



**California Department of Education  
Expanded Learning Programs**  
2016 Grantee Orientation

November 3, 2016  
SACRAMENTO



# WELCOME



CALIFORNIA  
DEPARTMENT OF  
EDUCATION

**TOM TORLAKSON**  
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION



November 2016

Welcome to the orientations hosted by the California Department of Education's (CDE) Expanded Learning Division and the California AfterSchool Network.

I started my public service career as a high school teacher and coach, and I know firsthand how important it is to provide students with learning opportunities, exercise, and nutrition before and after school, during summer, and any other times children are out of school.

As State Superintendent, one of my proudest accomplishments has been growing our high-quality expanded learning services to nearly 500,000 students at 4,500 sites statewide – the largest program in the nation. In fact, California spends more on expanded learning than all 49 other states combined. What a terrific investment in our students!

We earned the nation's top ranking from the AfterSchool Network for the 2014-15 school year. We have come a long way.


All students should be engaged in year-round learning that prepares them for 21st century careers and college, and prepares them for life. We can develop academic, social, emotional, and physical needs through hands-on and minds-on learning experiences.

All of you are important team members to keep these programs continually improving. Keep up the great work.

Sincerely,

Tom Torlakson

# ORIENTATION SCHEDULE

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- 8:00–9:00 a.m.** REGISTRATION  
MORNING REFRESHMENTS AVAILABLE
- 9:00–10:00 a.m.** WELCOME  
KEYNOTE SPEAKER  
Michael Funk, *Director of the California Department of Education’s Expanded Learning Division*
- 10:00–10:30 a.m.** BREAK
- 10:30 a.m.–12:00 p.m.** BREAKOUT SESSIONS
- Grants 101 and Beyond
  - Quality Standards: Because Quality Matters
  - [CQI]<sup>2</sup>: Continuous Quality Improvement in Action
  - Federal Program Monitoring: Where Compliance Meets Quality
- 12:00–12:30 p.m.** BREAK
- 12:30–1:30 p.m.** WORKING LUNCH
- 1:30–2:00 p.m.** BREAK
- 2:00–3:30 p.m.** BREAKOUT SESSIONS
- Grants 101 and Beyond
  - Quality Standards: Because Quality Matters
  - [CQI]<sup>2</sup>: Continuous Quality Improvement in Action
  - Federal Program Monitoring: Where Compliance Meets Quality
- 3:30–4:00 p.m.** BREAK  
SNACKS AVAILABLE
- 4:00–4:30 p.m.** REFLECTION AND CLOSING REMARKS

# BREAKOUT SESSIONS

## Grants 101 and Beyond

Do you want to know the requirements of ASES, 21st CCLC, and ASSETs grants? Embark on a journey to learn the key requirements including **Program Elements and Operations** – Why am I here? What must my program include? **Fiscal and Attendance Reporting** – How do I report? What do I need to submit quarterly versus semi-annually? **Accountability** – What am I accountable for? What report must I submit? **Nutrition** – What are the standards? How can I meet the standards? **Helpful Resources** – What are some resources available to support me?

This workshop is geared towards new personnel or those wanting a refresher! All levels are welcome– grant managers, site coordinators, frontline staff, district personnel or anyone else responsible for monitoring or operating an expanded learning program.

### PRESENTERS

Jen Taylor, Paul Simpson Jones, and Deborah Tamannaie

## Quality Standards: Because Quality Matters

Quality programs result in positive outcomes for expanded learning participants. A common vision for quality among stakeholders is the first step on the path to quality. The Quality Standards for Expanded Learning in California are intended to create a framework of clear expectations, and a shared vision of quality among multiple stakeholders. The Standards in Action are intended to provide more detailed information about what the Standards should look like at the programmatic, staff, and student levels. Come learn about how the Quality Standards were developed and why they were developed as an aspirational framework serving as the foundation of a Continuous Quality Improvement (CQI) process. Participants will have the opportunity to share and explore promising programmatic practices related to specific Quality Standards.

### PRESENTERS

Jeff Davis and Jessica Hay

# BREAKOUT SESSIONS

## **(CQI)<sup>2</sup>: Continuous Quality Improvement in Action**

Get ready to roll up your sleeves, put on those thinking caps, and share in this participatory workshop on Continuous Quality Improvement (CQI). Discover how **Access, Plan, and Improve** does not have to be complicated. Learn first-hand how collecting data for improvement and preparing for site level Quality Program Improvement Plans brings about positive change and quality programming. Participants will share and/or take away promising practices for implementing CQI at their sites.

### PRESENTERS

Anissa Sonnenburg and Michelle Nelson

## **Federal Program Monitoring: Where Compliance Meets Quality**

What can we expect before, during, and after Federal Program Monitoring (FPM)? Exactly what evidence are they looking for? Let's get this over, put it on the shelf, so we can get back to our work! **Time for a new Mindset!**

This workshop will be a deep dive into how the evidence you need to produce for your FPM is critical to and can also be used for your Continuous Quality Improvement (CQI)<sup>2</sup> process. Using a crosswalk of the Quality Standards and the BASP instrument's 24 elements, participants will understand the documents necessary to meet compliance, AND how this evidence can be used as an integral part of **improving quality** in your program. Both program and fiscal staff, regardless of experience level, will benefit from this workshop.

### PRESENTERS

Iqbal Badwalz, Kelly Faustino, and Fred Buggs



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*"This bold initiative provides a road map for improving expanded learning throughout California."*  
Ernst & Young  
Superintendent of Public Instruction

FINAL RELEASE: SEPTEMBER 2014  
Informed by Expanded Learning stakeholders and practitioners, and produced in collaboration between the California Department of Education, California After-School Division, and

# SPEAKER BIOS

**Iqbal Badwalz** is an Education Programs Consultant with the California Department of Education's Expanded Learning Division (CDE - EXLD). He earned his Certified Public Accountant (CPA) license working for the State Controller's Office. He has audited a number of school districts, including Los Angeles Unified School District. Over the past 21 years, he has audited school districts, provided technical assistance to Regions 3 and 4 grantees, performed federal program monitoring (FPM) in Regions 2, 3, 4, and 7, and is the lead consultant for the EXLD's state-wide audit resolution. He has also provided FPM training workshops in Northern and Southern California.

**Joshua D.S. Brady** received his BS in sports management and master's in education from Springfield College in Springfield, MA. He has extensive experience in sports and recreational programs from his work with Disney's Wide World of Sports in Orlando, Florida and working in the grants office of the State Department of Parks and Recreation for 8 years. For the past 8 years, Joshua has worked for the Department of Education, Expanded Learning Division as an Education Programs Consultant. He currently oversees Region 9, which consists of San Diego, Orange and Imperial counties.

**Frederick D. Buggs** was born and raised in Beloit, Wisconsin. Frederick earned his bachelor's degree from Beloit College with a degree in philosophy and a minor in urban studies. From 1993- 2005, he worked for the Federal TRIO program, Upward Bound Program at Beloit College, where he ultimately served as Director from 2000-2005. He earned a master's degree in counseling from the University of Wisconsin-Whitewater, with an emphasis in higher education. In 2016, he joined the California Department of Education After School (now Expanded Learning) Division, Quality Support Office as the Region 8 Education Programs Consultant. He is currently a doctoral student at Edgewood College, Madison, WI pursuing a degree in educational leadership.

**Jeff Davis** is the Executive Director for the California AfterSchool Network (CAN). Jeff began his career in expanded learning as an AmeriCorps volunteer in the CalSERVES expanded learning program. Since then, he has played an integral role in creating quality frameworks including the California After School Program Quality Self-Assessment Tool (QSA) and the Quality Standards for Expanded Learning in California. Mr. Davis advocated for a strong role for expanded learning programs in STEM education as part of the superintendent's STEM Task force, and helped build field capacity to implement STEM learning through his leadership of the Power of Discovery: STEM2 initiative.

# SPEAKER BIOS

**Kelly Faustino** is an Education Programs Consultant for the Expanded Learning Division. She holds a bachelor's degree in child development from California State University, Sacramento and a master's degree in human behavior. Prior to coming to the Expanded Learning Division of the California Department of Education, Kelly worked for the California AfterSchool Network providing coordination to efforts at improving overall expanded learning program quality, instruction, assessment, and continuous improvements for students throughout California. Kelly has been a program leader, AmeriCorps member, site coordinator and has worked in the administrative office providing technical assistance and overall program support to over 40 programs throughout the Sacramento area.

**Michael Funk** is the Director of the Expanded Learning Division (EXLD) for the California Department of Education, and was appointed to this leadership role in early 2012 by State Superintendent of Public Instruction, Tom Torlakson. Under Michael's direction, the EXLD, in collaboration with a highly diverse group of educators, practitioners, and providers, developed "A Vision for Expanded Learning in California, Strategic Plan: 2014 – 2016," published in January 2014, which laid out a strong roadmap to guide the work of the EXLD and colleagues statewide. Prior to this role, Michael founded the Sunset Neighborhood Beacon Center ([www.snbc.org](http://www.snbc.org)) in San Francisco in 1996, providing engaging programs to approximately 1,100 youth each day and 400 adults each week. He was appointed by the California Senate to the California Before and After School Advisory Committee, serving in that role from 2006 until his appointment by Superintendent Torlakson. Michael also co-founded and co-led the Learning In Afterschool and Summer (LIAS) initiative, a partnership with Temescal Associates ([www.learninginafterschool.org](http://www.learninginafterschool.org)).

**Jessica Hay** is the Program Director for the California Afterschool Network (CAN). Jessica began working with expanded learning programs at the age of 15 and since then has continued to be involved in the youth development, education, and expanded learning space. Jessica received her bachelor's in political science from UC Davis during which she worked with the California Democratic Party and various elected officials on campaigns and policy issues. Jessica received her master's in social work, community organization planning and administration from the University of Southern California. While at USC, Jessica worked with community stakeholders across Los Angeles County on prevention education and intervention programs.

# SPEAKER BIOS

**Michelle Nelson** is a Program Coordinator for the California AfterSchool Network (CAN). Michelle graduated from UC Berkeley with degrees in political science and media studies. Prior to working for CAN, she completed an internship at the U.S. Department of Education (USDE) in the Office of Safe and Healthy Students, where she specialized in tracking rates of cyber-bullying among K-12 students in a variety of demographics. She also worked for Partnership for Children and Youth, where she researched Local Control Accountability Plans (LCAPs) and reported on statewide LCAP investment in expanded learning programs.

**Anissa Sonnenburg** is an Education Programs Consultant (EPC) with the California Department of Education's (CDE) Expanded Learning Division (EXLD). Anissa was an elementary school teacher for 12 years, serving grades K, 4, 5, and 6. Prior to being a teacher, she worked as a budget analyst for the State of California for both the Department of Finance and Student Aid Commission, and for the City of Santa Fe Springs (where she started as a recreation leader) in LA County as an administrative aide working in social service programs. Anissa holds a master's in public administration from California State University, Long Beach, is married, and is the proud mother of two beautiful and energetic boys.

**Deborah Tamannaie** is a Nutrition Education Consultant with the California Department of Education. She oversees projects related to nutrition education and creating healthy school and expanded learning environments. Currently, she supports Expanded Learning Programs through partnerships that strengthen nutrition education, food security, and physical activity in the after school setting. For the past four years, Ms. Tamannaie led the Team California for Healthy After Schools (TCHAS) program, a technical assistance program that strengthened nutrition education, physical activity, and healthy food choices in after school settings. She was project director for CDE's "Garden in Every School" program for ten years. She holds a MS in nutrition science from the University of California at Davis.



# SPEAKER BIOS

**Jen Taylor** is an Education Programs Consultant in the Expanded Learning Division (EXLD) for the California Department of Education (CDE). Jen provides support to expanded learning programs within Region 5- Monterey, San Benito, Santa Clara, and Santa Cruz counties; and supports the System of Support for Expanded Learning. Before joining the EXLD, Jen worked on multiple grant programs including the federally funded School Improvement Grants Program providing technical assistance to low-performing schools in California and the School Community Violence Prevention Program. Jen received her BS and MS in criminal justice from California State University, Sacramento.

**Johannes Troost** is an Education Programs Consultant with the Expanded Learning Division at the California Department of Education (CDE). He coordinates the FPM efforts for the Division, and supports Region 7 grantees. He has a master's degree in education, and over 20 years of experience with Expanded Learning programs.



# EXPANDED LEARNING GRANTEE ORIENTATION RESOURCES OVERVIEW

## 2016 Grantee Orientation Resources Flash Drive

Following is a description of the resources that can be found on the flash drive provided. In each folder of the flash drive these resources are described in more detail. The resources provided can also be located online at [www.afterschoolnetwork.org/cde-exld-grantee-orientation-resources](http://www.afterschoolnetwork.org/cde-exld-grantee-orientation-resources).

## About Expanded Learning in California

Contains access to general information regarding expanded learning in California.

- State of the State of Expanded Learning in CA  
[www.afterschoolnetwork.org/sites/main/files/file-attachments/can\\_sots\\_expanded\\_learning\\_2015-16\\_web1.pdf](http://www.afterschoolnetwork.org/sites/main/files/file-attachments/can_sots_expanded_learning_2015-16_web1.pdf)
- California Department of Education, Expanded Learning Division website  
[www.cde.ca.gov/ls/ba/](http://www.cde.ca.gov/ls/ba/)
- About After School Education and Safety Program  
[www.cde.ca.gov/ls/ba/as/](http://www.cde.ca.gov/ls/ba/as/)
- About 21st Century Community Learning Centers  
[www.cde.ca.gov/ls/ba/cp/](http://www.cde.ca.gov/ls/ba/cp/)
- Expanding Student Success website  
[www.expandingstudentsuccess.com](http://www.expandingstudentsuccess.com)
- Late Arrival and Early Release Guidance  
[www.cde.ca.gov/ls/ba/cp/earlyreleaseguide.asp](http://www.cde.ca.gov/ls/ba/cp/earlyreleaseguide.asp)
- Field Trip and Recognition Policy Guidance  
[www.cde.ca.gov/ls/ba/cp/fieldtripguide.asp](http://www.cde.ca.gov/ls/ba/cp/fieldtripguide.asp)
- Dual Funded Sites Attendance Reporting  
[www.cde.ca.gov/ls/ba/cp/dualsiteattend.asp](http://www.cde.ca.gov/ls/ba/cp/dualsiteattend.asp)
- Before and After School Program Federal Program Monitoring Instrument  
[www.cde.ca.gov/ta/cr/documents/baspp1617.pdf](http://www.cde.ca.gov/ta/cr/documents/baspp1617.pdf)

## Policy Guidance

Contains access to general information on specific policies related to ASES and 21st CCLC implementation and Federal Program Monitoring (FPM).

- Direct Services and Administrative Costs Guidance  
[www.cde.ca.gov/ls/ba/cp/admincostguidance.asp](http://www.cde.ca.gov/ls/ba/cp/admincostguidance.asp)

## System of Support for Expanded Learning

Contains information on CDE Expanded Learning Division personnel as well as regional and statewide partners available to support your work.

- Contact list for System of Support for Expanded Learning Regional Support Teams  
[www.cde.ca.gov/ls/ba/cp/regntwrkcontacts.asp](http://www.cde.ca.gov/ls/ba/cp/regntwrkcontacts.asp)
- California Afterschool Network (CAN) website  
[www.afterschoolnetwork.org](http://www.afterschoolnetwork.org)

and resources to support CQI  
[www.afterschoolnetwork.org/post/access-free-resources-support-continuous-quality-improvement](http://www.afterschoolnetwork.org/post/access-free-resources-support-continuous-quality-improvement)

- ASAPconnect website  
[www.asapconnect.org](http://www.asapconnect.org)
- California After School Resource Center  
[www.californiaafterschool.org](http://www.californiaafterschool.org)

# EXPANDED LEARNING GRANTEE ORIENTATION RESOURCES OVERVIEW

## Quality Standards and Continuous Quality Improvement

Contains information and access to the Quality Standards for Expanded Learning in California, information about program requirements to implement a Continuous Quality Improvement (CQI) process, and supportive resources.

- Quality Standards for Expanded Learning in California  
[www.afterschoolnetwork.org/sites/main/files/file-attachments/quality\\_standards.pdf](http://www.afterschoolnetwork.org/sites/main/files/file-attachments/quality_standards.pdf)
- Crosswalk Between Quality Standards and Program Assessment Tools  
[www.afterschoolnetwork.org/sites/main/files/file-attachments/a\\_crosswalk\\_between\\_the\\_quality\\_standards\\_and\\_program\\_quality\\_assessment\\_tools.pdf](http://www.afterschoolnetwork.org/sites/main/files/file-attachments/a_crosswalk_between_the_quality_standards_and_program_quality_assessment_tools.pdf)
- Webinar: Continuous Improvement – Where Compliance Meets Quality  
[www.youtube.com/watch?v=rPh5h-1vhwB0&feature=youtu.be](http://www.youtube.com/watch?v=rPh5h-1vhwB0&feature=youtu.be)
- Instructions for Completing a Quality Improvement Program Plan *(on flash drive)*
- Quality Program Improvement Plan Template *(on flash drive)*

## Nutrition Programs, Physical Activity Guidelines, and Supporting Resources

Contains information and access on the variety of federally reimbursable snack and meal programs, a purchasing guide and a food calculator to assess whether potential menu options are compliant, and California's After School Physical Activity Guidelines.

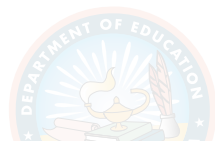
- Comparison of Federally Reimbursable Snack/Meal Programs *(includes Summer Food Service and contact information for each program)*  
[www.cde.ca.gov/ls/nu/as/snackfacts.asp](http://www.cde.ca.gov/ls/nu/as/snackfacts.asp)
- At-Risk After School Meal program  
[www.cde.ca.gov/ls/nu/as/](http://www.cde.ca.gov/ls/nu/as/)
- Snack and Meal Standards  
[www.cde.ca.gov/ls/nu/as/afterschoolnutstan.asp](http://www.cde.ca.gov/ls/nu/as/afterschoolnutstan.asp)
- At-risk Afterschool Meal Handbook:  
[www.fns.usda.gov/sites/default/files/atriskhandbook.pdf](http://www.fns.usda.gov/sites/default/files/atriskhandbook.pdf)
- Food Buying Guide for Child Nutrition Programs  
[www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs](http://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs)
- Project Lean New Food Calculator:  
[www.californiaprojectlean.org/doc.asp?adp=192&id=293](http://www.californiaprojectlean.org/doc.asp?adp=192&id=293)
- California After School Physical Activity Guidelines  
[www.cde.ca.gov/ls/ba/as/documents/paguidelines.pdf](http://www.cde.ca.gov/ls/ba/as/documents/paguidelines.pdf)

## Attendance Calculators

Access attendance calculators that can be utilized to assess current attendance performance and project necessary attendance targets. Calculators are available for single or multiple sites, as well as elementary/middle school programs or high school programs.

- Multi-Site Attendance Calculator
- Single Site Elementary/Middle School Attendance Calculator
- Single Site High School Attendance Calculator

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Access CDE's Expanded Learning Division Website  
[www.cde.ca.gov/lr/ba/](http://www.cde.ca.gov/lr/ba/)

# CAN

California AfterSchool Network

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CONNECT. CONVENE. INSPIRE.

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Access the CAN Website  
[www.afterschoolnetwork.org](http://www.afterschoolnetwork.org)

Access Grantee Orientation Resources  
[www.afterschoolnetwork.org/cde-exld-grantee-orientation-resources](http://www.afterschoolnetwork.org/cde-exld-grantee-orientation-resources)