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**Activities & Tasks**

**For all 21st CCLC, Advantage, Empire and Extended School Day Programs**

**2022-2023**

**(As of August 25, 2022)**

* Items in yellow – dates and times will be provided to you well in advance.
* Items in green – please determine the date that works best for your site and advise.
* Items in grey – program are closed.
* Items in orange – program model-related items (training academies, phase transitions, and special events).
* Items in purple – payroll-related items.

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| --- | --- | --- | --- |
| **DATE** | **ACTIVITY, EVENT OR TASK** | **DESCRIPTION** | **RESPONSIBLE PARTY(IES)** |
| **APRIL 2023** | | | |
| April 1 | Timesheets/Invoices Due | Submit timesheets/invoices with all required supporting documents. Teachers, trainers, facilitators and teacher assistants must submit attendance and model learning plans; coordinators and guidance counselors/social workers must submit meeting agendas, minutes and attendance; monitors must submit either their completed PAIRs and/or their monitoring checklist. The submission date of a timesheet/invoice package is only effective if all required documents are included; otherwise it cannot be processed. Incomplete or third-party submissions of required documents are not acceptable. These documents have financial and contractual/legal purposes as they are not only needed for the individual to get paid by the company, but also for the company to get paid by its funder(s) and to be in compliance with their regulations. Site coordinators will check and approve the submission of completed timesheet packages for their respective team members, and reject those packages that are incomplete; the Executive Director will do the same for everyone else. The HR/Finance Team will process only those payroll packages that have been approved accordingly. | All team members |
| April 3 – April 21 | Phase V: All Models – Each club continues their lessons on the selected, single model as the approach or them for their activities for the entire semester. | This phase is comprised of at least 2, 1-hour lessons. These lessons must be completed by the end of this phase. Each lesson must have two questions: one related to definitions/key terms; the other from the list prescribed on the learning plan template related to the focus of the phase. Each question must be linked to a reference that allows students to find its answers, and an exercise that allows students to creatively express or share their findings). The findings of the lessons of this phase should be documented as a phase summary and posted on the group’s vision board.  **CareerVisions:** Social Issues – this phase focuses on a range of social issues of concern related to their field of interest or their club’s industry.  **Community Change:** Interventions – this phase focuses on the things others have done to address the selected social issue of concern, categorized as supports, solutions and suggestions.  **Legacy:** Social Issues – this phase focuses on a range of social issues of concern from the perspective of student’s culture that are related to their field of interest or their club’s industry.  **Peace:** World– this phase focuses on the issues and strategies related to healthy/unhealthy relationships within and among nations as it relates to their club’s industry, including related international law, events, and activities.  **Money Moves:** The Whys – the phase focuses on the importance of different aspects of the investment industry as well as strategies for success. | Coordinators  Teachers  Monitors |
| April 4 | Payday for completed February 18th submissions | Payments made of unpaid, completed timesheet(s) and/or invoice(s) that have been submitted in accordance with the payroll calendar, found on the Payroll section of our website, and embedded in each timesheet/invoice template. Please communicate any changes in your address or bank account immediately to our HR/Finance Team at [payroll@communitychangeinc.com](mailto:payroll@communitychangeinc.com). Please direct any and all payroll inquires exclusively to [payroll@communitychangeinc.com](mailto:payroll@communitychangeinc.com). Please do not direct payroll inquiries or updates to the Executive Director via text, email or in meetings. | HR/Finance Team  All team members |
| April 4 from  6 p.m. - 7:30 p.m. | Money Moves Training Academy – Phase VI – New semester (all teachers choose a different model from last semester) | Virtual trainings (link to meeting https://meet.google.com/yzf-zrmz-qit) to provide staff with guidelines and ideas for the design and implementation of the next phase of the Money Moves activity. Trainings feature resources for investment references and strategies to engage students in critical thinking, research and strategic planning.  Participating staff will also earn time towards their CTLE certification. Please complete the **Continuing Teacher and Leader Education (CTLE) Individual Record: http://www.highered.nysed.gov/tcert/pdf/donotsubmit-ctlerecord.pdf** for all trainings attended, including those done voluntarily. | Training Academy Facilitator  Teachers |
| April 4 from  7 p.m. - 8:30 p.m. | Genius! STEAM Training Academy – Phase VI – New semester (all teachers choose a different model from last semester) | Virtual trainings (link: https://meet.google.com/xve-vzbu-vfq) to provide staff with guidelines and ideas for the design and implementation of the next phase of the Genius! STEAM activity. Trainings feature resources for STEAM-related career exploration and cultural education references and strategies to engage students in critical thinking, research and strategic planning. | Training Academy Facilitator  Teachers |
| April 5 | **Special Event:**  TheLegacy Expo | Clubs whose students are doing the Legacy Model coordinate this special event, where they creatively showcase/present their phase summaries about their culture to an audience of their peers. Student presentation should involve no reading as evidence of their mastery of the content. Student presentation should involve no reading as evidence of their mastery of the content. | Teachers whose clubs are doing the Legacy Model. |
| April 5 from  6 - 7:30 p.m. | CareerVisions Training Academy – Phase VI – New semester (all teachers choose a different model from last semester) | Virtual trainings (link to meeting https://meet.google.com/qoq-hpgu-hrn) to provide staff with guidelines and ideas for the design and implementation of the next phase of the CareerVisions Model. Trainings feature resources for career exploration references and strategies to engage students in critical thinking, research and strategic planning.  Participating staff will also earn time towards their CTLE certification. Please complete the **Continuing Teacher and Leader Education (CTLE) Individual Record: http://www.highered.nysed.gov/tcert/pdf/donotsubmit-ctlerecord.pdf** for all trainings attended, including those done voluntarily. | Training Academy Facilitator  Teachers |
| April 5 from  6 - 7:30 p.m. | Legacy Training Academy – Phase VI – New semester (all teachers choose a different model from last semester) | Virtual trainings (link to meeting meet.google.com/ebj-xgdt-yqm) to provide staff with guidelines and ideas for the design and implementation of the next phase of the Legacy Model. Trainings feature resources for cultural education references and strategies to engage students in critical thinking, research and strategic planning.  Participating staff will also earn time towards their CTLE certification. Please complete the **Continuing Teacher and Leader Education (CTLE) Individual Record: http://www.highered.nysed.gov/tcert/pdf/donotsubmit-ctlerecord.pdf** for all trainings attended, including those done voluntarily. | Training Academy Facilitator  Teachers |
| April 6 from  6 - 7:30 p.m. | Community Change Training Academy - Phase VI – New semester (all teachers choose a different model from last semester) | Virtual trainings (link to meeting https://meet.google.com/nti-bnvi-drx) to provide staff with guidelines and ideas for the design and implementation of the next phase of the Community Change Model. Trainings feature resources for community organizing references and strategies to engage students in critical thinking, research and strategic planning.  Participating staff will also earn time towards their CTLE certification. Please complete the **Continuing Teacher and Leader Education (CTLE) Individual Record: http://www.highered.nysed.gov/tcert/pdf/donotsubmit-ctlerecord.pdf** for all trainings attended, including those done voluntarily. | Training Academy Facilitator  Teachers |
| April 8 from  10 - 11:30 a.m. | Peace Training Academy – Phase VI – New semester (all teachers choose a different model from last semester) | Virtual trainings (link: https://meet.google.com/eng-qpjb-fqe) to provide staff with guidelines and ideas for the design and implementation of the next phase of the Peace Model. Trainings feature resources for relationship education references and strategies to engage students in critical thinking, research and strategic planning.  Participating staff will also earn time towards their CTLE certification. Please complete the **Continuing Teacher and Leader Education (CTLE) Individual Record: http://www.highered.nysed.gov/tcert/pdf/donotsubmit-ctlerecord.pdf** for all trainings attended, including those done voluntarily. | Training Academy Facilitator  Teachers |
| April 10 – April 14 | No Programs. | Schools closed | All sites |
| April 15 | Timesheets/Invoices Due | Submit timesheets/invoices with all required supporting documents. Teachers, trainers, facilitators and teacher assistants must submit attendance and model learning plans; coordinators and guidance counselors/social workers must submit meeting agendas, minutes and attendance; monitors must submit either their completed PAIRs and/or their monitoring checklist. The submission date of a timesheet/invoice package is only effective if all required documents are included; otherwise it cannot be processed. Incomplete or third-party submissions of required documents are not acceptable. These documents have financial and contractual/legal purposes as they are not only needed for the individual to get paid by the company, but also for the company to get paid by its funder(s) and to be in compliance with their regulations. Site coordinators will check and approve the submission of completed timesheet packages for their respective team members, and reject those packages that are incomplete; the Executive Director will do the same for everyone else. The HR/Finance Team will process only those payroll packages that have been approved accordingly. | All team members |
| April 18 | Payday for completed March 4th submissions | Payments made of unpaid, completed timesheet(s) and/or invoice(s) that have been submitted in accordance with the payroll calendar, found on the Payroll section of our website, and embedded in each timesheet/invoice template. Please communicate any changes in your address or bank account immediately to our HR/Finance Team at [payroll@communitychangeinc.com](mailto:payroll@communitychangeinc.com). Please direct any and all payroll inquires exclusively to [payroll@communitychangeinc.com](mailto:payroll@communitychangeinc.com). Please do not direct payroll inquiries or updates to the Executive Director via text, email or in meetings. | HR/Finance Team  All team members |
| April 21 | No Programs. | Schools closed | All sites |
| April 24 – June 2 | Phase VI: All Models – Each club continues their lessons on the selected, single model as the approach or them for their activities for the entire semester. | This phase is comprised of at least five (5), 1-hour lessons. These lessons must be completed by the end of this phase.  The first lesson focuses on strategies for students to recruit family, friends and members of their community to help plan and implement the project during the next session.  The second lesson focuses on using the phase summaries to brainstorm strategies within their capacity to address any of the previously identified causes and/or effects of the selected issue. By the close of this session, the group must select one realistic strategy that they will plan to implement with the community for the next session.  The third lesson focuses on planning the tasks and timeline needed to complete that action that addresses the causes/effects of the selected issue. Students will determine who will do what by when and how using the resources that they have readily available.  The fourth lesson focuses on the students implementing the action with the community.  The final lesson focuses on the students reflecting on the entire project. They will explore and express what went well, what didn’t go well, and suggestions for improvement.  The findings of the lessons of this phase should be documented as a phase summary and posted on the group’s vision board. | Coordinators  Teachers  Monitors |
| April 25 from  6 p.m. - 7:30 p.m. | Money Moves Training Academy – Phase VI – Final session | Virtual trainings (link to meeting https://meet.google.com/yzf-zrmz-qit) to provide staff with guidelines and ideas for the design and implementation of the next phase of the Money Moves activity. Trainings feature resources for investment references and strategies to engage students in critical thinking, research and strategic planning.  Participating staff will also earn time towards their CTLE certification. Please complete the **Continuing Teacher and Leader Education (CTLE) Individual Record: http://www.highered.nysed.gov/tcert/pdf/donotsubmit-ctlerecord.pdf** for all trainings attended, including those done voluntarily. | Training Academy Facilitator  Teachers |
| April 25 from  7 p.m. - 8:30 p.m. | Genius! STEAM Training Academy – Phase VI – Final session | Virtual trainings (link: <https://meet.google.com/xve-vzbu-vfq>) to provide staff with guidelines and ideas for the design and implementation of the next phase of the Genius! STEAM activity. Trainings feature resources for STEAM-related career exploration and cultural education references and strategies to engage students in critical thinking, research and strategic planning.  Participating staff will also earn time towards their CTLE certification. Please complete the **Continuing Teacher and Leader Education (CTLE) Individual Record: http://www.highered.nysed.gov/tcert/pdf/donotsubmit-ctlerecord.pdf** for all trainings attended, including those done voluntarily. | Training Academy Facilitator  Teachers |
| April 26 from  6 - 7:30 p.m. | CareerVisions Training Academy – Phase VI – Final session | Virtual trainings (link to meeting https://meet.google.com/qoq-hpgu-hrn) to provide staff with guidelines and ideas for the design and implementation of the next phase of the CareerVisions Model. Trainings feature resources for career exploration references and strategies to engage students in critical thinking, research and strategic planning.  Participating staff will also earn time towards their CTLE certification. Please complete the **Continuing Teacher and Leader Education (CTLE) Individual Record: http://www.highered.nysed.gov/tcert/pdf/donotsubmit-ctlerecord.pdf** for all trainings attended, including those done voluntarily. | Training Academy Facilitator  Teachers |
| April 26 from  6 - 7:30 p.m. | Legacy Training Academy – Phase VI – Final session | Virtual trainings (link to meeting meet.google.com/ebj-xgdt-yqm) to provide staff with guidelines and ideas for the design and implementation of the next phase of the Legacy Model. Trainings feature resources for cultural education references and strategies to engage students in critical thinking, research and strategic planning.  Participating staff will also earn time towards their CTLE certification. Please complete the **Continuing Teacher and Leader Education (CTLE) Individual Record: http://www.highered.nysed.gov/tcert/pdf/donotsubmit-ctlerecord.pdf** for all trainings attended, including those done voluntarily. | Training Academy Facilitator  Teachers |
| April 27 from  6 - 7:30 p.m. | Community Change Training Academy - Phase VI – Final session | Virtual trainings (link to meeting https://meet.google.com/nti-bnvi-drx) to provide staff with guidelines and ideas for the design and implementation of the next phase of the Community Change Model. Trainings feature resources for community organizing references and strategies to engage students in critical thinking, research and strategic planning.  Participating staff will also earn time towards their CTLE certification. Please complete the **Continuing Teacher and Leader Education (CTLE) Individual Record: http://www.highered.nysed.gov/tcert/pdf/donotsubmit-ctlerecord.pdf** for all trainings attended, including those done voluntarily. | Training Academy Facilitator  Teachers |
| April 29 from  10 - 11:30 a.m. | Peace Training Academy – Phase VI – Final session | Virtual trainings (link: https://meet.google.com/eng-qpjb-fqe) to provide staff with guidelines and ideas for the design and implementation of the next phase of the Peace Model. Trainings feature resources for relationship education references and strategies to engage students in critical thinking, research and strategic planning.  Participating staff will also earn time towards their CTLE certification. Please complete the **Continuing Teacher and Leader Education (CTLE) Individual Record: http://www.highered.nysed.gov/tcert/pdf/donotsubmit-ctlerecord.pdf** for all trainings attended, including those done voluntarily. | Training Academy Facilitator  Teachers |
| April 29 | Timesheets/Invoices Due | Submit timesheets/invoices with all required supporting documents. Teachers, trainers, facilitators and teacher assistants must submit attendance and model learning plans; coordinators and guidance counselors/social workers must submit meeting agendas, minutes and attendance; monitors must submit either their completed PAIRs and/or their monitoring checklist. The submission date of a timesheet/invoice package is only effective if all required documents are included; otherwise it cannot be processed. Incomplete or third-party submissions of required documents are not acceptable. These documents have financial and contractual/legal purposes as they are not only needed for the individual to get paid by the company, but also for the company to get paid by its funder(s) and to be in compliance with their regulations. Site coordinators will check and approve the submission of completed timesheet packages for their respective team members, and reject those packages that are incomplete; the Executive Director will do the same for everyone else. The HR/Finance Team will process only those payroll packages that have been approved accordingly. | All team members |
| TBD | 21st CCLC Spring Conference | Mandatory event sponsored by NYSED | Directors  Evaluators |
| TBD | Teacher and Student Surveys | Distribute teacher and student surveys | Evaluator  All school-based team members |
| TBD | Parent Workshop | Guidance Counselor/Social Worker will recruit parents of their school community to participate in virtual family literacy workshops delivered by Digital Age Learning  (Art & Technology), LEK Management (Finances), or members of our team. | Guidance Counselor/Social Worker |
| TBD | Leadership Meeting | Directors, coordinators, monitors and facilitators meet to discuss the challenges, progress and plans for the company. | Directors  Coordinators  Monitors  Facilitators |
| TBD | Compliance Monitor Visit | Compliance Monitor conducts monthly spot-checks with the site coordinator to ensure that the site is in compliance with company and state expectations. | Monitors  Coordinators |
| TBD | Activity Monitor Visit | Activity Monitor conducts monthly spot-checks of teachers to observe their implementation of the model they selected for their club. | Monitors  Teachers |
| TBD | Collaborative Planning Meeting | Site coordinator meets with their staff to discuss a variety of issues, including: Activities & Tasks Timeline; Payroll & Document Submission; Student Needs, including IEPs; Alignment of Club Models/ Phases with school day curriculum map, scope and sequence; Compliance tasks; and other. Meeting agenda, attendees and minutes are kept then submitted by the site coordinator with their payroll. | All CVNY school-based team members |
| TBD | Quarterly Drills | Site Coordinator sets-up quarterly shelter-in, lockdown, and fire drills during afterschool hours, while logging the date, start-time, end-time and total number of students and staff. | All CVNY school-based team members |
| **MAY 2023** | | | |
| May 1 – June 2 (continued) | Phase VI: All Models – Each club continues their lessons on the selected, single model as the approach or them for their activities for the entire semester. | This phase is comprised of at least five (5), 1-hour lessons. These lessons must be completed by the end of this phase.  The first lesson focuses on strategies for students to recruit family, friends and members of their community to help plan and implement the project during the next session.  The second lesson focuses on using the phase summaries to brainstorm strategies within their capacity to address any of the previously identified causes and/or effects of the selected issue. By the close of this session, the group must select one realistic strategy that they will plan to implement with the community for the next session.  The third lesson focuses on planning the tasks and timeline needed to complete that action that addresses the causes/effects of the selected issue. Students will determine who will do what by when and how using the resources that they have readily available.  The fourth lesson focuses on the students implementing the action with the community.  The final lesson focuses on the students reflecting on the entire project. They will explore and express what went well, what didn’t go well, and suggestions for improvement.  The findings of the lessons of this phase should be documented as a phase summary and posted on the group’s vision board. | Coordinators  Teachers  Monitors |
| May 2 | Payday for completed March 18th submissions | Payments made of unpaid, completed timesheet(s) and/or invoice(s) that have been submitted in accordance with the payroll calendar, found on the Payroll section of our website, and embedded in each timesheet/invoice template. Please communicate any changes in your address or bank account immediately to our HR/Finance Team at [payroll@communitychangeinc.com](mailto:payroll@communitychangeinc.com). Please direct any and all payroll inquires exclusively to [payroll@communitychangeinc.com](mailto:payroll@communitychangeinc.com). Please do not direct payroll inquiries or updates to the Executive Director via text, email or in meetings. | HR/Finance Team  All team members |
| May 4 | No programs (elementary schools only) | No programs at CVLTD elementary school sites in New York City | CVLTD elementary school sites in New York City |
| May 8 – June 2 | Phase VI: All Models – Each club continues their lessons on the selected, single model as the approach or them for their activities for the entire semester. | This phase is comprised of at least five (5), 1-hour lessons. These lessons must be completed by the end of this phase.  The first lesson focuses on strategies for students to recruit family, friends and members of their community to help plan and implement the project during the next session.  The second lesson focuses on using the phase summaries to brainstorm strategies within their capacity to address any of the previously identified causes and/or effects of the selected issue. By the close of this session, the group must select one realistic strategy that they will plan to implement with the community for the next session.  The third lesson focuses on planning the tasks and timeline needed to complete that action that addresses the causes/effects of the selected issue. Students will determine who will do what by when and how using the resources that they have readily available.  The fourth lesson focuses on the students implementing the action with the community.  The final lesson focuses on the students reflecting on the entire project. They will explore and express what went well, what didn’t go well, and suggestions for improvement.  The findings of the lessons of this phase should be documented as a phase summary and posted on the group’s vision board. | Coordinators  Teachers  Monitors |
| May 11 | No programs (middle schools only) | No programs at CVLTD middle school sites in New York City | CVLTD middle school sites in New York City |
| May 13 | Timesheets/Invoices Due | Submit timesheets/invoices with all required supporting documents. Teachers, trainers, facilitators and teacher assistants must submit attendance and model learning plans; coordinators and guidance counselors/social workers must submit meeting agendas, minutes and attendance; monitors must submit either their completed PAIRs and/or their monitoring checklist. The submission date of a timesheet/invoice package is only effective if all required documents are included; otherwise it cannot be processed. Incomplete or third-party submissions of required documents are not acceptable. These documents have financial and contractual/legal purposes as they are not only needed for the individual to get paid by the company, but also for the company to get paid by its funder(s) and to be in compliance with their regulations. Site coordinators will check and approve the submission of completed timesheet packages for their respective team members, and reject those packages that are incomplete; the Executive Director will do the same for everyone else. The HR/Finance Team will process only those payroll packages that have been approved accordingly. | All team members |
| May 15 | Submit 2023-2024 Budget Packets | Submit 2023-2024 Budget Packets (FS-10 Budgets, Composite Budgets, and M/WBE documents) to NYSED’s Office of Student Support Services and electronic budget packets to EMSC21STCCLC@nysed.gov | Directors  HR/Finance Team |
| May 16 | Payday for completed April 1st submissions | Payments made of unpaid, completed timesheet(s) and/or invoice(s) that have been submitted in accordance with the payroll calendar, found on the Payroll section of our website, and embedded in each timesheet/invoice template. Please communicate any changes in your address or bank account immediately to our HR/Finance Team at [payroll@communitychangeinc.com](mailto:payroll@communitychangeinc.com). Please direct any and all payroll inquires exclusively to [payroll@communitychangeinc.com](mailto:payroll@communitychangeinc.com). Please do not direct payroll inquiries or updates to the Executive Director via text, email or in meetings. | HR/Finance Team  All team members |
| May 11 | No programs  (high schools only) | No programs at high school sites in New York City | High school sites in New York City |
| May 24 | **Special Event:**  TheDay of Action | This is the special event/student presentation for clubs doing the Community Change or Peace Models. The Day of Action is a public awareness event seeking to increase the community’s knowledge about the various dimensions (phases) of a particular issue or conflict. Using their phase summaries, students will either 1. lead a public march/demonstration in front of their school; 2. Deliver mini-workshops Each club will recruit members of the community to plan and implement this event. | Teachers whose clubs are doing the Community Change or Peace Models. |
| May 27 | Timesheets/Invoices Due | Submit timesheets/invoices with all required supporting documents. Teachers, trainers, facilitators and teacher assistants must submit attendance and model learning plans; coordinators and guidance counselors/social workers must submit meeting agendas, minutes and attendance; monitors must submit either their completed PAIRs and/or their monitoring checklist. The submission date of a timesheet/invoice package is only effective if all required documents are included; otherwise it cannot be processed. Incomplete or third-party submissions of required documents are not acceptable. These documents have financial and contractual/legal purposes as they are not only needed for the individual to get paid by the company, but also for the company to get paid by its funder(s) and to be in compliance with their regulations. Site coordinators will check and approve the submission of completed timesheet packages for their respective team members, and reject those packages that are incomplete; the Executive Director will do the same for everyone else. The HR/Finance Team will process only those payroll packages that have been approved accordingly. | All team members |
| May 11 | No programs | Schools closed | All sites |
| May 28 | Attendance Reports Due | Each site must ensure that they have provided attendance for enrolled students over the past three months. The company must report the attendance to State funders in order to subsequently receive payment to cover personnel and other costs. | Admin. Team  Site Coordinators  Teachers |
| March 28 | PARs Report | All team members must submit the last of three PARs forms to verify that 100% of their billing to date has been for actual work performed on their assigned contract. | All CVNY Team Members |
| May 30 | Payday for completed April 15th submissions | Payments made of unpaid, completed timesheet(s) and/or invoice(s) that have been submitted in accordance with the payroll calendar, found on the Payroll section of our website, and embedded in each timesheet/invoice template. Please communicate any changes in your address or bank account immediately to our HR/Finance Team at [payroll@communitychangeinc.com](mailto:payroll@communitychangeinc.com). Please direct any and all payroll inquires exclusively to [payroll@communitychangeinc.com](mailto:payroll@communitychangeinc.com). Please do not direct payroll inquiries or updates to the Executive Director via text, email or in meetings. | HR/Finance Team  All team members |
| TBD | Focus Group | Guidance Counselor coordinates a small group meeting with students to learn about their experiences and thoughts about the program. | Guidance Counselors/Social Workers |
| TBD | Parent Workshop | Guidance Counselor/Social Worker will recruit parents of their school community to participate in virtual family literacy workshops delivered by Digital Age Learning (Art & Technology), LEK Management (Finances), or members of our team. | Guidance Counselors/Social Workers |
| TBD | Leadership Meeting | Directors, coordinators, monitors and facilitators meet to discuss the challenges, progress and plans for the company. | Directors  Coordinators  Monitors  Facilitators |
| TBD | Compliance Monitor Visit | Compliance Monitor conducts monthly spot-checks with the site coordinator to ensure that the site is in compliance with company and state expectations. | Monitors  Coordinators |
| TBD | Activity Monitor Visit | Activity Monitor conducts monthly spot-checks of teachers to observe their implementation of the model they selected for their club. | Monitors  Teachers |
| TBD | Collaborative Planning Meeting | Site coordinator meets with their staff to discuss a variety of issues, including: Activities & Tasks Timeline; Payroll & Document Submission; Student Needs, including IEPs; Alignment of Club Models/ Phases with school day curriculum map, scope and sequence; Compliance tasks; and other. Meeting agenda, attendees and minutes are kept then submitted by the site coordinator with their payroll. | All CVNY school-based team members |
| **JUNE 2023** | | | |
| June 1 – June 2 | Phase VI: All Models – Each club continues their lessons on the selected, single model as the approach or them for their activities for the entire semester. | This phase is comprised of at least five (5), 1-hour lessons. These lessons must be completed by the end of this phase.  The first lesson focuses on strategies for students to recruit family, friends and members of their community to help plan and implement the project during the next session.  The second lesson focuses on using the phase summaries to brainstorm strategies within their capacity to address any of the previously identified causes and/or effects of the selected issue. By the close of this session, the group must select one realistic strategy that they will plan to implement with the community for the next session.  The third lesson focuses on planning the tasks and timeline needed to complete that action that addresses the causes/effects of the selected issue. Students will determine who will do what by when and how using the resources that they have readily available.  The fourth lesson focuses on the students implementing the action with the community.  The final lesson focuses on the students reflecting on the entire project. They will explore and express what went well, what didn’t go well, and suggestions for improvement.  The findings of the lessons of this phase should be documented as a phase summary and posted on the group’s vision board. | Coordinators  Teachers  Monitors |
| June 2 | Last day of program | Program ends. Thanks for an excellent year! | All sites |
| June 10 | Timesheets/Invoices Due | Submit timesheets/invoices with all required supporting documents. Teachers, trainers, facilitators and teacher assistants must submit attendance and model learning plans; coordinators and guidance counselors/social workers must submit meeting agendas, minutes and attendance; monitors must submit either their completed PAIRs and/or their monitoring checklist. The submission date of a timesheet/invoice package is only effective if all required documents are included; otherwise it cannot be processed. Incomplete or third-party submissions of required documents are not acceptable. These documents have financial and contractual/legal purposes as they are not only needed for the individual to get paid by the company, but also for the company to get paid by its funder(s) and to be in compliance with their regulations. Site coordinators will check and approve the submission of completed timesheet packages for their respective team members, and reject those packages that are incomplete; the Executive Director will do the same for everyone else. The HR/Finance Team will process only those payroll packages that have been approved accordingly. | All team members |
| June 24 | Timesheets/Invoices Due | Submit timesheets/invoices with all required supporting documents. Teachers, trainers, facilitators and teacher assistants must submit attendance and model learning plans; coordinators and guidance counselors/social workers must submit meeting agendas, minutes and attendance; monitors must submit either their completed PAIRs and/or their monitoring checklist. The submission date of a timesheet/invoice package is only effective if all required documents are included; otherwise it cannot be processed. Incomplete or third-party submissions of required documents are not acceptable. These documents have financial and contractual/legal purposes as they are not only needed for the individual to get paid by the company, but also for the company to get paid by its funder(s) and to be in compliance with their regulations. Site coordinators will check and approve the submission of completed timesheet packages for their respective team members, and reject those packages that are incomplete; the Executive Director will do the same for everyone else. The HR/Finance Team will process only those payroll packages that have been approved accordingly. | All team members |
| June 13 | Payday for completed April 29th submissions | Payments made of unpaid, completed timesheet(s) and/or invoice(s) that have been submitted in accordance with the payroll calendar, found on the Payroll section of our website, and embedded in each timesheet/invoice template. Please communicate any changes in your address or bank account immediately to our HR/Finance Team at [payroll@communitychangeinc.com](mailto:payroll@communitychangeinc.com). Please direct any and all payroll inquires exclusively to [payroll@communitychangeinc.com](mailto:payroll@communitychangeinc.com). Please do not direct payroll inquiries or updates to the Executive Director via text, email or in meetings. | HR/Finance Team  All team members |
| June 27 | Payday for completed May 13th submissions | Payments made of unpaid, completed timesheet(s) and/or invoice(s) that have been submitted in accordance with the payroll calendar, found on the Payroll section of our website, and embedded in each timesheet/invoice template. Please communicate any changes in your address or bank account immediately to our HR/Finance Team at [payroll@communitychangeinc.com](mailto:payroll@communitychangeinc.com). Please direct any and all payroll inquires exclusively to [payroll@communitychangeinc.com](mailto:payroll@communitychangeinc.com). Please do not direct payroll inquiries or updates to the Executive Director via text, email or in meetings. | HR/Finance Team  All team members |
| June 30 | 21st CCLC EZReports update | Enter Spring 2022 program participation and activity data into EZReports for all 21st CCLC sites | Admin Team |
| June 30 | Report card grades of participants | Obtain GPA and/or grade report data for all enrolled participants from partnering school district(s) | Admin Team  Site Coordinators |
| TBD | Final Advisory Council Meeting | Site coordinator and guidance counselor of each site sets-up quarterly meetings with the program’s Advisory Council, comprised of students, staff, parents and the program evaluator, to discuss program progress, plans, and suggestions for improvement. Meeting agendas, a list of members, a list of attendees and minutes are kept then submitted by the site coordinator as part of their payroll package. The first (November) and last (June) meetings feature the use of at least two of the elements of the QSA Tool, the template for which is found at http://networkforyouthsuccess.org/qsa. | Site Coordinators    Guidance Counselors/Social Workers |
| TBD | Final Collaborative Planning Meeting | Site coordinator meets with their staff to discuss a variety of issues, including: Activities & Tasks Timeline; Payroll & Document Submission; Student Needs, including IEPs; Alignment of Club Models/ Phases with school day curriculum map, scope and sequence; Compliance tasks; and other. Meeting agenda, attendees and minutes are kept then submitted by the site coordinator with their payroll. | All CVNY school-based team members |
| **JULY 2023** | | | |
| July 1 | Attendance Reports Due | Each site must ensure that they have provided the report card date (pass/fail) for enrolled students for the year. The company must report the roster of students and their academic performance to State funders in order to subsequently receive payment to cover personnel and other costs. | Admin. Team  Site Coordinators  Teachers |
| July 11 | Payday for completed May 27th submissions | Payments made of unpaid, completed timesheet(s) and/or invoice(s) that have been submitted in accordance with the payroll calendar, found on the Payroll section of our website, and embedded in each timesheet/invoice template. Please communicate any changes in your address or bank account immediately to our HR/Finance Team at [payroll@communitychangeinc.com](mailto:payroll@communitychangeinc.com). Please direct any and all payroll inquires exclusively to [payroll@communitychangeinc.com](mailto:payroll@communitychangeinc.com). Please do not direct payroll inquiries or updates to the Executive Director via text, email or in meetings. | HR/Finance Team  All team members |
| July 25 | Payday for completed June 10th submissions | Payments made of unpaid, completed timesheet(s) and/or invoice(s) that have been submitted in accordance with the payroll calendar, found on the Payroll section of our website, and embedded in each timesheet/invoice template. Please communicate any changes in your address or bank account immediately to our HR/Finance Team at [payroll@communitychangeinc.com](mailto:payroll@communitychangeinc.com). Please direct any and all payroll inquires exclusively to [payroll@communitychangeinc.com](mailto:payroll@communitychangeinc.com). Please do not direct payroll inquiries or updates to the Executive Director via text, email or in meetings. | HR/Finance Team  All team members |
| TBD | Leadership Meeting | Directors, coordinators, monitors and facilitators meet to discuss the challenges, progress and plans for the company. | Directors  Coordinators  Monitors  Facilitators |
| **AUGUST 2023** | | | |
| August 8 | Payday for completed June 24th submissions | Payments made of unpaid, completed timesheet(s) and/or invoice(s) that have been submitted in accordance with the payroll calendar, found on the Payroll section of our website, and embedded in each timesheet/invoice template. Please communicate any changes in your address or bank account immediately to our HR/Finance Team at [payroll@communitychangeinc.com](mailto:payroll@communitychangeinc.com). Please direct any and all payroll inquires exclusively to [payroll@communitychangeinc.com](mailto:payroll@communitychangeinc.com). Please do not direct payroll inquiries or updates to the Executive Director via text, email or in meetings. | HR/Finance Team  All team members |
| August 22 | Payday for completed July 8th submissions | Payments made of unpaid, completed timesheet(s) and/or invoice(s) that have been submitted in accordance with the payroll calendar, found on the Payroll section of our website, and embedded in each timesheet/invoice template. Please communicate any changes in your address or bank account immediately to our HR/Finance Team at [payroll@communitychangeinc.com](mailto:payroll@communitychangeinc.com). Please direct any and all payroll inquires exclusively to [payroll@communitychangeinc.com](mailto:payroll@communitychangeinc.com). Please do not direct payroll inquiries or updates to the Executive Director via text, email or in meetings. | HR/Finance Team  All team members |