Nita M. Lowey 21st Century Community Learning Centers Grant-Related Activities

In an effort to support the work of Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) staff during school and program closures, the Department of Public Instruction (DPI) has created the following list of grant-related activities that may be done virtually. Programs may elect to continue to pay staff for activities that are directly related to the 21st CCLC grant while schools and programs are closed. However, the decision to pay staff for work done during this time is a local one, as is the focus and scope of any assigned tasks. Programs must be able to document time and effort for any paid staff time. Please note, the list below is not exhaustive and there may be activities not listed that are also allowable. Contact your assigned DPI consultant with any questions.

- 21st CCLC staff may want to spend time working on evaluation-related tasks. The Consortium for Applied Research at the University of Wisconsin-Green Bay (UWGB) has created a list of evaluation tasks that can be done virtually. The list can be accessed here https://drive.google.com/file/d/1pTP27Uo8njcTyuWVYo5DPIBtFoe7jdJ4/view?usp=sharing.

- 21st CCLC programs are expected to engage in a self-assessment process over the course of their five year grant cycle. Although the DPI is waiving the requirement this year, programs may still find it helpful to use one of the DPI-approved self-assessment tools to perform a self-assessment on program needs and develop an action plan based on the results. Staff members may be engaged in implementing the self-assessment process and holding organizational planning sessions related to various program needs. For example, staff could brainstorm ideas or participate in virtual planning sessions. Visit the DPI CLC web page for more information on the self-assessment process: https://dpi.wi.gov/sspw/clc/assessment/self-assessment.

- Program staff may want to use this time to plan and prepare for the 2020-2021 school year. This may include planning units of study that are aligned with program goals and identifying the resources needed (i.e., materials, space, staff) needed to carry out the units, etc.). The following websites may be used to assist with program and lesson planning:

  - https://y4y.ed.gov/tools/project-program-planner

- https://y4y.ed.gov/tools/intentional-activity-design-planner
- https://y4y.ed.gov/toolkits/afterschool/
- https://y4y.ed.gov/toolkits/afterschool/ten-ways-to-use-the-toolkit

- Staff may also choose to spend time planning 21st CCLC-funded summer programming. The You for Youth (Y4Y) Summer Initiatives page has many resources related to summer programming, including this tool that guides grantees through the planning process: https://y4y.ed.gov/summerlearning/plan-a-program.

- Programs may want to work on project management-related activities, like creating a staff or family handbook. The Y4Y website has a sample staff handbook and a sample family handbook, along with many other program management resources: https://y4y.ed.gov/tools#program-management.

- Program coordinators may look for ways to maintain connections with staff, such as holding a virtual weekly staff meeting using a video conferencing tool like Skype or Zoom. Virtual staff meetings may be structured as informal check-ins or used to solicit input from staff on program-related issues.

- Programs may want to encourage staff to pursue some of the professional development opportunities included on this DPI-developed list of on-line learning resources: https://drive.google.com/file/d/1Mq1l7GL9CStrP0om8n-atldjmau06lFF/view?usp=sharing. In addition to having staff access virtual training opportunities on their own, programs may want to establish a way for staff to reflect on what they have learned, including discussing training content with other staff members.

- 21st CCLC staff may want to work with their district or agency to maintain connections with students and their families while school is closed. This may include holding virtual family events or finding and sharing resources that are available in the community to support families who need it. When communicating with students and families program staff should always follow the communication guidelines established by their district or organization.

- Programs may provide virtual enrichment programming for students as long as the activities take place outside of school hours (if the school is offering virtual learning), are allowable under the 21st CCLC grant, and are equally accessible to all students. Find the full list of allowable, grant-funded activities at

https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/21st_CCLC_19-20_Guidelines.pdf. Program staff should always follow district or agency policies and procedures when communicating electronically with students. There are many resources available to help educators implement virtual learning. Below are a few resources programs may consider using:

- DPI's Teaching and Learning team has created a page with resources designed to help Wisconsin educators plan for and implement virtual learning opportunities while school is closed: https://dpi.wi.gov/cal/innovation/virtual-learning-time/district-planning-and-implementation-resources

- The Emerson Collective has compiled a list of resources educators can use for remote learning that is available here: https://www.emersoncollective.com/covid19-resources-for-remote-learning/

- *Harmony at Home* is an online version of the Sanford Harmony Social and Emotional Learning curriculum and is designed specifically to be used by families and educators implementing online learning: https://www.sanfordharmony.org/harmony-at-home/?track=em_eloqua_toolkit-launch&utm_campaign=at-home-toolkit&utm_source=eloqua&utm_medium=email&utm_content=toolkit