

Deliverables Calendar for 21st Century Community Learning Centers Academic Year 2019 - 2020 (FY20) FALL SEMESTER

September 2019				
M	TU	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

October 2019					
M	TU	W	TH	F	S
30	1	2	3	4	5
7	8	9	10	11	12
14	15	16	17	18	19
21	22	23	24	25	26
28	29	30	31	1	2

November 2019				
M	TU	W	TH	F
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December 2019				
M	TU	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Item	Timeline	Additional details
EZReports Set-Up	Three weeks after program start date	Subgrantee and learning center FY20 information entered into EZReports (Use the EZReports Set-Up Checklist to ensure completion.)
Attendance	2 nd and 4 th Friday (monthly)	All attendance should be up to date in EZReports
Quality Management Consultant (QMC) Call	Monthly	Program Director check-in with QMC to discuss program quality (safety, attendance, instructional strategies, grades/assessments, action steps, etc.)
State Webinar	September 10, 2019 @ 3:30 PM	<ul style="list-style-type: none"> Welcome back! FY19 Results and FY20 Action Steps QMC Break-Out Calls
Program Launch Documents	September 20, 2019 @ 5:00 PM	Program Launch documents should be completed and uploaded to EZReports <ol style="list-style-type: none"> Program Assurance Forms Family Handbook(s) and rubric(s) 21st CCLC Team Member Handbook(s) and rubric(s)
State Webinar	October 1, 2019 @ 3:30 PM	<ul style="list-style-type: none"> Professional development strategies and resources available for OST instructors to facilitate quality STEM programs Fall Surveys, Q1 Academic Data
Fall into Place Conference	November 1-2 2019	Fall into Place Conference in Albuquerque at the Embassy Suites Hotel (Required attendance Program Director +1 additional team member, a finance session will take place in the afternoon)
Fall Surveys Open	November 5, 2019	Fall survey links opened
State Webinar	November 12, 2019 @ 3:30 PM	<ul style="list-style-type: none"> Assessing student engagement in STEM Fall Semester Wrap-Up Documentation
Academic Data	December 3, 2019 @ 5:00 PM	First quarter grades, first trimester grades, or fall assessment scores recorded.

Site Visits	Fall Semester by December 19, 2019 @5:00 PM	Program Director (not Learning Center Coordinator) attends at least one site visit with the assigned Quality Management Consultant, conducts AT LEAST one site visit during the fall semester at each learning center supported by her/his district/organization, and completes observations for each site visit using the PED-approved observation form. (Three activities observed at each center. One of the three activities must be academic support.) Upload to EZ Reports.
Fall Semester Wrap-Up Documentation	December 20, 2019 @5:00 PM	In EZReports, upload the following items for each learning center by updating the "Communication Documentation" file: <ol style="list-style-type: none"> 1. 21st CCLC newsletter that was distributed during the fall semester and fall newsletter rubric 2. Private school communication documentation
Fall Survey Links Close	December 31, 2019 @5:00 PM	Fall survey links close (all survey data should be recorded)

Deliverables Calendar for 21st Century Community Learning Centers Academic Year 2019 - 2020 (FY20) SPRING SEMESTER

January 2019				
M	TU	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February 2019				
M	TU	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March 2019				
M	TU	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April 2019				
M	TU	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May 2019				
M	TU	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June 2019				
M	TU	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

Item	Timeline	Additional details
Attendance	2 nd and 4 th Friday (monthly)	All attendance should be up to date in EZReports
Quality Management Consultant (QMC) Call	Monthly	Program Director check-in with QMC to discuss program quality (safety, attendance, instructional strategies, grades/assessments, action steps, etc.)
State Webinar	February 4, 2020 3:30 PM	<ul style="list-style-type: none"> State of the State: 21st CCLC Fall Data Share Back Spring Start-Up Documents
Academic Data	February 7, 2020	Second quarter grades or winter assessment scores recorded
Community Schools Conference	TBD	TBD
Spring Start-Up Documents	February 21, 2020	Documents should be completed and uploaded to EZReports <ol style="list-style-type: none"> Spring Action Plan (part of the Semiannual Report, continued from Academic Year 2018 - 2019) Sustainability Plan (continued from Academic Year 2018 - 2019) Program partnership documentation (all partners should be listed in EZReports)
Spring Surveys Open	March 23, 2020	Spring survey links opened
Academic Data	April 3, 2020	Third quarter grades, second trimester grades, or spring assessment scores recorded
State Webinar	April 7, 2020 3:30 PM	Remaining FY20 Deliverables
Site Visits Spring Survey Links Close	Spring Semester by May 1, 2020 @ 5:00 PM	Program Director (not Learning Center Coordinator) attends at least one site visit with the assigned QMC, conducts AT LEAST one site visit during the spring semester at each learning center supported by her/his district/organization, and completes observations for each site visit using the

		PED-approved observation form. (Three activities observed at each center. One of the three activities should be academic support.)
EZReports Data Transfer	May 4, 2020	The summer database opens and all academic year data is transferred to the upcoming academic year's database.
Spring Semester Wrap-Up Documentation	May 29, 2020 @ 5:00 PM	In next year's EZReports database, upload the following items: 1. Year IV Continuation Report (part of the "Semiannual Report" file) and 21 st CCLC newsletter that was distributed during the spring semester and rubric (use the "Communication Documentation" file)
Academic Data	June 5, 2020 @ 5:00 PM	2. Fourth quarter grades, third trimester grades, or spring assessment scores recorded