



# Power Up! Managing Your Grant

## Session 2: Using Data to Plan

April 13, 2022



# Warm Welcome



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# Agenda

- Warm Welcome
- Nine Key Principles for Expanded Learning
  - Ongoing Assessment and Improvement
  - Participation and Access
- Data Tracking Year 1
- Peer-to-Peer Networking
- Hot Topics
- Next Steps
- Closing Reflection



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# Group Agreements

- Zoom Etiquette
  - Enable your camera, so we can see you and feel your energy.
  - Mute yourself unless you are talking to eliminate background noise for others.
- Be Present
  - The best gift you can give yourself!
  - Start with a learner's mindset.
- Be Your Best You
  - Listen to your body – stay hydrated, caffeinated, grab a snack and stretch!
  - Move Up and Move Back



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# Quality Organizational Practices

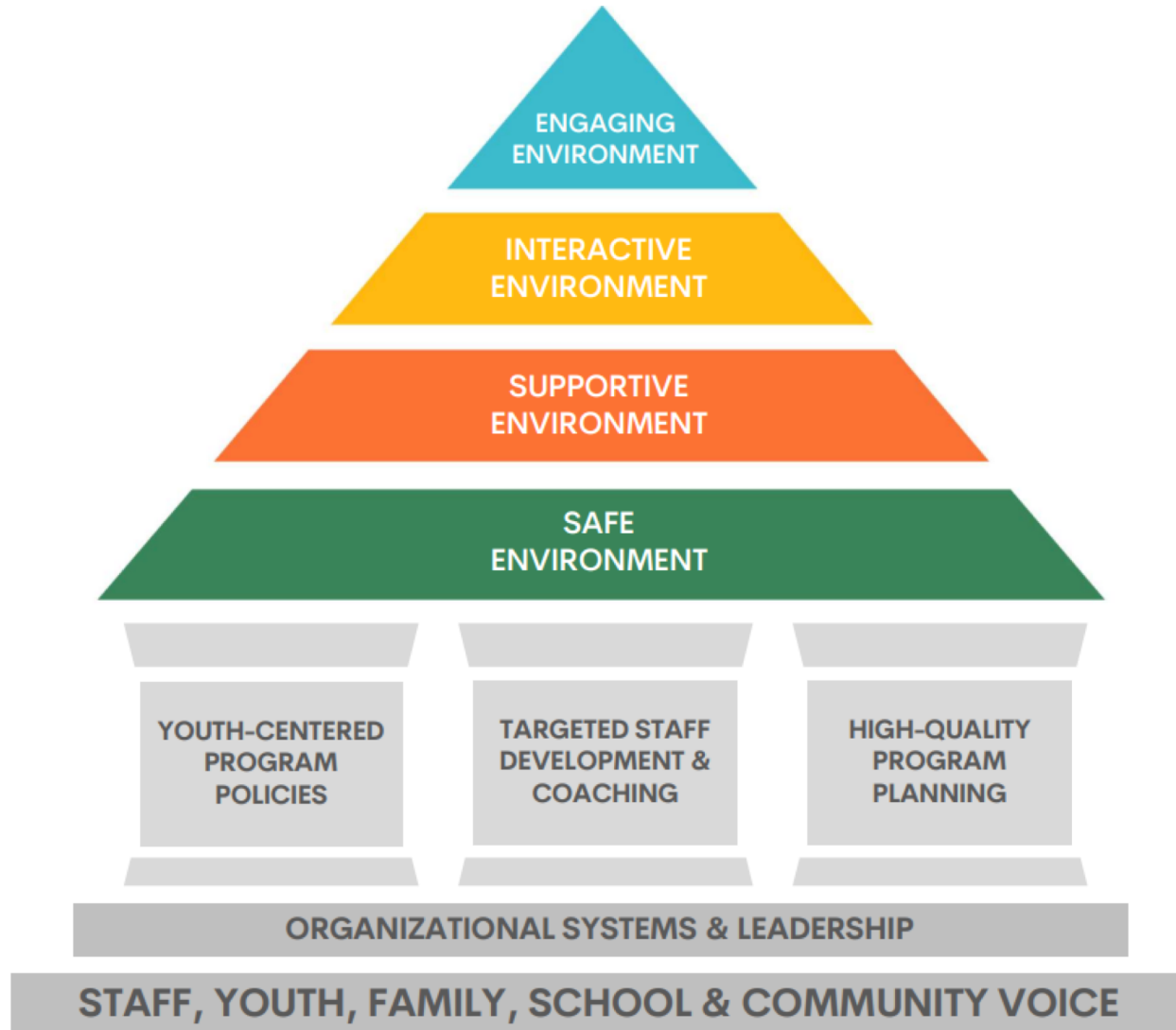


IMAGE INTENDED FOR OK ESSER GRANTEE USE ONLY  
Drafted February 2022



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# Nine Key Principles for Expanded Learning

- School Community Partnerships
- Active Engaged Learning
- Family Engagement
- Intentional Programming
- Diverse, Prepared Staff
- **Participation and Access**
- Safety
- Health and Well-being
- **Ongoing Assessment and Improvement**

Afterschool Alliance, March 2021

<https://sde.ok.gov/sites/default/files/documents/files/9%20key%20principles.pdf>



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# Ongoing Assessment & Improvement



*“Expanded learning programs that employ sound data collection and management practices focused on continuous improvement have the most success in establishing and maintaining quality services for young people. Frequent assessment (both informal and formal) and regular evaluation (both internal and external) are ingredients needed to refine and sustain expanded learning programs.”*



# Participation & Access



*“Studies show that frequency and duration of participation in expanded learning programs matter; the more kids participate, the more likely they are to improve academically and behaviorally. When children choose and direct their enrichment experiences, they become more ardent learners and stronger leaders. It is important to recognize that attendance numbers in schools and expanded learning programs will likely fluctuate as families and communities make choices and decisions to protect their health and safety. For that reason, it is important that participation not be mandatory.”*



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# ESSER Year 1 Data Tracking

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February – May 2022



# ESSER Coordinated Support Goals



## Grant Support Goals

Communicate clear expectations and process for grant requirements

Build Grantee Engagement through responsive tools, training, and technical assistance

Engage grant leaders in sharing promising program models including resilient/sustainable practices.

## Quality Support Goals

Identify core organizational and program practice for establishing a culture of quality

Launch Continuous Quality Improvement cycle in support of high-quality programming

Strengthen connections between high-quality practices and specific program goals

## Data Support Goals

Implement tools to support data tracking for compliance

Collect data on core organizational and program practices to inform CQI

Highlight ESSER impact by connecting program data with student outcomes.

# Grant Supports – Year 1

## OSDE Power Up!

*\*Wednesday mornings, 10:00 – 11:30am*

- Fiscal and Program Updates – March 30, 2022
- Using Data to Make Plans – April 13, 2022
- Student Recruitment and Retention – April 27, 2022
- Hot Topics – May 11, 2022

# Quality Supports – Year 1

## Community of Practice

*\*Wednesday mornings, 10:00 – 11:30am or Thursday afternoons, 1:00 – 2:30pm*

- Grantee Kickoff – February 22 or February 28 and March 1, 2022
- Continuous Quality Improvement – April 6 or 7, 2022
- Gathering Youth, Community and Partner Voice – April 20 or 21, 2022
- Reflection and Planning – May 4 or 5, 2022



# Data Supports – Year 1 (Spring 2022)

- Program, Staffing, and Family Activities Tracker
  - Afterschool Spring 2022 (February 1 – June 30, 2022)
  - Online form
  - Must submit one per site
  - Due June 30, 2022
- Director Focus Groups
  - During Reflection & Planning Community of Practice

# Poll: What activities should we track?

*\*Use the annotate feature to vote*

## Academic Enrichment

- Homework Help
- Mentoring
- Tutoring
- STEM
- Literacy

## Non-Academic Enrichment

- Arts & Music
- Physical Activity
- Community/ Service Learning
- Youth Leadership
- Entrepreneurship

## Individualized Services

- English Language Supports
- Truancy Prevention
- Drug Prevention
- Violence Prevention

## Behavior Supports

- Truancy Prevention
- Drug Prevention
- Violence Prevention

# Activity Tracker – Program Details

- Grantee/Site
- Contact Info
- Students Served

*How many students did you serve in the following categories?*

- Grade
- Ethnicity
- Gender
- Economic Disadvantage
- FRL
- Students with Disabilities
- Students in Foster Care
- Homeless Youth
- English Language Learners

# Activities Tracker – Program Schedule and Participation

**For each activity that you offer -**

1. In total, how many hours was this activity offered? \_\_\_\_\_
2. On average, how long is each session in minutes? \_\_\_\_\_
3. On average, how many students participate in each session? \_\_\_\_\_

\*If you run multiple sessions at the same time (e.g. 1st – 2nd graders, 3rd – 5th graders), estimate the total number of participants across all sessions.\*

# Activity Tracker - Staffing

For each type of position, identify how many **paid** and/or **volunteer** individuals worked at your site this term?

If you did not have this position at your site, please select 0.

	0	10	20	30	40	50	60	70	80	90	100
Paid Administrators											
Volunteer Administrators											
Paid College Students											
Volunteer College Students											
Paid Community Members											
Volunteer Community Members											
Paid High School Students											
Volunteer High School Students											
Paid Parents											
Volunteer Parents											
Paid School Day Teachers											
Volunteer School Day Teachers											
Paid Other Non-Teaching School Staff											
Volunteer Other Non-Teaching School Staff											
Paid Subcontracted Staff											
Volunteer Subcontracted Staff											
Paid Other Staff											
Volunteer Other Staff											

# Activity Tracker - Family Services

1. Did you serve families of youth PreK - 5th grade?

- No
- Yes

If yes, how many families of youth PreK - 5th grade did you serve?

2. Did you serve families of youth 6th - 12th grade?

- No
- Yes

If yes, how many families of youth 6th - 12th grade did you serve?

# Data Supports – Next Steps

- Afterschool Spring 2022 (February 1 – June 30, 2022)
  - Program, Staffing, and Family Activities Tracker
  - \*Save your responses to use as Annual Report*
- Summer 2022 (May 1 – August 31, 2022)
  - Program, Staffing, and Family Activities Tracker
  - Attendance Spreadsheet
- Afterschool 2022-2023 (August 1, 2022 – June 30, 2023)
  - Program, Staffing, and Family Activities Tracker
  - Attendance Spreadsheet

# Peer-to-Peer Networking

Select one of the following discussion groups to join:

- What capacity do you have or need to build on your team to collect data?
- What data sharing permissions and protocols do you need with or within your local school district to collect this data?



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# Hot Topics!

- GMS Access and Security
  - Establish SSO Account and email [Tracie.Raibourn@sde.ok.gov](mailto:Tracie.Raibourn@sde.ok.gov)
- Budget Detail
  - Review guidance provided in webinar slides
- Indirect by District/Organization Level
  - Review guidance provided in webinar slides
  - District Slides 32 and 33
  - Non-Districts Slides 37 and 38
- Claims Webinar



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# Grants Management System (GMS)

Budget Detail

Budget Summary

## Budget Detail

Itemize and explain each expenditure amount that appears on the Budget Summary.

Paid to Date Amounts	100	200	300	400	500	600	700	800	900	Indirect Cos
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Current Budgeted Amounts by Object Code	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Notes: The District Level Budget page is identified by '000'

Site:

Go



After choosing the program, choose the appropriate site. Each site will have its own budget.

Total Allocation Available for Budgeting

To obtain additional detail lines, fill in all blank lines, and click Save Page. Three (3) more blank lines will then be added at the bottom.

Function Code	Object Code	Expenditure Description and Itemization	Afterschool_ESSER Funds	Delet Row
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="checkbox"/>

Total Displayed:

# Budgeting Indirect Costs

Notes: The District Level Budget page is identified by '000'

Site:



To budget Indirect Cost, select 000 site from the drop-down.

Total Allocation Available for Budgeting

To obtain additional detail lines, fill in all blank lines, and click Save Page. Three (3) more blank lines will then be added at the bottom.

Function Code	Object Code	Expenditure Description and Itemization	Summer_ESSER Funds	Delete Row
<input type="text" value="X"/>	<input type="text" value="X"/>	<input type="text" value="X"/>	<input type="text" value="X"/> 0.00	<input type="checkbox"/>
<input type="text" value="X"/>	<input type="text" value="X"/>	<input type="text" value="X"/>	<input type="text" value="X"/> 0.00	<input type="checkbox"/>
<input type="text" value="X"/>	<input type="text" value="X"/>	<input type="text" value="X"/>	<input type="text" value="X"/> 0.00	<input type="checkbox"/>

Total Displayed:

The maximum amount of Indirect Costs that may be taken and no Property is budgeted will be \$2,902.30

Determining Maximum Indirect Cost allowed

(A) Total Allocation Available for Budgeting	\$200,338.00
(B) Property Costs	\$0.00
(C) Allowable Direct Costs (A-B)	\$200,338.00
(D) Indirect Cost Rate %	1.4700
(E) Maximum Indirect Cost (C*(D/1+D))	\$2,902.30



(F) Total budgeted	\$0.00
(G) Budgeted Indirect Cost	0.00
(H) Total Budget (F+G)	\$0.00
Remaining (A-H)	\$200,338.00



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# Next Steps



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# Community of Practice

**Who:** Lead Instructional, Programmatic Team, Grant Directors, Site Coordinators

**What:** Small Group, Peer-to-Peer Learning, Led by Quality Coaching Team

**When:** Attend 1 of 2; Wednesday at 10:00 a.m. **or** Thursday at 1:00 p.m.

## **Session 1 – Continuous Quality Improvement**

Wednesday, April 6 **or** Thursday, April 7, 2022

## **Session 2 – Gathering Youth, Community and Partner Voice**

Wednesday, April 20 **or** Thursday, April 21, 2022

## **Session 3 – Reflection and Planning**

Wednesday, May 4 **or** Thursday, May 5, 2022



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March 30, 2022

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April 13, 2022

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April 27, 2022

## **Session 4 – Hot Topics!**

May 11, 2022



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# [sde.ok.gov/expanded-learning](https://sde.ok.gov/expanded-learning)

Home / Expanded Learning

## Expanded Learning



Comprehensive afterschool and evidence-based summer learning and enrichment programs are highly effective in closing the achievement gap and addressing students' social and emotional needs, particularly the unique needs of disadvantaged students who were disproportionately impacted by the coronavirus. The Oklahoma State Department of Education is committed to ensuring students and families have access to quality out-of-school time programs. These programs, developed through community partnerships, should address local needs, be widely available, and focus on student success.



### Announcements

#### Afterschool and Summer Learning and Enrichment Grant Awarded

The Oklahoma State Department of Education has announced the [grant awards](#) for the High-Quality Afterschool and Summer Learning Programs Initiative. For more details visit our [Grantee List](#).

### Expanded Learning

- Expanded Learning Home
- Grant Application
- Grant Guidance
- Grantee List
- Grantee Resources
- Success Stories
- Summer Learning

### Contact Us

**Family and Community Engagement**

2500 North Lincoln Boulevard,  
Suite 414  
Oklahoma City, OK 73105

Phone: 405-522-6225  
Fax: 405-522-2269



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# Feedback



[https://bit.ly/OKESSER\\_Feedback](https://bit.ly/OKESSER_Feedback)



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# Closing Reflection



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**Extra Slides and Templates Below**

# Diverse, Prepared Staff



*“Successful expanded learning programs ensure that the staffing qualifications and on-going professional development are closely linked to program goals and activities and that the blending of teachers and non-teachers allows for a wide range of expertise and breadth of adult perspectives that can help youth feel comfortable learning and exploring and ultimately contribute to their success.”*



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## Three Step Framework: You for Youth

Plan	Design/Execute	Sustain
<ul style="list-style-type: none"><li>Reviewed the Application Requirements</li><li>Bring Stakeholders Together</li><li>Conduct Needs Assessment</li></ul>	<ul style="list-style-type: none"><li>Create Operational Plan</li><li>Intentionally Design Activities</li><li>Recruit Students</li><li>Define Staffing Plan</li><li>Create Communication</li><li>Create Budget</li></ul>	<ul style="list-style-type: none"><li>Continuous Improvement</li><li>Gathering Data</li><li>Train Your Team</li><li>Engage Community Partners</li><li>Build Relationships</li></ul>

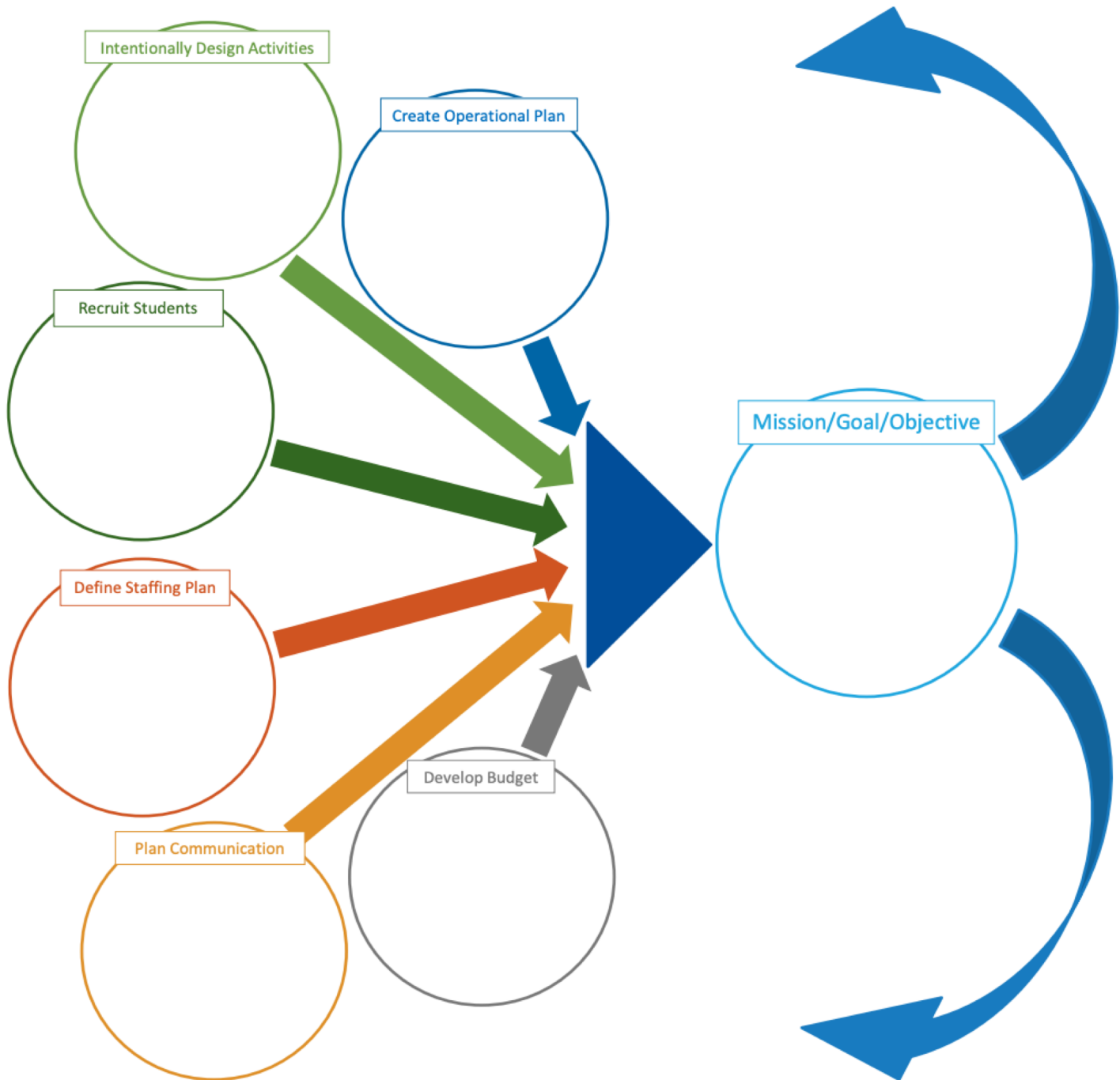
### ACTION STEPS:

What needs to happen?

Who will need to be included?

What is needed for success?

What is the timeline?



# School-Community Partnerships







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# Active and Engaged Learning



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# Family Engagement



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# Intentional Programming





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# Participation & Access







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# Safety

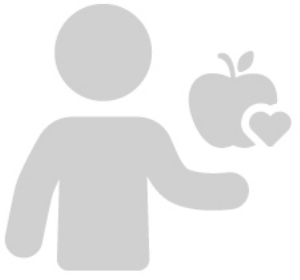




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# Health & Well-being





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# Ongoing Assessment & Improvement





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