

Extended Learning Monitoring Tool

EDGAR: The non-federal entity must monitor its activities under federal awards to assure compliance with applicable federal requirements and that performance expectations are being achieved (2 C.F.R. § 200.329).

The purpose of this monitoring tool is to improve the quality of extended learning programs and to assess the use of best practices in youth programming. The goal of the program is to motivate all students to reach their optimal academic potential and social development by engaging in meaningful educational and enrichment activities in collaboration with staff, parents, volunteers, and community partners.

The monitoring process may include announced and unannounced site visits and observations by the Tennessee Department of Education (department) staff, as well as interviews with program personnel and participants. Program staff will be asked for written documentation supporting the various indicators. Program staff may ask questions and request clarification or feedback regarding improvements needed.

The monitoring tool will be housed and completed in ePlan. Extended learning program staff will review grantee file materials, as well as the findings from the monitoring process, to determine which projects to continue and the level of funding to offer.

The agency may file a written appeal to the department concerning the monitoring outcome within 10 working days from the date of the evaluation. The written appeal should be emailed to Extended.Learning@tn.gov. The appeal packet should contain materials that support the appeal. Extended Learning Programs staff will review the materials and will notify the appellant of the decision concerning granting any corrective action within 10 working days of receipt of the appeal.

Programming

Monitoring Indicator	Supporting Evidence	Required Uploads
1 The grantee has identified and is serving eligible students and their families as described in the approved/amended grant application and meet the following applicable criteria: 21st CCLC Programs: Participating students attend eligible Title 1 schools. LEAPs: At least 50% of enrolled students meet one or more of the following criteria: qualify for free/reduced lunch; be at risk of educational disadvantage and failure due to circumstances of abuse, neglect, or disability; be at risk of state custody due to family dysfunction; be enrolled in and attending a public school failing to make adequate yearly progress; be attending a public school, including a public charter school, instead of a public school failing to make adequate yearly progress as a result of parent choice; be at risk of failing one or more subjects or are behind grade level by at least one year. Citation: TDOE ExL Program Manual, ESSA § 4204(i), 20 U.S.C. 7174, Tenn. Code Ann. § 49-6-702	☐ Written Student Eligibility based on grant application ☐ Progress reports ☐ Participant list ☐ Registration forms ☐ Participant eligibility data or spreadsheets ☐ Other	Grantee: • Written student eligibility criteria (who are you targeting)

2	21st CCLC Grantees Only: The grantee conducted timely and meaningful consultation with eligible private school officials during the development of the 21st CCLC program or activities. The grantee provides proof that this consultation occurs on an annual basis throughout the duration of the grant. Citation: ESSA § 8501(c)	☐ Intent/Affirmation Forms ☐ Proof of Communication (i.e., emails, phone logs, meeting agendas, etc.) ☐ Interview-Description of process ☐ Other	Grantee: • Proof of private school consultation (i.e., intent and/or affirmation forms) • Proof of communication with private schools (i.e., emails, phone logs, meeting agendas, etc.)
3	The grantee provides the minimum number of days and hours for the grades served listed below AND as described in the original grant application. For 21st CCLC programs serving students in Pre-K-5th, the program must be open for at least 12 hours per week. For students in grades 6-12, the program must be open for at least 10 hours per week. All 21st CCLC programs must be open for a minimum of 120 days per year from Aug. to May. For LEAPs programs serving students in K-12, the program must be open for at least 15 hours per week and open for a minimum of 160 days per year from Aug. to May. *The minimum day count should not include days with only morning or summer programming. Citation: TDOE ExL Program Manual	☐ Written program schedule including start/end date, number of days open per year, hours of operation by morning and afternoon, and number of hours per week. ☐ Interview - Description of programming ☐ Posted program calendars/schedules ☐ Other	Grantee: • Spreadsheet for the program year with the following listed by site: • Start date of programming • End date of programming • Hours of operation by morning and afternoon • Number of days open per year • Number of hours open per week

Programming

Monitoring Indicator		Supporting Evidence	Required Uploads
4	The grantee has disseminated information about the center's operation to community members in a manner that is understandable and accessible. The grantee has held annually the required in-person program orientation for families. Citation: ESSA § 4204(b)(2)(A)(iii), TDOE ExL Program Manual	☐ Student enrollment forms/packet samples ☐ Program flyers and/or advertisements ☐ Sample communication sent to family members or teachers about student's participation in the program ☐ Orientation flyers, emails, surveys, etc. ☐ Program orientation meetings with sign-in sheets	Grantee: - Sample communication sent to community members, families and/or teachers about program or student enrollment: -Student enrollment forms/packet samples -Program flyers and/or advertisements -Emails - Program family orientation meetings with sign-in sheets
5	Any site schedule changes are posted and communicated to parents, volunteers, and partners. Citation: TDOE ExL Program Manual	☐ Proof of communication with parents, volunteers, and partners (i.e., emails, phone logs, program flyers, etc.) if scheduled changes have been made ☐ Other	Grantee: Proof of communication with parents, volunteers, and partners (i.e., emails, phone logs, program flyers, etc.) if scheduled changes have been made
6	The site has participant eligibility requirements, schedule, non-discrimination policy, Comptrollers notice, Department of Human Services' toll-free compliant number, and the Department of Children Services' child abuse number prominently displayed in public view. In addition, all grantees operating 15 hours or more per week shall have displayed a current TDOE Certificate of Approval. Citation: SBE Rule 0520-12-01-.05	☐ A bulletin board showing each item at each site prominently displayed in public view ☐ TDOE Certificate of Approval ☐ Other	N/A

Programming

Monitoring Indicator		Supporting Evidence	Required Uploads
7	The Grantee has procedures located in employee handbook for: A) Filing civil rights complaints and B) Staff awareness of EDGAR Section 76.532 prohibiting the use of grant funds for religion. The grantee also has employee acknowledgment of receiving the handbook and the policies. Citation: ESSA § 4-21-101; 34 C.F.R. § 76.532	☐ Employee handbook ☐ Meeting agenda with employee sign-in sheets ☐ Staff Acknowledgement Forms ☐ Interview ☐ Other	Grantee: - Employee handbook - Staff meeting agenda showing what topics were discussed with employee sign-in sheets
8	The program schedule and disciplinary policies are included in the family/student handbook, which is distributed at orientation or upon enrollment. Citation: TDOE ExL Program Manual	☐ Family Student Handbook ☐ Evidence of handbook distribution to families ☐ Other	Grantee: - Family/Student Handbook - Evidence of handbook distribution to families by sites
9	Healthy food and drinks that meet the guidelines of the After School Snacks and Suppers section of the USDA Food and Nutrition Service are provided at each site. Citation: TDOE ExL Program Manual; SBE Rule 0520-12-01-.15	☐ Sample calendar of snacks and/or supper menus by sites ☐ Observation ☐ Other	Grantee: Sample calendar of snacks and/or supper menus by sites

Programming

Monitoring Indicator		Supporting Evidence	Required Uploads
10	Family engagement is embedded throughout the entire year in the program as evidenced by sign-in agendas, schedules, ELAP data, etc. Programs must offer 12 hours of programming annually at each site for adult family members, specific to extended learning. This programming should also include the mandatory extended learning parent orientation, but not the general family engagement events the school day hosts. Citation: ESSA § 4205(a)(10); TDOE ExL Program Manual	☐ Communication of event ☐ Sign-in sheets ☐ Agendas ☐ Schedules ☐ Photos ☐ Other	Grantee: • Proof of family engagement (i.e., communication, flyers, event agendas, materials, sign-in sheets, etc.) by sites
11	Staff keeps records for discipline offenses that occur during extended learning time. Citation: TDOE ExL Program Manual	☐ Extended Learning discipline log ☐ Sample log(s) if none completed ☐ Other	Grantee: • Sample discipline log forms
12	Sites are in active collaboration with the regular school day staff to best determine the needs of the students in the extended learning program. Citation: ESSA § 4204(b)(2)(D)(i)	☐ Email communication with the regular school-day teacher ☐ Meeting notes or agenda ☐ School visits/School communication log ☐ IEP meeting notes/invites ☐ Other	Grantee: • Proof of staff communication with the regular school-day teacher (i.e., emails, meeting notes or agenda, sign-in sheets, etc.)

Programming

Monitoring Indicator		Supporting Evidence	Required Uploads
13	Site staff follow the program schedule and work well together to meet the needs of all students using positive techniques to guide student behavior. Citation: TDOE ExL Program Manual	☐ Observation ☐ Training ☐ Other	• N/A
14	Site activities reflect a broad array of activities that improve student academic achievement in reading/language arts and math based on performance goals. Citation: ESSA § 4204(b)(2)(B), § 4205(a), and § 4205(b)(1)(C); TDOE Performance Goal 1, 2, 7	☐ Emails, agenda, sign-in sheets ☐ Interviews with staff ☐ Lesson plans are followed by staff ☐ Other	Grantee: • Sample Academic Lesson Plans • Proof of staff communication with the regular school-day teacher around academics (i.e. emails, meeting notes or agenda, sign-in sheets, etc.)
15	A range of enrichment activities, including 60 minutes of physical activity each week, are embedded in the site programming (e.g., hands-on science, art, music, etc.) to ensure students are actively engaged in both the activities and the learning process. Citation: TDOE ExL Program Manual	☐ Posted daily schedule ☐ Lesson plans are followed by staff ☐ Completed student surveys ☐ Pictures ☐ Observation	Grantee: • Enrichment Lesson Plan Examples • Weekly/Monthly Enrichment Calendar Samples by sites
16	Grantee demonstrates how they will coordinate Federal, State, and local programs and make the most effective use of public resources to enable students to participate in a variety of meaningful and fun enrichment activities. Citation: ESSA § 4204(b)(2)(C)	☐ Sign-in sheets of partners and volunteers ☐ Partner meeting agendas ☐ Communication with partners (emails, phone logs) ☐ Other	Grantee: • Current partnership agreement forms • Current MOUs

Programming

Monitoring Indicator		Supporting Evidence	Required Uploads
17	The grantee houses site activities in a safe and easily accessible facility. To avoid duplication of services, each building location is limited to a single grant-funded program. Grantees receiving both 21st CCLC and LEAPs or multiple 21st Cohort funding must designate one funding source per building and may not operate separate funded programs at the same location. Citation: § 4204(b)(2)(A)(ii), TDOE ExL Program Manual	☐ Observation ☐ Other	• N/A
18	The student/staff ratio is appropriate and safe for the specific activities conducted and meets the following maximum staffing requirement: Elementary (PreK-5), Adult/Child Ratio 1:20; Middle/High (6-12), Adult/Child Ratio 1:30. *Ratios double for field trips. Citation: SBE 0520-12-01-.15	☐ Participant list ☐ Daily schedule ☐ Observation ☐ Other	• N/A
19	An emergency response plan (ERP) specific to site/extended learning has been prepared and includes appropriate monthly drills with procedures for emergency situations, including fire, tornado, intruder/lockdown, and earthquake (others if needed). Citation: SBE 0520-12-01-.15 and (13)(j)	☐ Emergency Response Plan for each site ☐ Documentation of practiced safety drills ☐ Other	Grantee: • Emergency Response Plan for each site • Safety drill logs for each site

Programming

Monitoring Indicator		Supporting Evidence	Required Uploads
20	Grantee has a minimum of two (2) staff members per site trained in appropriate emergency management procedures and are certified in CPR and first aid. A staff member who holds a current certification in CPR and first aid training shall be present at all times. A first aid kit and a first aid chart are also required to be on site. Best Practice is to certify all staff in CPR and first aid. Citation: SBE 0520-12-01-.15 (13)(g-h)	☐ List of program staff by site who have completed ERP and CPR/first aid training – include dates of training ☐ Copies of CPR Cards ☐ First Aid Kit ☐ First Aid Chart ☐ Other	Grantee: List of program staff by site who have completed ERP and CPR/first aid training – include dates of training
21	The grantee has a secure procedure for the travel of students safely to and from the site (bus transportation, parent pick-up, walking, or student drivers). This procedure must include daily student sign-in/out logs with individual time in and out. Citation: ESSA § 4204(b)(2)(A)(i)	☐ Sign-in/out Logs ☐ Transportation plan for students ☐ Approved pick-up for each student ☐ Policy in parent/student handbook ☐ Other	Grantee: Written transportation plan detailing procedures for walkers, parent pick-up, bus transportation, and/or student drivers
22	Student emergency contact and medical information are on file and easily accessible. Parents shall be notified if student is hurt or becomes ill. Citation: TDOE ExL Program Manual	☐ Student emergency information in an easily accessible format ☐ Communication to parents regarding injuries or illnesses	N/A

Staffing and Professional Development

Monitoring Indicator		Supporting Evidence	Required Uploads
23	All staff, contractors, and volunteers have undergone a thorough screening and background check. Background checks are required every five (5) years for all extended learning staff. Citation: SBE 0520-12-01-.07	☐ List of staff, contractors, and/or volunteers who have passed background checks, including dates for all sites ☐ Other	Grantee: List of staff, contractors, and/or volunteers who have passed background checks including dates for all sites
24	Written job descriptions and signed employee timesheets, including employee signature and supervisor are on file. Citation: SBE 0520-12-01-.05; TDOE ExL PM	☐ Job descriptions for ExL site staff ☐ Timesheet Forms for ExL ☐ Staff interviews ☐ Other	Grantee: - Job descriptions for site staff - Sample of timesheets for ExL Staff for the prior month's payroll
25	The ExL staff has documented professional development (PD) activities on file that are in the core areas of academic instruction, as well as extended learning best practices and/or department sponsored trainings. The project and site directors should have 18 hours of PD per year. All other ExL staff shall have 12 hours of PD. Best practice is that 50 percent of PD would be specific to Extended Learning. In addition, the Project Director (PD) or representative should attend all mandatory meetings, such as the PD training and monthly office hours when possible. Citation: SBE 0520-12-01-.15 (8)(a); (2) (b)(2); TDOE ExL PM	☐ Professional Development Spreadsheet/Log for all ExL Staff including staff name, PD topic and number of PD hours for each staff member ☐ ExL Staff professional development certificates of attendance ☐ Sign-in sheets or logs ☐ Other	Grantee: Professional Development Spreadsheet/Log by site for all ExL Staff, including staff name, PD topic, and number of PD hours for each staff member

Staffing and Professional Development

Monitoring Indicator		Supporting Evidence	Required Uploads
26	Program staff conducts three (3) staff meetings pertaining to program operation and student needs as well as conducts two (2) documented monitoring visits per site annually. Citation: TDOE ExL PM	☐ Staff meeting agendas and minutes with sign-in sheets ☐ Completed Monitoring tool for sites ☐ Interviews ☐ Other	Grantee: • Staff meeting agendas and minutes with sign-in sheets • Completed Monitoring tools conducted by Project Director for all sites

Reporting and Evaluation

Monitoring Indicator		Supporting Evidence	Required Uploads
27	The grantee is meeting or is on track to meet the required number of regular attendees based on student participation data. Participation data is entered into TN-ELAP at least weekly, and participant sign-in/sign-out records are maintained to support attendance reporting. Citation: TDOE ExL PM	☐ ELAP Report 102 Monthly Participation Report by Site(s) for previous month ☐ ELAP Report 343 Regular Participants for current year ☐ Site sign-in / sign-out documents by sites for previous month	Grantee - ELAP Report 102 Monthly Participation Report by Site(s) for previous month - ELAP Report 343 Regular Participants for current year - Sample of Sign-in/out documents for all sites for previous month
28	The Grantee meets 90 percent of ELAP Data Quality Check (DQCs) by the established deadline. Citation: TDOE ExL PM	☐ Data Quality Checks	TDOE Pre-Check: Data Quality Checks
29	The grantee conducts a local evaluation three (3) times per year by the established deadline to assess progress towards providing high-quality programming and uses the results to refine, improve, and strengthen the program. Results are made available to the public upon request. Citation: ESSA § 4205(b)(2)(A); § 4205(b)(2)(B)(i); § 4205(b)(2)(B)(ii)	☐ Local Evaluation Checks ☐ Evidence of communication between grantee and stakeholders request for information ☐ Other	TDOE Pre-Check: Local Evaluation Checks

Fiscal Management

Monitoring Indicator		Supporting Evidence	Required Uploads
30	The Grantee has a policy/procedure governing the preparation and approval of budgets and budget amendments. Citation: TDOE ExL PM	☐ Approved budget is reflected in the Grantee's accounting software ☐ Approved budget in ePlan ☐ Budget Amendments in ePlan ☐ Other ☐ N/A	TDOE Pre-Check: ePlan funding applications
31	The Grantee has a policy/procedure in place to authorize, verify, and reimburse travel expenditures. Citation: 2 C.F.R. § 200.303	☐ Travel Requests ☐ Purchase orders ☐ Receipts /Invoices ☐ Check/expenditure ☐ Other ☐ N/A	Grantee: Grantee written travel policy
32	The grantee has a policy/procedure in place to ensure funds will supplement and not supplant other Federal, state, local, and non-public funds to provide allowable programs and activities. Citation: § 4203(a)(9) and § 4204(b)(2)(G)	☐ Interview ☐ Observation ☐ Other ☐ N/A	N/A
33	The Grantee budget and accounting records align with the approved funding application and reflect the approved line items/amounts, including beneficial equipment. Citation: TDOE ExL PM; 34 C.F.R. § 76.707 (obligations chart)	☐ Expenditure reports ☐ Reimbursement request supporting documentation ☐ Observation -Alignment with the grant application or approved amendments or requests ☐ ePlan budget ☐ Other	TDOE Pre-Check: ePlan funding applications

Fiscal

Monitoring Indicator		Supporting Evidence	Required Uploads
34	The Grantee has written policies/procedures for inventory, and the inventory database includes the following: A: 1. Description of all items over \$100 2. Serial number and other identifying numbers (barcode or other local identifying number) 3. Acquisition date 4. Cost 5. Physical location of property 6. Use and condition; and 7. Disposition data (date, method of disposition, sales price-if applicable) when property is retired from service. B. Grantee will conduct a physical inventory of the property at least once every year. Citation: 2 C.F.R. § 200.313(d)	☐ Completed inventory database with all items listed in 35, A & B. ☐ Check inventory at sites ☐ Other ☐ N/A	Grantee: Completed inventory database with all items listed in 35, A & B.
35	Grantee funds are drawn down from ePlan monthly starting in October for a minimum of 8 drawdowns per year in correlation to expenditures by grantee. Citation: UG § 200.302	☐ ePlan reimbursement requests ☐ Other ☐ N/A	TDOE Pre-Check: ePlan reimbursement requests

Fiscal Management

Monitoring Indicator		Supporting Evidence	Required Uploads
36	The Grantee budget and accounting records align with the approved funding application and reflect the approved line items and amounts. Citation: TDOE ExL PM	☐ Expenditure reports ☐ Reimbursement request supporting documentation ☐ ePlan budget ☐ ePlan approved budget ☐ other ☐ N/A	TDOE Pre-Check: ePlan reimbursement requests
37	The grantee ensures internal control; each project director signs for expenditures made from his/her program. Citation: TDOE ExL PM	☐ Requisition requests ☐ Purchase orders ☐ Other ☐ N/A	Grantee: Completed requisition and/or purchase order with Project Director's approval of expenditures
38	If the Grantee charges for services or income from other sources, the grantee has obtained appropriate permission from TDOE/US ED. Is the income properly accounted for? Citation: UG § 200.307 Citation: 2 C.F.R. § 200.307 Program Income	☐ Policy on program fees/income ☐ Program Fee approval from TDOE and/or US ED ☐ Accounting ledger showing how funds were accounted for and used ☐ Other ☐ N/A	Grantee: - Policy on program fees/income - Program Fee approval from TDOE and/or US ED - Accounting ledger showing how funds were accounted for and used
39	All financial records and programmatic records, supporting documents, statistical and other records are maintained for three (3) years or until the resolution of any litigation, claim, negotiation, audit, or other action involving records. Best practice is to maintain records for (5) years. Citation: UG § 200.334	☐ Records from the First FY ☐ Records from the Second FY ☐ Records from the Third FY ☐ Other ☐ N/A	N/A

Fiscal Management

Monitoring Indicator		Supporting Evidence	Required Uploads
40	Position count and FTEs are consistent with the budget/application (or approved amendments). Salaries and benefits of staff are tracked appropriately. Citation: TDOE ExL PM	☐ Application / amendment ☐ List of personnel by site with the funding source ☐ Employee Schedules ☐ Signed employee timesheets ☐ Other ☐ N/A	N/A
41	Employees who work on multiple activities funded from different sources have personnel activity records (PAR) that support the distribution of their salaries/wages. Citation: 2 C.F.R. § 200.430(i)	☐ Timesheets ☐ Personal Activity Reports (PARs) (if applicable) ☐ Other	N/A
42	The grantee has documented a written sustainability plan in place that discusses how the extended learning program will continue after funding ends. Citation: ESSA § 4204(b)(2)(D)(i)	☐ Written Sustainability Plan ☐ Other ☐ N/A	Grantee: Written Sustainability Plan
43	If the grantee sub-contracts daily programming services to an outside entity, provide a narrative as to how the grantee provides oversight of the sub-contracted entity's programming to meet grant/contract requirements, how expenditures are monitored for allowability and appropriateness, and how the grantee ensures its policies and procedures are being met. Citation: TDOE ExL Program Manual	☐ Proof of communication with subcontractors (i.e., correspondence agendas, sign-in sheets, etc.) ☐ Other Sub-contract documentation ☐ Expenditures ☐ Other ☐ N/A	N/A