



# Help! How Do I Manage All These Moving Parts?

New Leaders Virtual Academy: Session 2  
August 11, 2020



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# Facilitators



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# New Leaders Academy

**1**

**Everything 21<sup>st</sup>  
CCLC!**

Monday  
August 10

**2**

**Help! How Do I  
Manage All These  
Moving Parts?**

Tuesday  
August 11

**3**

**Dig Into the  
Basics!**

Wednesday  
August 12

**4**

**Intentional  
Activity Design is  
Key to Student  
Success**

Thursday  
August 13

**5**

**Always  
Improving!**

Friday  
August 14



# Objectives

- Explore critical tasks and discuss your challenges.
- Identify the management plans you need to have in place.
- Discover free professional learning and tools to build your program management knowledge and skills.





# Program Management

## 21<sup>st</sup> CCLC Programs



# Managing Your 21<sup>st</sup> CCLC Program



1 Initiating

2 Planning

3 Executing

4 Monitoring & Controlling

5 Closing

1

- Set program SMART goals.
- Define vision and mission statements.

2

- Develop plans to manage each area of your program.
- Develop standard operating procedures.

3

- Implement your plans with fidelity.
- Execute site-specific plans.

4

- Ensure federal, state and local compliance.
- Establish a continuous improvement process.

5

- Complete annual reporting.
- Develop plans to continue your program.



# Helpful Tools

- Program Planning Checklist
- Project Management Graphic Organizer
- Project/Program Planner

## Managing Your 21<sup>st</sup> CCLC Program: Planning Checklist

The collage displays several key resources:

- 21<sup>st</sup> Century Community Learning Centers Grant Proposal:** A document cover with a blue and orange geometric design.
- Program Planning Checklist:** A document titled "Managing Your 21<sup>st</sup> Century Community Learning Centers Program" with a "You for Youth" logo.
- Project Management Graphic Organizer (Left):** A template for "ABC School District 21<sup>st</sup> Century Community Learning Centers" featuring the "YOU FOR YOUTH" logo and the text "21<sup>st</sup> CCLC Student Planner".
- Project Management Graphic Organizer (Right):** A template titled "You for Youth Project Management Graphic Organizer" with the "YOU FOR YOUTH" logo.
- Tablet Display:** Shows the "You for Youth" website interface, including a search bar, a "Continuous Education" section with "Introduction to Continuous Education Through 21st CCLC Activities", "Implementation Strategies", and "Coaching My Staff", along with a "My Notebook" and "Glossary" section.



# Critical Task 1: Know Your Grant

What did you say you would do?

What quality indicators did you propose?

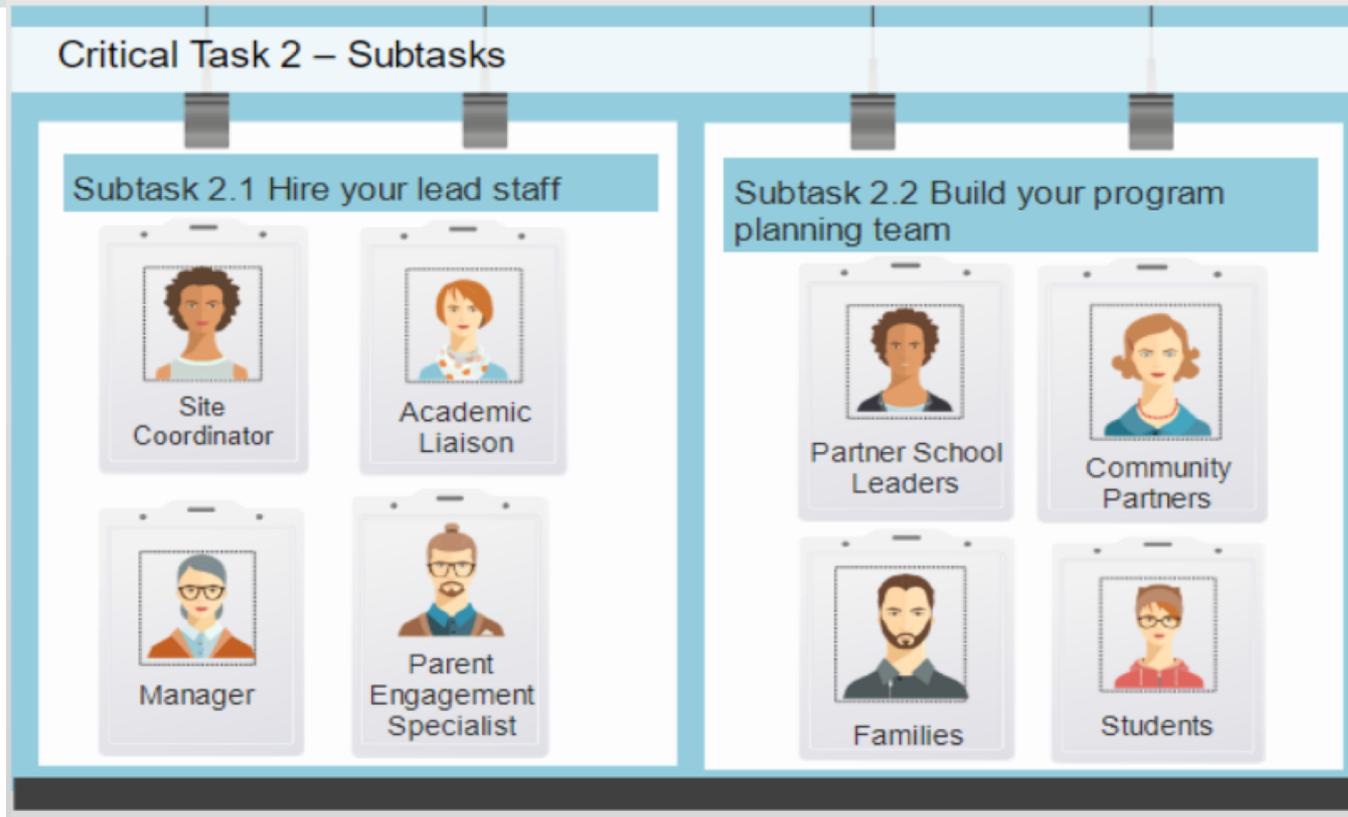


What budget did you propose?

How much time do you have to do the work?



# Critical Task 2: Identify Stakeholders





# Critical Task 3: Define Your Program

Conduct a Needs  
Assessment



Write SMART  
Goals

Organizational Vision and Mission

Program Vision and Mission



# Critical Task 4: Develop Your Project Plan

Developing your project plan is listed as the first critical task of this process group.

But...

**To complete your plan**



Directly inform

Consider elements from critical tasks 5-10



Finalize your project plan within critical task 11

Project plan will describe:

- Who
- What
- How
- Why



Thoughtful planning and design





# Questions to Guide Planning

**Check the questions you would want to see answered in your plan.**

What sites are included in my program?

When is my program open?

What grade levels does my program serve?

How much money will be spent on programming?

How will my program meet the needs of students and families?

How will my program demonstrate performance?

Who is eligible to attend the program?

How will my program staff manage stakeholder satisfaction?

How can I illustrate the big picture of my program to stakeholders?

What risks exist for my project and how can they be mitigated?



# Critical Tasks 5-11: Management Plans



Your project plan should include these elements:

- Fiscal Management Plan
- Data Management Plan
- Human Resources Management Plan
- Intentional Activity Design Plan
- Student Recruitment Plan
- Communications and Outreach Plan
- Quality Assurance Plan



# Critical Task 5: Fiscal Management Plan

Which federal guidance document would help me determine allowable or unallowable costs?

ESSA

Uniform Guidance

EDGAR

Non-regulatory Guidance



# Critical Task 5: Fiscal Management Plan

**Annual Budgets**

**Record Keeping**

**Procurement**

**Reporting**



# Critical Task 6: Data Management

Each year, states and their grantees are required to...

-  Complete an Annual Performance Report, or APR.
-  Capture many different types of data.

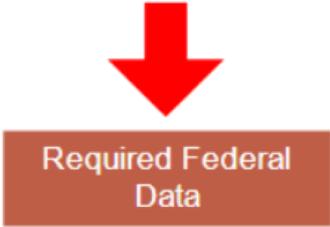
Federal requirements specify which data you must track for all regular students:

-  Those who attend your program for 30 days or more throughout a fiscal year.

If a student attends fewer than 30 days:

-  Capture and assess data on those students in your own program evaluation.

Click on the button to show the Required Federal Data.



- Mathematics
- Language Arts
- Proficiency
- Homework
- Behavior
- People Served
- Types of Activities
- Staffing Types
- Participant Demographics

# Critical Task 7: Human Resources Plan



- Create job descriptions.
- Recruit your staff.
- Prepare your staff.
- Manage your staff.
- Identify staff roles.





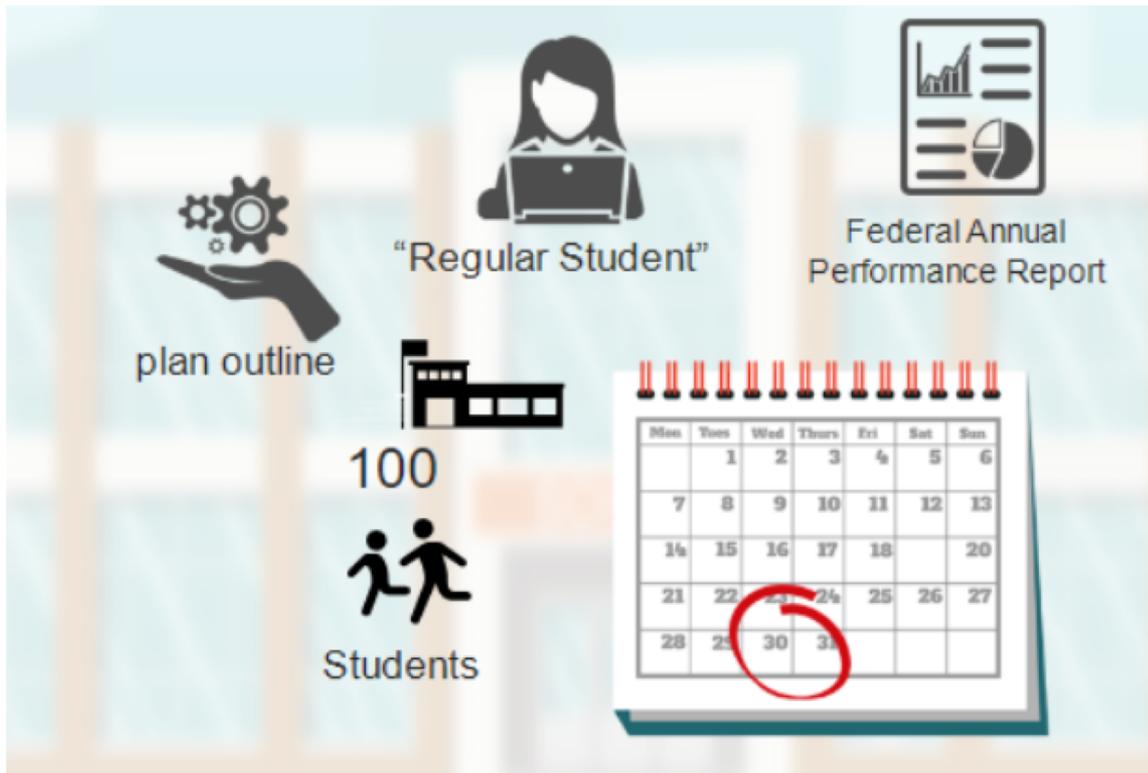
# What is your #1 issue with human resources?

- Getting qualified staff.
- Getting staff who fit in.
- Staff turnover.
- Providing professional learning for staff.
- Managing staff.





# Critical Task 9: Student Recruitment Plan



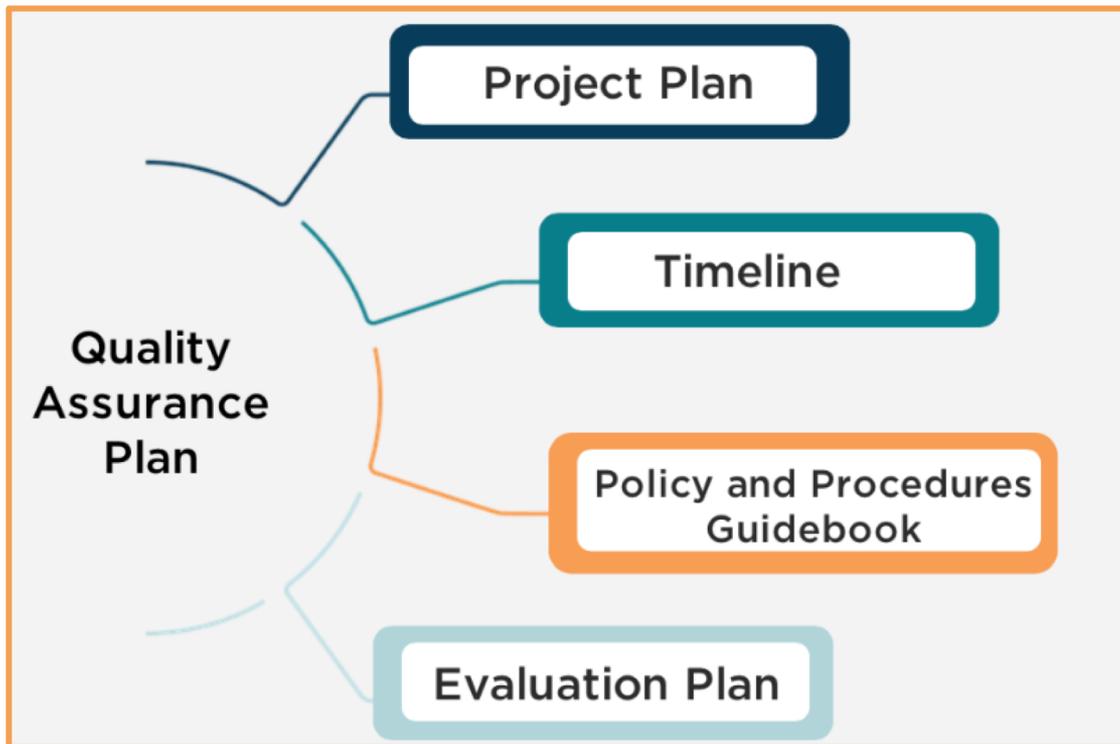
# Critical Task 10: Communications and Outreach Plan



- Develop an internal communications plan.
- Develop an external communications plan.
- Develop an outreach and marketing plan.

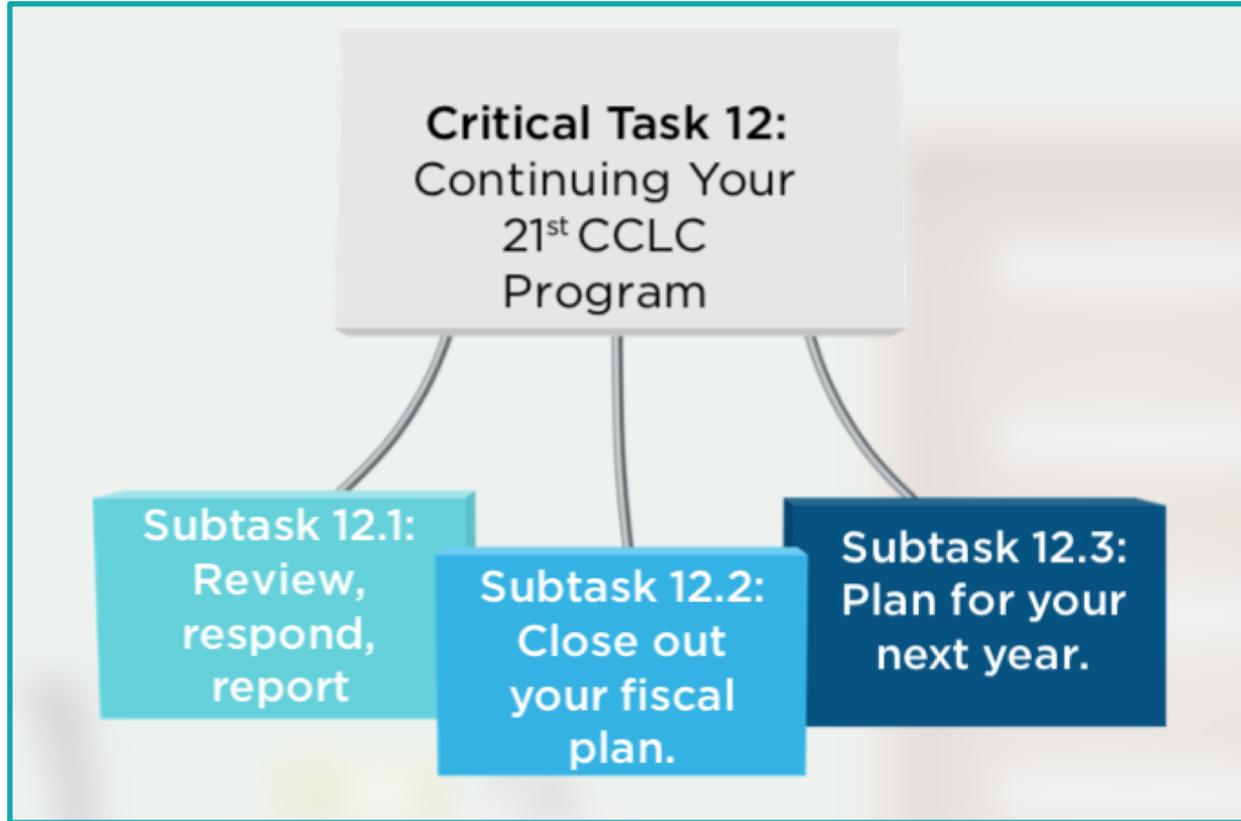


# Critical Task 11: Quality Assurance Plan





# Continuing Your Program





# Y4Y Resources to Help You

## Trainings to Go

- Building a Comprehensive Schedule
- Identifying and Addressing Program Strengths and Weaknesses
- Introduction to Staff Handbook
- Understanding Families and FERPA



# Which tasks do you believe you need more help with?

- Fiscal Management
- Data Management
- Human Resources
- Intentional Design of Activities
- Intentional Student Recruitment
- Communications and Outreach
- Quality Assurance



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With Our Free Online Courses!

[See Our Course List for Titles and Topics.](#)



## What's New With Y4Y?

### Newsletter

Check out the latest copy of *The Y4Y Insider!* [Click here!](#)

### Webinars

View the recording of our last Showcase, *Implementing Your Program With Fidelity*. [Watch it now.](#)

### Courses

Our updated Literacy course is live! [Check it out!](#)

### News

#### **Civic Learning and Engagement Course (New!)**

The key to developing students' leadership and citizenship skills? Helping them connect community concerns and democratic principles to issues they care about! Try this new course for strategies, partnership ideas, staff training aids and customizable tools. Wayne, your ...

### Quick Links

- [Y4Y Tools](#)
- [STEM Initiatives](#)
- [Best Practice Kits](#)
- [Train-Your-Staff Tools](#)
- [Event Calendar](#)
- [Webinars](#)
- [Click & Go Microlearning](#)
- [Blog](#)



# Next Time!

## ***Intersession Preparation:***

- Complete Introduction of Managing Your 21<sup>st</sup> CCLC Program
- Complete page 3 of Project Planner
- Check out the Discussion Board at <https://y4y.ed.gov/forums>

## ***Next Session:***

Dig Into Basics

August 12  
1:00 p.m. – 2:30 p.m. ET



YOU FOR YOUTH

# Contact Us

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