telecommunications and technology education activities; and character education programs. All activities are aligned with the regular school day curriculum, individualized and are designed to ensure improvement in core academic content areas. It is our expectation that participants will benefit from the Initiative by having improved: academic performance; regular school attendance; homework completion; class participation; behavior; and family involvement.

Dodge Elementary School 21st CCLC Initiative - Goals and Objectives:

Goal #1: Improve Academic Performance

Objective #1.1: A minimum of 70% of the students actively participating in the program will improve their language arts grades or maintain a “B” or higher.

Objective #1.2: A minimum of 70% of the students actively participating in the program will improve their math grades or maintain a “B” or higher.

Objective #1.3: A minimum of 70% of the students actively participating in the program will improve their science grades or maintain a “B” or higher.

Objective #1.4: Each year of the grant, the percentage of the actively participating students, in grades 3 – 5), scoring at the Developing Learners level or higher in language arts on the Georgia Milestones will be a minimum of 70%.

Objective #1.5: Each year of the grant, the percentage of the actively participating students, in grades 3 – 5), scoring at the Developing Learners level or higher in math on the Georgia Milestones will be a minimum of 70%.

Objective #1.6: A minimum of 85% of the students actively participating in the program will be promoted to the next grade level.

Goal #2: Improve student attendance, behavior, homework completion and class participation

Objective #2.1: 90% of the students regularly participating in the program will be absent from school for 15 days or less.

Objective #2.2: 75% of students regularly participating in the program will demonstrate improvement in homework completion.

Objective #2.3: 75% of students regularly participating in the program will demonstrate improvement in class participation.

Objective #2.4: 75% of students regularly participating in the program will demonstrate improvement in behavior.

Goal #3: Increase family involvement

Objective #3.1: A minimum of 70% of the parents/guardians who attend at least one family related sessions will state that they have gained increased knowledge regarding encouraging and supporting their child's academic success.

Objective #3.2: A minimum of 50% of the 21st Century students will have family participation in at least one literacy and related education development opportunity.

Dodge Middle/High School 21st CCLC Initiative - Goals and Objectives:

Goal #1: Improve Academic Performance

Objective #1.1: Each year of the grant, a minimum of 70% of the students actively participating in the program will improve or maintain a “C” or higher language arts grade.

Objective #1.2: Each year of the grant, a minimum of 70% of the students actively participating in the program will improve or maintain a “C” or higher math grade.

Objective #1.3: Each year of the grant, the percentage of the actively participating students scoring at the Developing Learners Level or higher in language arts on the Georgia Milestone/EOC will be a minimum of 70%.

Objective #1.4: Each year of the grant, the percentage of the actively participating students scoring at the Developing Learners Level or higher in math on the Georgia Milestone/EOC will be a minimum of 70%.

Goal #2: Improve student attendance, behavior, homework completion and class participation

Objective #2.1: Each year of the grant, a minimum of 95% of the students actively participating in the program will be absent from school for 15 days or less.

Objective #2.2: Each year of the grant, a minimum of 75% of students actively participating in the program will demonstrate improvement in homework completion.

Objective #2.3: Each year of the grant, a minimum of 75% of students actively participating in the program will demonstrate improvement in class participation.

Objective #2.4: Each year of the grant, a minimum of 75% of students actively participating in the program will demonstrate improvement in behavior.

Objective #2.5: Each year of the grant, a minimum of 85% of students actively participating in the program will be promoted to the next grade level.

Goal #3: Increase family involvement

Objective #3.1: Each year of the grant, a minimum of 75% of the parents/guardians who attend at least

one family related sessions will state that they have gained increased knowledge regarding encouraging and supporting their child's academic success.

Objective #3.2: Each year of the grant, a minimum of 50% of the 21st Century students will have --- family participation in at least one literacy and related education development opportunity.

Dodge Elementary School 21st Century Community Learning Center Initiative			
Evaluation Matrix			
Goals	Objective/Benchmark	Data Sources	Reporting Frequency
Goal #1: Improve Academic Performance	#1.1: A minimum of 70% of the students actively participating in the program will improve their language arts grades or maintain a “B” or higher.	Student Record	Annually (4 th quarter report)
	#1.2: A minimum of 70% of the students actively participating in the program will improve their math grades or maintain a “B” or higher.	Student Record	Annually (4 th quarter report)
	#1.3: A minimum of 70% of the students actively participating in the program will improve their science grades or maintain a “B” or higher.	Student Record	Annually (4 th quarter report)
	#1.4: Each year of the grant, the percentage of the actively participating students, in grades 3 – 5), scoring at the Developing Learners level or higher in language arts on the Georgia Milestones will be a minimum of 70%.	Student Test Report	Annually (4 th quarter report)
	#1.5: Each year of the grant, the percentage of the actively participating students, in grades 3 – 5), scoring at the Developing Learners level or higher in math on the Georgia Milestones will be a minimum of 70%.	Student Test Report	Annually (4 th quarter report)
	#1.6: A minimum of 85% of the students actively participating in the program will be promoted to the next grade level.	Student Record	Annually (4 th quarter report)
Goal #2: Improve student attendance, behavior, homework completion and class participation	#2.1: 90% of the students regularly participating in the program will be absent from school for 15 days or less. .	Student Record	Annually (4 th quarter report)
	#2.2: 75% of students regularly participating in the program will demonstrate improvement in homework completion.	Annual Classroom Teacher Survey	Annually (4 th quarter report)
	#2.3: 75% of students regularly participating in the program will demonstrate improvement in class participation.	Annual Classroom Teacher Survey	Annually (4 th quarter report)
	#2.4: 75% of students regularly participating in the program will demonstrate improvement in behavior.	Annual Classroom Teacher Survey	Annually (4 th quarter report)
Goal #3: Increase family involvement	#3.1: A minimum of 70% of the parents/guardians who attend at least one family related sessions will state that they have gained increased knowledge regarding	Family Programs Survey	Quarterly

**Dodge Elementary School 21st Century Community Learning Center Initiative
Evaluation Matrix**

Goals	Objective/Benchmark	Data Sources	Reporting Frequency
	encouraging and supporting their child's academic success.		
	#3.2: A minimum of 50% of the 21 st Century students will have family participation in at least one literacy and related education development opportunity	Cayen database	Annually (4 th quarter evaluation report)
<u>Additional information:</u>	Student session attendance information	Cayen database	Quarterly
<u>Additional information:</u>	Program operation information	Cayen database Worksheets	Quarterly
<u>Additional information:</u>	Regular school day attendance and year end promotion status information for regularly participating students	Student Records	Annually (4 th quarter evaluation report)
<u>Additional information:</u>	Student observations (including reported improvement in behavior, timely homework completion and satisfaction with program)	Annual Student Survey	Annually (4 th quarter evaluation report)
<u>Additional information:</u>	Parent observations (including reported improvement in behavior, timely homework completion and satisfaction with program)	Annual Parent Survey	Annually (4 th quarter evaluation report)
<u>Additional information:</u>	Observations from regular classroom teachers (including reported improvement in behavior, timely homework completion and satisfaction with program)	Annual Regular School Day Teacher Survey	Annually (4 th quarter evaluation report)
<u>Additional information:</u>	Observations from Initiative staff	Annual Staff Survey	Annually (4 th quarter evaluation report)
<u>Additional information:</u>	Additional opinions of student, parent, regular classroom teacher and after school program staff	Focus Groups	Annually (4 th quarter evaluation report)
<u>Additional information:</u>	Opinions and observations from other key stakeholders (e.g. Superintendent, Principals, and representatives from the community partners who are providing resources for this project).	Key Informant Interviews	Annually (4 th quarter evaluation report)

**Dodge Middle/High School 21st Century Community Learning Center Initiative
Evaluation Matrix**

Goals	Objective/Benchmark	Data Sources	Reporting Frequency
Goal #1: Improve Academic Performance	#1.1: Each year of the grant, a minimum of 70% of the students actively participating in the program will improve or maintain a “C” or higher language arts grade	Student Record	Annually (4 th quarter report)
	#1.2: Each year of the grant, a minimum of 70% of the students actively participating in the program will improve or maintain a “C” or higher math grade.	Student Record	Annually (4 th quarter report)
	#1.3: Each year of the grant, the percentage of the actively participating students scoring at the Developing Learners Level or higher in language arts on the Georgia Milestone/EOC will be a minimum of 70%.	Student Test Report	Annually (4 th quarter report)
	#1.4: Each year of the grant, the percentage of the actively participating students scoring at the Developing Learners Level or higher in math on the Georgia Milestone/EOC will be a minimum of 70%.	Student Test Report	Annually (4 th quarter report)
Goal #2: Improve student attendance, behavior, homework completion and class participation	#2.1: Each year of the grant, a minimum of 95% of the students actively participating in the program will be absent from school for 15 days or less.	Student Record	Annually (4 th quarter report)
	#2.2: Each year of the grant, a minimum of 75% of students actively participating in the program will demonstrate improvement in homework completion.	Annual Classroom Teacher Survey	Annually (4 th quarter report)
	#2.3: Each year of the grant, a minimum of 75% of students actively participating in the program will demonstrate improvement in class participation.	Annual Classroom Teacher Survey	Annually (4 th quarter report)
	#2.4: Each year of the grant, a minimum of 75% of students actively participating in the program will demonstrate improvement in behavior.	Annual Classroom Teacher Survey	Annually (4 th quarter report)
	#2.5: Each year of the grant, a minimum of 85% of students actively participating in the program will be promoted to the next grade level.	Student Record	Annually (4 th quarter report)
Goal #3: Increase family involvement	#3.1: Each year of the grant, a minimum of 75% of the parents/guardians who attend at least one family related sessions will state that they have gained increased knowledge regarding encouraging and supporting their child's academic success.	Family Programs Survey	Quarterly
	#3.2: Each year of the grant, a minimum of 50% of the 21 st Century students will have --family participation in at least one literacy and related education development opportunity.	Cayen database	Annually (4 th quarter evaluation report)
<u>Additional information:</u>	Student session attendance information	Cayen database	Quarterly
<u>Additional information:</u>	Program operation information	Cayen database	Quarterly

Dodge Middle/High School 21st Century Community Learning Center Initiative Evaluation Matrix			
Goals	Objective/Benchmark	Data Sources	Reporting Frequency
		Worksheets	
<u>Additional information:</u>	Regular school day attendance and year end promotion status information for regularly participating students	Student Records	Annually (4 th quarter evaluation report)
<u>Additional information:</u>	Student observations (including reported improvement in behavior, timely homework completion and satisfaction with program)	Annual Student Survey	Annually (4 th quarter evaluation report)
<u>Additional information:</u>	Parent observations (including reported improvement in behavior, timely homework completion and satisfaction with program)	Annual Parent Survey	Annually (4 th quarter evaluation report)
<u>Additional information:</u>	Observations from regular classroom teachers (including reported improvement in behavior, timely homework completion and satisfaction with program)	Annual Regular School Day Teacher Survey	Annually (4 th quarter evaluation report)
<u>Additional information:</u>	Observations from Initiative staff	Annual Staff Survey	Annually (4 th quarter evaluation report)
<u>Additional information:</u>	Additional opinions of student, parent, regular classroom teacher and after school program staff	Focus Groups	Annually (4 th quarter evaluation report)
<u>Additional information:</u>	Opinions and observations from other key stakeholders (e.g. Superintendent, Principals, and representatives from the community partners who are providing resources for this project).	Key Informant Interviews	Annually (4 th quarter evaluation report)

The types of process data collected through the Cayen database includes, but is not limited to (for total and regularly participating students): number of students participating; total number of student contacts; average number of sessions attended per student; total number of contact hours with students; average number of contact hours provided per student; description of specific activities provided for the students; number of students' families participating; number of family members participating; total number of family contacts; average number of sessions attended per family; total number of contact hours with families; average number of contact hours per family; and a description of specific parent education/involvement activities provided. We also will analyze the extent to which we adhered to program fidelity for the research-based curriculum/programming. The Data Clerk will be responsible for entering relevant data into the Cayen system. All of this process information will be collected, analyzed and inserted into each quarterly evaluation report by the evaluator (Norris Consulting Group).

The instruments, designs and methods used include: the state's Cayen data management system;

other data collection worksheets and related tools designed to collect the process information (quantitative and qualitative) that the Cayen system does not collect; the annual student, parent surveys, regular classroom teacher and after school program staff surveys; annual student, parent, regular classroom teacher, and after school program staff focus groups; key informant interviews with the School Principals, Project Director, Collaborative Executive Director and representatives from the community partners who are providing resources for this project; and school system student records (CRCT scores, grades, attendance, discipline, year-end promotion status). All instruments described above will be utilized beginning in September 2020. It should be noted that the Site Coordinators and Data Clerk will have access to the school system's student database system and can pull any necessary student related information.

The data analysis plan includes, but is not limited to: summarization, measures of central tendencies, descriptive analysis, correlation analysis, trend analysis, frequency distributions, counts, cross-tabulations comparing respondent groups, and reporting on sub-groups.

To enhance the evaluation process, two student and two parent representatives will actively serve on the local 21st CCLC Advisory Committee. The evaluator, Norris Consulting Group, will work with staff and the local 21st CCLC Advisory Council (which includes parents and students) to utilize the standardized quarterly project data collection tools which will collect the necessary data (in addition to the data available through Cayen) to monitor progress towards achieving the program goals and objectives. The evaluator will train staff on properly completing initiative related data collection worksheets.

The evaluator will subsequently analyze the data utilizing Excel and Epi Info software and prepare four quarterly reports. The evaluator will prepare and present the quarterly detailed written formative evaluation reports and an annual detailed written summative evaluation report to the Advisory Council. The format of these reports will follow the content guidelines contained in the official Request for Proposals (RFP) document.

When possible, information shared in the quarterly evaluation reports will answer the following questions: Are the strategies being implemented according to the annual workplan?; How many of the targeted individuals are actually receiving services?; What type of services are they receiving and in what manner are they receiving them?; and Have the targeted individuals actually benefited from participating in the strategy?

The information shared in the quarterly evaluation reports will be reviewed at the site level with regular day teachers and 21st CCLC staff. 21st CCLC staff, in collaboration with the regular school day teachers, will use available the information shared in the quarterly evaluation reports for instructional decisions to ensure student progress on an on-going basis.

The Advisory Council subsequently will utilize this information for program improvement, specifically to: identify and implement immediate midcourse modifications to this year's workplan; create additional awareness (among identified stakeholders and the general public) regarding the issues surrounding the Initiative's goals and objectives; generate additional local support for attaining the Initiative's goals and objectives; and justify additional funding to support our goals (e.g. utilizing the evaluation information to strengthen grant proposals and related continuation reports). **In essence, the results of the formative and summative evaluation will be (1) used to refine, improve and strengthen the program (i.e. continuous improvement of the program); and (2) made available to the public upon request.**

The evaluator will be responsible for conducting initial orientation training and quarterly staff development training regarding issues such as: confidentiality; data collection; adherence to grant guidelines, policies and procedures (grants management); effectively utilizing evaluation results; and utilizing evaluation feedback for program enhancement and planning activities.

The evaluation plan has been designed to minimize evaluation intrusion on program operations. All interviews, classroom observations, surveys conducted and focus groups held will be sensitive to program operations and will avoid conflicting with scheduling issues. The evaluator will work with the

Advisory Council to ensure this approach is effective and will be flexible regarding feedback and making evaluation related scheduling modifications.

In addition, information dissemination activities will share and highlight evaluation information (from the most recent quarterly evaluation report) to key stakeholders through the monthly 21st CCLC management team, quarterly 21st CCLC advisory council and the Dodge Connection Collaborative meetings; school system's website and newsletters; Dodge Connection Collaborative's website and newsletter; newspaper; available social media opportunities; radio and TV coverage; the Dodge Connection Collaborative speaker's bureau; brochures, pamphlets and other educational materials; speaking engagements at local community and civic organizations; and presentations during school assemblies and PTO meetings. All of these materials will be available in English and Spanish and all materials will be written for a sixth grade reading level or below.

**Dodge 21st Century Community Learning Center Initiatives
Evaluation Timetable**

Activity	Tentative Deadlines			
	1 st Quarter Report	2 nd Quarter Report	3 rd Quarter Report	4 th Quarter Report
Time period ends.	September 30	December 31	March 31	June 30
Registration forms and student/adult attendance data entered into the Cayen database.	By Monday of the following week for all activities the previous Monday – Friday	By Monday of the following week for all activities the previous Monday – Friday	By Monday of the following week for all activities the previous Monday – Friday	By Monday of the following week for all activities the previous Monday – Friday
Evaluator downloads relevant data from the Cayen Cayen system.	October 10	January 10	April 10	June 1 (<i>school year</i>) August 10 (<i>summer</i>)
Quarterly worksheets, relevant pre-post tests and on-site program satisfaction surveys forwarded to evaluator.	October 10	January 10	April 10	June 1 (<i>school year</i>) August 10 (<i>summer</i>)
Student achievement data (relevant test scores, grades, disciplinary records, attendance records, year-end promotion status) are either forwarded to evaluator or entered into the Cayen Cayen system.	October 10	January 10	April 10	June 1
Focus groups with students, parents, regular classroom teachers and after school program staff.				April – May
Key informant interviews with the superintendent, collaborative executive director and representatives from the community partners.				April – May
Initiative staff, classroom teacher, family and student annual satisfaction surveys forwarded to evaluator.				May 15 (<i>school year</i>) August 10 (<i>summer</i>)
Evaluator prepares and forwards the Common Data Elements document				June 24
Evaluator prepares and forwards quarterly evaluation status report to project director.	October 25	January 25	April 25	June 24 (<i>school year report</i>) August 26 (<i>summer report</i>)
Monthly project management team meeting	TBD	TBD	TBD	TBD
Quarterly project advisory committee meeting	November	February	May	August

**Dodge 21st Century Community Learning Center Initiative
Quarterly Project Director Worksheet**

First Quarter:	July 1 – September 30	(Due October 10)
Second Quarter:	October 1 – December 31	(Due January 10)
Third Quarter:	January 1 – March 31	(Due April 10)
Fourth Quarter:	April 1 – May 31	(Due June 10)
Summer:	June 1 – June 30	(Due July 10)

Quarter: 1 2 3 4 Summer (*Circle correct response*)

Project:

- () Dodge County Elementary School 21st CCLC Initiative
 () Dodge County Middle/High School 21st CCLC Initiative

Individual Completing Worksheet:

Name: _____
 Title: _____
 Phone Number: _____

1. Describe this quarter’s major accomplishments (*1 – 2 sentences*).

Dodge 21st Century Community Learning Center Initiative Project Director Feedback	
Project Related Activities:	Progress Occurring To-Date:
Staffing the quarterly Advisory Council meetings.	
Facilitating the monthly 21 st CCLC management team meetings.	
Supervising the Site Coordinators and Data Clerk.	
Managing the grant.	
Coordinating information dissemination related activities (including monthly articles in newspaper, monthly parent newsletter, information posted on school system’s website).	
Insuring quality control in the delivery of services.	
Maintaining compliance with all Initiative related policies and procedures.	
Developing and updating, when necessary, local policies and procedures	
Expanding and managing collaborative relationships.	

**Dodge 21st Century Community Learning Center Initiative
Project Director Feedback**

Project Related Activities:	Progress Occurring To-Date:
Assisting the Site Coordinators in soliciting, training and coordinating staff for all program sites.	
Ensuring that all staff and volunteers have a mandatory background check.	
Assessing staff and volunteer training needs and developing an ongoing professional development plan.	
Coordinating all Initiative related activities.	
Ensuring completion of evaluation plan including worksheets, Cayen, Surveys, and contact with evaluator.	
Completing all required reports.	
Working with the Collaborative's Executive Director to coordinate community resources and leverage grant funding.	
Other:	

2. Number of volunteers utilized by your program this quarter.

Volunteer Name	Assistance Provided	Date(s) Assistance Was Provided	Total Number of Hours Donated

3. Please identify any community partners supporting your program this quarter.

Organization	Role	Estimated Dollar Value of Contribution
Dodge County Board of Education (including all participating schools)		
Dodge Connection Collaborative		
Dodge County Hospital		

Organization	Role	Estimated Dollar Value of Contribution
Dodge County Health Department		
Dodge Arts Guild		
Ocmulgee Regional Library		
Parent Mentor Partnership		
Dodge County Chamber of Commerce		
Junior Reserve Officer Training Corps (JROTC)		
Middle Georgia State College		
Georgia Military College		
Oconee Fall Line Technical College		
Dairy Queen		
Harvey's		
Other:		
Other:		

4. Please provide at least one success story vignette regarding participating students and families occurring this quarter.

5. Identify any community awareness activities conducted this quarter:

Activity	Date(s) it Occurred	Questions	How Many?	Estimated Number of People Reached	Title of Activity/Ad/Article/Presentation, etc.
PSA – TV		How many times did it air during the quarter?			
PSA – Radio		How many times did it air during the quarter?			
PSA – Theaters		How many times did it air during the quarter?			
Newspaper ads		How many times did it run during the quarter? Describe:			
Newspaper articles		How many times did it run during the quarter? Describe:			
Initiative related column/article in the collaborative's newsletter		How many times was it distributed this quarter?			

Activity	Date(s) it Occurred	Questions	How Many?	Estimated Number of People Reached	Title of Activity/Ad/Article/Presentation, etc.
Direct mail		How many pieces were mailed?			
Brochures, etc.		How many were printed? How many were distributed?			
Report card inserts		How many were distributed?			
Church bulletins		How many were distributed?			
Community forums		How many during the quarter?			
Other presentations (e.g. civic groups, etc.)		How many during the quarter? Identify groups:			
Other (<i>please specify</i>):		How many during the quarter?			

6. Identify barriers to accomplishing these endeavors this quarter.

7. Additional comments.

**Dodge 21st Century Community Learning Center Initiative
Quarterly Site Coordinator Worksheet**

First Quarter: July 1 – September 30 (Due October 10)
 Second Quarter: October 1 – December 31 (Due January 10)
 Third Quarter: January 1 – March 31 (Due April 10)
 Fourth Quarter: April 1 – May 31 (Due June 10)
 Summer: June 1 – June 30 (Due July 10)

Quarter: 1 2 3 4 Summer (Circle correct response)

After School Program Site:

- () North Dodge Elementary School
- () South Dodge Elementary School
- () Dodge County Middle School
- () Dodge County High School

Individual Completing Worksheet:

Name: _____
 Title: _____
 Phone Number: _____

1. Describe this quarter's major accomplishments (*1 – 2 sentences*).

2. Family programs conducted this quarter.

Session Date	Session Title	Number of Adults Attending	Number of Students Attending

3. Number of volunteers utilized by your program this quarter.

Volunteer Name	Assistance Provided	Date(s) Assistance Was Provided	Total Number of Hours Donated

Volunteer Name	Assistance Provided	Date(s) Assistance Was Provided	Total Number of Hours Donated

Dodge 21st Century Community Learning Center Initiative Site Coordinator Feedback	
Project Related Activities:	Progress Occurring To-Date:
Supervising site staff and volunteers.	
Meeting with teachers at your school(s) to explain the program and request their assistance in encouraging parents to enroll their children.	
Working with the students' regular school day and after school program teachers to ensure that specific areas of weakness are being addressed in both settings and there is frequent and ongoing communication among all individuals who are working with students enrolled at your site.	
Developing and utilizing a homework sharing tool.	
Planning and presenting in-service workshops for the school's regular day staff (regarding the after school program)	
Regularly communicating with the parents of students enrolled at your site.	
Attending and participating in parent conferences.	
Utilizing technology in student programming at your site.	
Actively participating on your county's 21 st CCLC management team.	
Other:	

4. Please identify any community partners supporting your program this quarter.

Organization	Role	Estimated Dollar Value of Contribution
Dodge County Board of Education (including all participating schools)		
Dodge Connection Collaborative		
Dodge County Hospital		
Dodge County Health Department		
Dodge Arts Guild		
Ocmulgee Regional Library		

Organization	Role	Estimated Dollar Value of Contribution
Parent Mentor Partnership		
Dodge County Chamber of Commerce		
Junior Reserve Officer Training Corps (JROTC)		
Middle Georgia State College		
Georgia Military College		
Oconee Fall Line Technical College		
Dairy Queen		
Harvey's		
Other:		
Other:		

4. Please provide at least one success story vignette regarding participating students and families occurring this quarter.

5. Identify barriers to accomplishing these endeavors this quarter.

6. Additional comments.

4. Identify barriers to accomplishing this endeavor this quarter.

5. Additional comments.

**Dodge 21st Century Community Learning Center Initiative
Staff/Volunteer Development Workshop
Participant Evaluation**

Session Name: _____

Session Date: _____

Location: _____

Please rate the workshop using the following scale: 1 = lowest; 5 = highest

Circle the most accurate response

- | | | | | | | | |
|----|--|---|---|---|---|---|-----|
| 1. | Your overall experience with this workshop | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. | The facility | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. | The handouts used during this workshop | 1 | 2 | 3 | 4 | 5 | N/A |
| 4. | The presenter/facilitator | 1 | 2 | 3 | 4 | 5 | N/A |
| 5. | The workshop topic | 1 | 2 | 3 | 4 | 5 | N/A |

6. How will your ability to serve the students and families enrolled in the Dodge 21st Century Community Learning Center Initiative be improved by your participation in this session?

7. How could this workshop be improved?

8. What other issues would you like to have discussed in future workshops?

9. Additional comments.

Dodge 21st Century Community Learning Center Initiative
Quarterly Management Team Worksheet

First Quarter:	July 1 – September 30	(Due October 10)
Second Quarter:	October 1 – December 31	(Due January 10)
Third Quarter:	January 1 – March 31	(Due April 10)
Fourth Quarter:	April 1 – May 31	(Due June 10)
Summer:	June 1 – June 30	(Due July 10)

Quarter: 1 2 3 4 Summer (*Circle correct response*)

Individual Completing Worksheet:

Name: _____
 Title: _____
 Phone Number: _____

1. Please attach an agenda and meeting sign-in sheet for all Management Team meetings conducted this quarter.
2. Please complete the following table summarizing the meetings occurring this quarter.

Date	Major Issues Discussed	Number of Participants

3. Please summarize any recommendations made by the Management Team at these meetings.
4. Identify barriers to successfully accomplishing this endeavor this quarter.
5. Additional comments.

Dodge 21st Century Community Learning Center Initiative
Quarterly Advisory Committee Worksheet

First Quarter:	July 1 – September 30	(Due October 10)
Second Quarter:	October 1 – December 31	(Due January 10)
Third Quarter:	January 1 – March 31	(Due April 10)
Fourth Quarter:	April 1 – May 31	(Due June 10)
Summer:	June 1 – June 30	(Due July 10)

Quarter: 1 2 3 4 Summer (*Circle correct response*)

Individual Completing Worksheet:

Name: _____
 Title: _____
 Phone Number: _____

1. Please attach an agenda and meeting sign-in sheet for all Advisory Committee meetings conducted this quarter.
2. Please complete the following table summarizing the meetings occurring this quarter.

Date	Major Issues Discussed	Number of Participants

3. Please summarize any recommendations made by the Advisory Committee at these meetings.
4. Identify barriers to successfully accomplishing this endeavor this quarter.
5. Additional comments.

**Dodge 21st Century Community Learning Center Initiative
After School Program
Family Survey**

We are interested in learning about your opinions of the *After School Program*. Please complete the survey questions below. Please return the completed survey by _____ in the enclosed envelope. Do not write your or your child's name on this survey. It is confidential and anonymous. Your answers will help us continue to improve the *After School Program*. Thank you.

1. How satisfied are you with your child's *After School Program*

- Very satisfied
- Somewhat satisfied
- Neither satisfied nor dissatisfied
- Somewhat dissatisfied
- Very dissatisfied

If you answered "very dissatisfied" or "somewhat dissatisfied", please tell us why:

2. Prior to your child participating in the *After School Program*, where did your child usually go after school?

- My child stayed home alone.
- My child stayed home with a sibling, parent, guardian or sitter.
- My child went to the home of someone else (like a friend, relative or sitter).
- My child went someplace else for activities.
- Other.

3. How did you find out about the *After School Program*?

- From the school or agency.
- From another parent.
- From another community organization or agency.
- From another student.
- Other.



4. Please complete the following statements by selecting one of the following options for each statement.

Strongly Agree Somewhat Agree Neither Agree Nor Disagree Somewhat Disagree Strongly Disagree

The program has helped improve my child's behavior.					
The program is helping my child to complete and turn in his/her homework in a timely manner.					
The program is helping to improve my child's reading skills.					
The program is helping to improve my child's math skills.					

5. Do you want your child to continue to participate in the **After School Program** next year?

- Yes
 No
 Undecided

6. What's the best thing about the **After School Program?**

7. What needs to be improved about the **After School Program?**

8. Please use the space below to provide any additional comments about the **After School Program.**

Thank you for the time you have taken to answers these questions. We appreciate your comments.

**Dodge 21st Century Community Learning Center Initiative
Elementary School Student Survey**

We are interested in what you think of the *After School Program*. Please answer the questions below so we can continue to make it better. Thank you.

1. Since I started going to the After School Program:

	Strongly Agree	Somewhat Agree	Neither Agree Nor Disagree	Somewhat Disagree	Strongly Disagree
I like the after school program.					
My behavior has improved.					
The program helps me complete and turn in my homework on time.					
I'm doing better in school since I started coming here.					
I feel better about myself and my abilities.					
I have made new friends.					

2. What's the best thing about the *After School Program*?

3. What needs to be improved about the *After School Program*?

4. Anything else that you would like to say about the *After School Program*?

**Dodge 21st Century Community Learning Center Initiative
Middle/High School Student Survey**

We are interested in learning about your opinions of the **After School Program**. Please take a few minutes to answer the questions below. Your answers will help us to continue to improve local services for youth. Please do not write your name on this paper. All answers will be confidential and anonymous. Thank you.

1. Since I started going to the After School Program:

	Strongly Agree	Somewhat Agree	Neither Agree Nor Disagree	Somewhat Disagree	Strongly Disagree
I like the after school program					
My behavior has improved					
The program helps me complete and turn in my homework on time					
My attendance has improved					
I'm doing better in school since I started coming here					
I feel I have someone I can go to when I need help					
I feel better about myself and my abilities					
I have made new friends					
I want to graduate from high school					
I want to continue my education beyond high school					

2. What's the best thing about the **After School Program**?

3. What needs to be improved about the **After School Program**?

4. Please use the space below to provide any additional comments about the **After School Program**.

Thank you for the time you have taken to answers these questions. We appreciate your comments.

**Dodge 21st Century Community Learning Center Initiative
Family Programs Survey**

Session Name: _____ **Session Date:** _____

Session Location: _____

The Dodge 21st Century Community Learning Center Initiative is interested in learning about your opinions of today's program. Please complete the survey questions below. Do not write your name on this survey. It is confidential and anonymous. Your answers will help us continue to improve the program. Thank you.

1. How satisfied are you with today's program.

- Very satisfied
- Somewhat satisfied
- Not satisfied
- Don't know

If you answered "Not satisfied", please tell us why?

2. By attending today's program(s), I have gained increased knowledge regarding encouraging and supporting my child's academic success.

- Yes
- No
- Don't know

3. What's the best thing about today's program?

4. What needs to be improved about today's program?

5. What additional programs and services would you like to see provided?

6. Any additional comments?

Thank you for the time you have taken to answers these questions. We appreciate your comments.

**Dodge 21st Century Community Learning Center Initiative
After School Staff Survey**

We are interested in learning about your opinions of the **After School Program**. Please take a few minutes to answer the questions below. Your answers will help us to continue to improve the program. Please do not write your name on this paper. All answers will be confidential and anonymous. Thank you.

1. How satisfied are you with the **After School Program**?

- Very satisfied
- Somewhat satisfied
- Not satisfied
- Don't know

If you answered "Not satisfied", please tell us why?

2. Please complete the following table

Question	Response		
	Yes	No	Uncertain
Were enough activities planned for the students?			
Did you attend at least one of the family events?			
Did you think the activities/services were age appropriate for the students?			
Do you feel students gained useful knowledge through the program?			
Do you feel the after school program benefited your students?			
Do you feel discipline problems were handled appropriately?			
Do you feel that you received an adequate amount of training to perform your job duties?			
Do you feel that you received an adequate amount of supervision and guidance when performing your job duties?			
Do you feel that there is an adequate amount of communication between after school program staff members, regular school day staff, parents and students?			
Does the existence of volunteers improve the quality of services provided by the after school program?			
Would you like to work with the program next year?			

3. What are the strengths of the **After School Program**?

4. What needs to be improved about the **After School Program**?

5. Please use the space below to provide any additional comments about the **After School Program**.

Thank you for your input. We appreciate your feedback.

**Dodge 21st Century Community Learning Center Initiative
Summer Program
Family Survey**

We are interested in learning about your opinions of the **Summer Program**. Please complete the survey questions below. Please return the completed survey by _____ in the enclosed envelope. Do not write your or your child's name on this survey. It is confidential and anonymous. Your answers will help us continue to improve the **Summer Program**. Thank you.

1. How satisfied are you with your child's **Summer Program**?

- Very satisfied
- Somewhat satisfied
- Neither satisfied nor dissatisfied
- Somewhat dissatisfied
- Very dissatisfied

If you answered "very dissatisfied" or "somewhat dissatisfied", please tell us why:

2. Prior to your child participating in the **Summer Program**, where did your child usually go in the summer?

- My child stayed home alone.
- My child stayed home with a sibling, parent, guardian or sitter.
- My child went to the home of someone else (like a friend, relative or sitter).
- My child went someplace else for activities.
- Other.

3. How did you find out about the **Summer Program**?

- From the school or agency.
- From another parent.
- From another community organization or agency.
- From another student.
- Other.



4. Please complete the following statements by selecting one of the following options for each statement.

Strongly Agree Somewhat Agree Neither Agree Nor Disagree Somewhat Disagree Strongly Disagree

The program has helped improve my child's behavior.					
The program is helping to improve my child's reading skills.					
The program is helping to improve my child's math skills.					

5. Do you want your child to continue to participate in the **Summer Program** next year?

Yes
 No
 Undecided

6. What's the best thing about the **Summer Program?**

7. What needs to be improved about the **Summer Program?**

8. Please use the space below to provide any additional comments about the **Summer Program.**

Thank you for the time you have taken to answers these questions. We appreciate your comments.

**Dodge 21st Century Community Learning Center Initiative
Elementary School Student Survey**

We are interested in what you think of the **Summer Program**. Please answer the questions below so we can continue to make it better. Thank you.

1. Since I started going to the Summer Program:

	Strongly Agree	Somewhat Agree	Neither Agree Nor Disagree	Somewhat Disagree	Strongly Disagree
I like the summer program.					
My behavior has improved.					
I feel better about myself and my abilities.					
I have made new friends.					

2. What's the best thing about the **Summer Program**?

3. What needs to be improved about the **Summer Program**?

4. Anything else that you would like to say about the **Summer Program**?

**Dodge 21st Century Community Learning Center Initiative
Middle/High School Student Survey**

We are interested in learning about your opinions of the **Summer Program**. Please take a few minutes to answer the questions below. Your answers will help us to continue to improve local services for youth. Please do not write your name on this paper. All answers will be confidential and anonymous. Thank you.

1. Since I started going to the **Summer Program**:

	Strongly Agree	Somewhat Agree	Neither Agree Nor Disagree	Somewhat Disagree	Strongly Disagree
I like the summer program.					
My behavior has improved.					
I feel I have someone I can go to when I need help.					
I feel better about myself and my abilities.					
I have made new friends.					
I want to graduate from high school.					
I want to continue my education beyond high school.					

2. What's the best thing about the **Summer Program**?

3. What needs to be improved about the **Summer Program**?

4. Please use the space below to provide any additional comments about the **Summer Program**.

Thank you for the time you have taken to answers these questions. We appreciate your comments.

**Dodge 21st Century Community Learning Center Initiative
Family Programs Survey**

Session Name: _____ **Session Date:** _____

Session Location: _____

The Dodge 21st Century Community Learning Center Initiative is interested in learning about your opinions of today's program. Please complete the survey questions below. Do not write your name on this survey. It is confidential and anonymous. Your answers will help us continue to improve the program. Thank you.

1. How satisfied are you with today's program.

- Very satisfied
- Somewhat satisfied
- Not satisfied
- Don't know

If you answered "Not satisfied", please tell us why?

2. By attending today's program(s), I have gained increased knowledge regarding encouraging and supporting my child's academic success.

- Yes
- No
- Don't know

3. What's the best thing about today's program?

4. What needs to be improved about today's program?

5. What additional programs and services would you like to see provided?

6. Any additional comments?

Thank you for the time you have taken to answers these questions. We appreciate your comments.

**Dodge 21st Century Community Learning Center Initiative
Staff Survey**

We are interested in learning about your opinions of the *Summer Program*. Please take a few minutes to answer the questions below. Your answers will help us to continue to improve the program. Please do not write your name on this paper. All answers will be confidential and anonymous. Thank you.

1. How satisfied are you with the *Summer Program*?

- Very satisfied
- Somewhat satisfied
- Not satisfied
- Don't know

If you answered "Not satisfied", please tell us why?

2. Please complete the following table

Question	Response		
	Yes	No	Uncertain
Were enough activities planned for the students?			
Did you attend at least one of the family events?			
Did you think the activities/services were age appropriate for the students?			
Do you feel students gained useful knowledge through the program?			
Do you feel the summer program benefited your students?			
Do you feel discipline problems were handled appropriately?			
Do you feel that you received an adequate amount of training to perform your job duties?			
Do you feel that you received an adequate amount of supervision and guidance when performing your job duties?			
Do you feel that there is an adequate amount of communication between summer program staff members, regular school day staff, parents and students?			
Does the existence of volunteers improve the quality of services provided by the summer program?			
Would you like to work with the program next year?			

3. What are the strengths of the *Summer Program*?

4. What needs to be improved about the *Summer Program*?

5. Please use the space below to provide any additional comments about the *Summer Program*.

Thank you for your input. We appreciate your feedback.

Adult/Parent/Staff Interview/Focus Group

1. If you were describing our program to a parent who was considering enrolling their child, how would you describe it to them?
2. How would you rate our program on a scale of 1 – 10, with 10 being the highest? Why?
3. What are the strengths of our program?
4. What are our opportunities for improvement?
5. If funding was not a barrier (i.e. anything is possible), what suggestions would you make?
6. How can we continue to improve our communication with parents?
7. How can we improve our parent/family activities to increase their participation?
8. What are the existing barriers to successfully operate this program and subsequently improve student achievement (grades, test scores, year end promotion status)?
9. Any additional comments?

Student Interview/Focus Group

1. What do you like best about the after school program?
2. What else would you like to see at the after school program?
3. If we had all of the money we wanted to run an after school program, what would you like us to do?
4. How can we get parents and other adults to come to family activities?
5. What can we do to make the after school program better?
6. In what ways has the after school program helped you?
7. Any additional comments?

