



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.

DATE	ACTIVITY, EVENT OR TASK	DESCRIPTION	RESPONSIBLE PARTY(IES)
SEPTEMBER 2022			
September 3	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
September 6	Payday for completed July 23 rd 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 . Please direct any and all payroll inquiries exclusively to 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
September 8	First Day of School	Recruit and enroll students into the program. Only enrolled students may attend. Enrollment forms can be found at https://communitychangeinc.com/locations/ . All program publicity must reference CareerVisions, NY; and all program publicity materials must include CareerVisions, NY's logo. Flier templates and company logos are available and labeled accordingly on the dropdown menu of our website.	All CVNY school-based team members

September 13 from 4 p.m. - 5 p.m.	New hire orientation	Newly hired staff receive a virtual overview (meeting link - https://meet.google.com/ejb-xgdt-yqm) of the company's philosophy, programs, website functions, trainings, and guidance through our hire and payroll processes. Returning staff members need not participate.	Sandra Johnson All new hires
September 14 from 6 p.m. - 7 p.m.	New hire orientation	Newly hired staff receive a virtual overview (meeting link - https://meet.google.com/qoq-hpgu-hrn) of the company's philosophy, programs, website functions, trainings, and guidance through our hire and payroll processes. Returning staff members need not participate.	Jim O'Toole All new hires
September 14 from 7 p.m. - 8 p.m.	New hire orientation	Newly hired staff receive a virtual overview (meeting link - https://meet.google.com/qoq-hpgu-hrn) of the company's philosophy, programs, website functions, trainings, and guidance through our hire and payroll processes. Returning staff members need not participate.	Jim O'Toole All new hires
September 15 from 4 p.m. - 5 p.m.	New hire orientation	Newly hired staff receive a virtual overview (meeting link - https://meet.google.com/ejb-xgdt-yqm) of the company's philosophy, programs, website functions, trainings, and guidance through our hire and payroll processes. Returning staff members need not participate.	Sandra Johnson All new hires
September 17 from 10 a.m. - 11 a.m.	New hire orientation	Newly hired staff receive a virtual overview (meeting link - https://meet.google.com/qoq-hpgu-hrn) of the company's philosophy, programs, website functions, trainings, and guidance through our hire and payroll processes. Returning staff members need not participate.	Jim O'Toole All new hires
September 17	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
September 20	Payday for completed August 6 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.	HR/Finance Team
September 20 from 6 p.m. - 7:30 p.m.	Money Moves Training Academy - Phase I	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
September 20 from 7 p.m. - 8:30 p.m.	Genius! STEAM Training Academy - Phase I	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

		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.	
September 21 from 6 - 7:30 p.m.	CareerVisions Training Academy - Phase I	Virtual trainings (link to meeting https://meet.google.com/qq-qhpgu-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
September 21 from 6 - 7:30 p.m.	Legacy Training Academy - Phase I	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
September 22 from 6 - 7:30 p.m.	Community Change Training Academy - Phase I	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
September 24 from 10 - 11:30 a.m.	Peace Training Academy - Phase I	Virtual trainings (link: https://meet.google.com/eng-qpij-bfqe) 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
September 26–27	No programs	Schools closed.	All sites
September 29	Evening Parent Conference	No CVNY high school program will be offered at any site on this day.	All high school sites
TBD	Leadership Meeting	Directors, coordinators, monitors and facilitators meet to discuss the challenges, progress and plans for the company.	Directors Coordinators Monitors Facilitators

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
OCTOBER 2022			
October 1	Employee Manual acknowledgement page	All returning and newly hired staff must sign and submit the acknowledgement page of the Employee manual.	All CVNY team members.
October 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
October 3	First day of the program.	Teachers welcome students to the CareerVisions Institute by providing an introduction/orientation overview that includes: commitments and expectations; selected model, and special events.	Coordinator Teacher Assistants Teachers
October 3 – October 14	Phase I: All Models – Each club chooses one model as the approach or them for their activities for the entire semester.	<p>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.</p> <p>CareerVisions: Self-interests/assets – students are engaged in exploring and expressing their skills, hobbies and ambitions.</p> <p>Community Change: Self-interests/strengths – students explore and express their strengths, skills and things they care about the most.</p> <p>Legacy: Self/Identity – students explore and express their cultural identity.</p> <p>Peace: Self – students explore and express issues and strategies related to having healthy/unhealthy relationships with themselves, including their emotions, identity and confidence.</p> <p>Money Moves: The Whats – students will be exposed to various dimensions of the investment world.</p>	Coordinators Teachers Monitors

October 4	Payday for completed August 20 th 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 . Please direct any and all payroll inquiries exclusively to 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
October 5	No Program	No School.	All team members
October 10	No Program	No School.	All team members
October 11 from 6 p.m. - 7:30 p.m.	Money Moves Training Academy – Phase II	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.	Training Academy Facilitator Teachers
October 11 from 7 p.m. - 8:30 p.m.	Genius! STEAM Training Academy – Phase II	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
October 12 from 6 p.m. - 7:30 p.m.	CareerVisions Training Academy – Phase II	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
October 12 from 6 p.m. - 7:30 p.m.	Legacy Training Academy – Phase II	Virtual trainings (link to meeting https://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
October 13 from 6 p.m. - 7:30 p.m.	Community Change Training Academy – Phase II	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	Training Academy Facilitator Teachers

		(CTLE) Individual Record: http://www.highered.nysed.gov/tcert/pdf/donotsubmit-ctlerecord.pdf for all trainings attended, including those done voluntarily.	
October 15 from 10 a.m. – 11:30 a.m.	Peace Training Academy – Phase II	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
October 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
October 17 – October 28	Phase II: 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: People – this phase focuses on professionals from the community/culture of students who are in their field of interest or their club’s industry. Community Change: Problem Statement – this phase focuses on getting students to identify and define a single social issue of concern (i.e. gangs, violence, poverty) on which they will focus for the rest of the semester. Legacy: Past – this phase focuses on the historical presence of students’ culture in their field of interest or their club’s industry. Peace: Family– this phase focuses on issues and strategies related healthy/unhealthy relationships within their family, including their nuclear and extended families. Money Moves: The Whos – focuses on important people the investment world.	Coordinators Teachers Monitors
October 18	Payday for completed September 3 rd 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	HR/Finance Team

		timesheet/invoice template. Please communicate any changes in your address or bank account immediately to our HR/Finance Team at payroll@communitychangeinc.com . Please direct any and all payroll inquiries exclusively to payroll@communitychangeinc.com . Please do not direct payroll inquiries or updates to the Executive Director via text, email or in meetings.	All team members
October 25 from 6 p.m. - 7:30 p.m.	Money Moves Training Academy – Phase III	<p>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.</p> <p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>
October 25 from 7 p.m. - 8:30 p.m.	Genius! STEAM Training Academy – Phase III	<p>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.</p> <p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>
October 26 from 6 - 7:30 p.m.	CareerVisions Training Academy – Phase III	<p>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.</p> <p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>
October 26 from 6 - 7:30 p.m.	Legacy Training Academy – Phase III	<p>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.</p> <p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>
October 27 from 6 - 7:30 p.m.	Community Change Training Academy – Phase III	<p>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.</p> <p>Participating staff will also earn time towards their CTLE certification. Please complete the Continuing Teacher and Leader Education (CTLE) Individual Record:</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>

		http://www.highered.nysed.gov/tcert/pdf/donotsubmit-ctlerecord.pdf for all trainings attended, including those done voluntarily.	
October 29 from 10 - 11:30 a.m.	Peace Training Academy – Phase III	<p>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.</p> <p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>
October 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
October 31 – November 18	Phase III: All Models – Each club continues their lessons on the selected, single model as the approach or them for their activities for the entire semester.	<p>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.</p> <p>CareerVisions: Places – this phase focuses on things related to their field of interest or their club's industry in different communities, cities and countries.</p> <p>Community Change: Causes – this phase focuses on the things that lead to the social issue of concern.</p> <p>Legacy: Present – this phase focuses on the historical presence of student's culture in their field of interest or their club's industry.</p> <p>Peace: Community– this phase focuses on the issues and strategies related to healthy/unhealthy relationships within their community, including friends, associates, other community members, institutions and businesses.</p> <p>Money Moves: The Whens– this phase focuses on timelines and schedules in the investment industry.</p>	<p>Coordinators</p> <p>Teachers</p> <p>Monitors</p>
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
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
TBD	Parent Orientation	Parent Orientation – forum to introduce the guidelines and benefits of the program to parents.	Coordinators Guidance Counselors/ Social Workers
TBD	Student Orientation	Student Orientation – forum to introduce the guidelines and benefits of the program to students.	Coordinators Guidance Counselors/ Social Workers Teachers

NOVEMBER 2022

November 1 – November 18 (continued)	Phase III: All Models – Each club continues their lessons on the selected, single model as the approach or them for their activities for the entire semester.	<p>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.</p> <p>CareerVisions: Places – this phase focuses on things related to their field of interest or their club’s industry in different communities, cities and countries.</p> <p>Community Change: Causes – this phase focuses on the things that lead to the selected social issue of concern.</p> <p>Legacy: Present – this phase focuses on the historical presence of student’s culture in their field of interest or their club’s industry.</p> <p>Peace: Community– this phase focuses on the issues and strategies related to healthy/unhealthy relationships within their community, including friends, associates, other community members, institutions and businesses.</p>	Coordinators Teachers Monitors
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		Money Moves: The Whens– this phase focuses on timelines and schedules in the investment industry.	
November 1	Payday for completed September 17 th 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 . Please direct any and all payroll inquiries exclusively to 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
November 8	No Program	No School.	All team members
November 9	No Program (CVLTD middle schools only)	No program for CVLTD	All CVLTD team members assigned to serve middle school students.
November 10 from 6 - 7:30 p.m.	Community Change Training Academy Phase IV	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
November 11	No Program	No School.	All team members
November 12	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
November 15	Payday for completed October 1 st 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 . Please direct any and all payroll inquiries exclusively to 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

November 15 from 6 p.m. - 7:30 p.m.	Money Moves Training Academy – Phase IV	<p>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.</p> <p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>
November 15 from 7 p.m. - 8:30 p.m.	Genius! STEAM Training Academy – Phase IV	<p>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.</p> <p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>
November 16 from 6 - 7:30 p.m.	CareerVisions Training Academy – Phase IV	<p>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.</p> <p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>
November 16 from 6 - 7:30 p.m.	Legacy Training Academy – Phase IV	<p>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.</p> <p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>
November 17	No Program	Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools	All CVNY team members assigned to serve high school students.
November 18	No Program (Elmsford Only)	School half-day...no programs.	CVNY's Elmsford Team
November 18	No Program	Afternoon Parent-Teacher Conferences for high schools, K–12, and 6–12 schools	All CVNY team members assigned to serve high school students.
November 19 from 10 - 11:30 a.m.	Peace Training Academy – Phase IV	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	Training Academy Facilitator

		<p>relationship education references and strategies to engage students in critical thinking, research and strategic planning.</p> <p>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.</p>	Teachers
November 21 – December 2	Phase IV: All Models – Each club continues their lessons on the selected, single model as the approach or them for their activities for the entire semester. (continued)	<p>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.</p> <p>CareerVisions: Other Things – this phase focuses on a range of other things related to their field of interest or their club’s industry, including technology, health risks, trends, media, and laws/ethics.</p> <p>Community Change: Effects – this phase focuses on the things that happen as a result of the selected social issue of concern.</p> <p>Legacy: Geography – this phase focuses on the presence of student’s culture and their club’s industry in other parts of the world.</p> <p>Peace: Nation– 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.</p> <p>Money Moves: The Wheres – this phase focuses on important places related to the investment industry.</p>	Coordinators Teachers Monitors
November 23	No Program (Elmsford Only)	School half-day...no programs.	CVNY’s Elmsford Team
November 24 - 25	No Program	No School.	All team members
November 26	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
November 29	Payday for completed October 15 th 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	HR/Finance Team All team members

		payroll@communitychangeinc.com . Please direct any and all payroll inquiries exclusively to payroll@communitychangeinc.com . Please do not direct payroll inquiries or updates to the Executive Director via text, email or in meetings.	
November 27	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
November 27	PARs Report	All team members must submit the first 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
November 29 from 6 p.m. - 7:30 p.m.	Money Moves Training Academy – Phase V	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
November 29 from 7 p.m. - 8:30 p.m.	Genius! STEAM Training Academy – Phase V	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
November 30 from 6 - 7:30 p.m.	CareerVisions Training Academy – Phase V	Virtual trainings (link to meeting https://meet.google.com/qoq-hpgu-hrm) 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
November 30 from 6 - 7:30 p.m.	Legacy Training Academy – Phase V	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
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	Guidance Counselor/Social Worker

		(Art & Technology), LEK Management (Finances), or members of our team.	
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.	Monitor Coordinator
TBD	Activity Monitor Visit	Activity Monitor conducts monthly spot-checks of teachers to observe their implementation of the model they selected for their club.	Monitor Teacher
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	Advisory Council	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/qa .	Site Coordinator Guidance Counselor

DECEMBER 2022

December 1 – December 2	Phase IV: All Models – Each club continues their lessons on the selected, single model as the approach or them for their activities for the entire semester (continued).	<p>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.</p> <p>CareerVisions: Other Things – this phase focuses on a range of other things related to their field of interest or their club's industry, including technology, health risks, trends, media, and laws/ethics.</p> <p>Community Change: Effects – this phase focuses on the things that happen as a result of the selected social issue of concern.</p> <p>Legacy: Geography – this phase focuses on the presence of student's culture and their club's industry in other parts of the world.</p> <p>Peace: Nation– this phase focuses on the issues and strategies related to healthy/unhealthy relationships in other parts of the country as it relates to their club's industry.</p> <p>Money Moves: The Wheres – this phase focuses on important places related to the investment industry.</p>	Coordinators Teachers Monitors
December 1 from 6 - 7:30 p.m.	Community Change Training Academy Phase V	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	Training Academy Facilitator

		<p>resources for community organizing references and strategies to engage students in critical thinking, research and strategic planning.</p> <p>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.</p>	Teachers
December 3 from 10 - 11:30 a.m.	Peace Training Academy – Phase V	<p>Virtual trainings (link: https://meet.google.com/eng-qpbj-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.</p> <p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>
December 5 – December 16	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.	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Money Moves: The Whys – the phase focuses on the importance of different aspects of the investment industry as well as strategies for success.</p>	<p>Coordinators</p> <p>Teachers</p> <p>Monitors</p>
December 6 from 6 p.m. - 7:30 p.m.	Money Moves Training Academy – Phase VI	<p>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.</p> <p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>

December 6 from 7 p.m. - 8:30 p.m.	Genius! STEAM Training Academy – Phase VI	<p>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.</p> <p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>
December 7 from 6 - 7:30 p.m.	CareerVisions Training Academy – Phase VI	<p>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.</p> <p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>
December 7 from 6 - 7:30 p.m.	Legacy Training Academy – Phase VI	<p>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.</p> <p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>
December 8 from 6 - 7:30 p.m.	Community Change Training Academy Phase VI	<p>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.</p> <p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>
December 10 from 10 - 11:30 a.m.	Peace Training Academy – Phase VI	<p>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.</p> <p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>
December 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	All team members

		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.	
December 13	Payday for completed October 29 th 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 . Please direct any and all payroll inquiries exclusively to 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
December 13 from 6 p.m. - 7:30 p.m.	Money Moves Training Academy – Phase VI	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
December 13 from 7 p.m. - 8:30 p.m.	Genius! STEAM Training Academy – Phase VI	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
December 14	Special Event: The Money Moves/CareerVisions Bazaar	Clubs that are doing either the Money Moves or CareerVisions Models coordinate this special event, where they either 1. Invite professionals to creatively showcase and sell their careers to students or 2. Creatively showcase/present their phase summaries to promote the careers they have explored to an audience of their peers. Student presentation should involve no reading as evidence of their mastery of the content.	Teachers whose clubs are doing the Money Moves or CareerVisions Models.
December 14 from 6 - 7:30 p.m.	CareerVisions Training Academy – Phase VI	Virtual trainings (link to meeting https://meet.google.com/qqq-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:	Training Academy Facilitator Teachers

		http://www.highered.nysed.gov/tcert/pdf/donotsubmit-ctlerecord.pdf for all trainings attended, including those done voluntarily.	
December 14 from 6 - 7:30 p.m.	Legacy Training Academy – Phase VI	<p>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.</p> <p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>
December 15 from 6 - 7:30 p.m.	Community Change Training Academy Phase VI	<p>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.</p> <p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>
December 17 from 10 - 11:30 a.m.	Peace Training Academy – Phase VI	<p>Virtual trainings (link: https://meet.google.com/eng-qpij-bfqe) 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.</p> <p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>
December 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
December 27	Payday for completed November 12 th 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 . Please direct any and all payroll inquiries exclusively to payroll@communitychangeinc.com . Please do not	<p>HR/Finance Team</p> <p>All team members</p>

		direct payroll inquiries or updates to the Executive Director via text, email or in meetings.	
December 19 – January 20	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.	<p>This phase is comprised of at least five (5), 1-hour lessons. These lessons must be completed by the end of this phase.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>The fourth lesson focuses on the students implementing the action with the community.</p> <p>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.</p> <p>The findings of the lessons of this phase should be documented as a phase summary and posted on the group's vision board.</p>	<p>Coordinators</p> <p>Teachers</p> <p>Monitors</p>
December 26 – December 31	No programs	No school	All CVNY team members
December 31	Submit Evaluability Checklist	Submit to NYSED the Evaluability Checklist. Send to EMSC21STCCLC@nysed.gov and 21CEval@measinc.com.	Evaluator
December 31	Update EZReports	Enter program participation and activity data for fall 2022 into EZReports	Admin. Team
TBD	1st evaluator's site visit	Assigned evaluator will coordinate their visit with the Site Coordinator to observe the program in action.	21 st CCLC and Extended School Day sites only
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.	<p>Directors</p> <p>Coordinators</p> <p>Monitors</p> <p>Facilitators</p>
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.	Monitor Coordinator
TBD	Activity Monitor Visit	Activity Monitor conducts monthly spot-checks of teachers to observe their implementation of the model they selected for their club.	Monitor Teacher
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
JANUARY 2023			
January 1 – January 2	No programs	No school	All CVNY team members
January 3 – January 20 (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.	<p>This phase is comprised of at least five (5), 1-hour lessons. These lessons must be completed by the end of this phase.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>The fourth lesson focuses on the students implementing the action with the community.</p> <p>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.</p> <p>The findings of the lessons of this phase should be documented as a phase summary and posted on the group's vision board.</p>	<p>Coordinators</p> <p>Teachers</p> <p>Monitors</p>
January 7	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
January 10	Payday for completed November 26 th 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 . Please direct any and all payroll inquiries exclusively to payroll@communitychangeinc.com . Please do not	<p>HR/Finance Team</p> <p>All team members</p>

		direct payroll inquiries or updates to the Executive Director via text, email or in meetings.	
January 11	Special Event: The Peace/ Community Change Convention	This is the special event/student presentation for clubs doing the Community Change or Peace Models. The Peace/Community Change Convention 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 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.
January 16	No Programs	No School	All sites
January 18	Special Event: The Legacy 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.
January 20	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
January 24	Payday for completed December 10 th 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 . Please direct any and all payroll inquiries exclusively to 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
January 17 from 6 p.m. - 7:30 p.m.	Money Moves Training Academy – Phase I – 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
January 17 from 7 p.m. - 8:30 p.m.	Genius! STEAM Training Academy – Phase I– 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

		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.	
January 18 from 6 - 7:30 p.m.	CareerVisions Training Academy – Phase I– 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
January 18 from 6 - 7:30 p.m.	Legacy Training Academy – Phase I– 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
January 19 from 6 - 7:30 p.m.	Community Change Training Academy - Phase I– 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
January 21 from 10 - 11:30 a.m.	Peace Training Academy – Phase I– New semester (all teachers choose a different model from last semester)	Virtual trainings (link: https://meet.google.com/eng-qpbj-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
January 24 – January 27	No Program	High school regents week in New York City	New York City CVNY high schools
January 30	No Program	Schools Closed to Students	New York City CVNY high schools and CVLTD schools with grades 6-12 only.
January 31 – February 10	Phase I: All Models – Each club chooses one	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	Coordinators

	model as the approach or them for their activities for the entire semester.	<p>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.</p> <p>CareerVisions: Self-interests/assets – students are engaged in exploring and expressing their skills, hobbies and ambitions.</p> <p>Community Change: Self-interests/strengths – students explore and express their strengths, skills and things they care about the most.</p> <p>Legacy: Self/Identity – students explore and express their cultural identity.</p> <p>Peace: Self – students explore and express issues and strategies related to having healthy/unhealthy relationships with themselves, including their emotions, identity and confidence.</p> <p>Money Moves: The Whats – students will be exposed to various dimensions of the investment world.</p>	Teachers Monitors
January 31 from 6 p.m. - 7:30 p.m.	Money Moves Training Academy – Phase II – New semester (all teachers choose a different model from last semester)	<p>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.</p> <p>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.</p>	Training Academy Facilitator Teachers
January 31 from 7 p.m. - 8:30 p.m.	Genius! STEAM Training Academy – Phase II– New semester (all teachers choose a different model from last semester)	<p>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.</p> <p>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.</p>	Training Academy Facilitator Teachers
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	Evaluator's Interim Report	Receive and review Local Evaluator's Interim Report. Share information with stakeholders and integrate actionable findings and recommendations into ongoing internal improvement cycle.	Evaluator

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	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.	Monitor Coordinator
TBD	Activity Monitor Visit	Activity Monitor conducts monthly spot-checks of teachers to observe their implementation of the model they selected for their club.	Monitor Teacher
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	Advisory Council	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/qsas .	Site Coordinator Guidance Counselor

FEBRUARY 2023

February 1 – February 10	Phase I: All Models – Each club chooses one model as the approach or them for their activities for the entire semester (continued).	<p>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.</p> <p>CareerVisions: Self-interests/assets – students are engaged in exploring and expressing their skills, hobbies and ambitions.</p> <p>Community Change: Self-interests/strengths – students explore and express their strengths, skills and things they care about the most.</p> <p>Legacy: Self/Identity – students explore and express their cultural identity.</p> <p>Peace: Self – students explore and express issues and strategies related to having healthy/unhealthy relationships with themselves, including their emotions, identity and confidence.</p> <p>Money Moves: The Whats – students will be exposed to various dimensions of the investment world.</p>	Coordinators Teachers Monitors
February 1 from 6 - 7:30 p.m.	CareerVisions Training Academy – Phase II– New semester (all teachers choose a different model from last semester)	<p>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.</p> <p>Participating staff will also earn time towards their CTLE certification. Please complete the Continuing Teacher and Leader Education (CTLE) Individual Record:</p>	Training Academy Facilitator Teachers

		http://www.highered.nysed.gov/tcert/pdf/donotsubmit-ctlerecord.pdf for all trainings attended, including those done voluntarily.	
February 1 from 6 - 7:30 p.m.	Legacy Training Academy – Phase II– New semester (all teachers choose a different model from last semester)	<p>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.</p> <p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>
February 2 from 6 - 7:30 p.m.	Community Change Training Academy - Phase II – New semester (all teachers choose a different model from last semester)	<p>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.</p> <p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>
February 4 from 10 - 11:30 a.m.	Peace Training Academy – Phase II– New semester (all teachers choose a different model from last semester)	<p>Virtual trainings (link: https://meet.google.com/eng-qpij-bfqe) 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.</p> <p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>
February 4	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
February 7	Payday for completed December 24 th 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 . Please direct any and all payroll inquiries exclusively to payroll@communitychangeinc.com . Please do not	<p>HR/Finance Team</p> <p>All team members</p>

		direct payroll inquiries or updates to the Executive Director via text, email or in meetings.	
February 7 from 6 p.m. - 7:30 p.m.	Money Moves Training Academy – Phase III – New semester (all teachers choose a different model from last semester)	<p>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.</p> <p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>
February 7 from 7 p.m. - 8:30 p.m.	Genius! STEAM Training Academy – Phase III– New semester (all teachers choose a different model from last semester)	<p>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.</p> <p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>
February 11 from 10 - 11:30 a.m.	Peace Training Academy – Phase III– New semester (all teachers choose a different model from last semester)	<p>Virtual trainings (link: https://meet.google.com/eng-qpij-bfqe) 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.</p> <p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>
February 13 – March 3	Phase II: All Models – Each club continues their lessons on the selected, single model as the approach or them for their activities for the entire semester.	<p>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.</p> <p>CareerVisions: People – this phase focuses on professionals from the community/culture of students who are in their field of interest or their club’s industry.</p> <p>Community Change: Problem Statement – this phase focuses on getting students to identify and define a single social issue of concern (i.e. gangs, violence, poverty) on which they will focus for the rest of the semester.</p> <p>Legacy: Past – this phase focuses on the historical presence of students’ culture in their field of interest or their club’s industry.</p> <p>Peace: Family– this phase focuses on issues and strategies related healthy/unhealthy relationships within their family, including their nuclear and extended families.</p>	<p>Coordinators</p> <p>Teachers</p> <p>Monitors</p>

		Money Moves: The Whos – focuses on important people the investment world.	
February 15 from 6 - 7:30 p.m.	CareerVisions Training Academy – Phase III – New semester (all teachers choose a different model from last semester)	<p>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.</p> <p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>
February 15 from 6 - 7:30 p.m.	Legacy Training Academy – Phase III – New semester (all teachers choose a different model from last semester)	<p>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.</p> <p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>
February 16 from 6 - 7:30 p.m.	Community Change Training Academy - Phase III – New semester (all teachers choose a different model from last semester)	<p>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.</p> <p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>
February 17	No Program at Alexander Hamilton HS Only	School Half-Day at Alexander Hamilton HS Only	Alexander Hamilton HS Only
February 18	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
February 20 – February 24	No Program	Schools closed	All sites
February 21	Payday for completed January 7 th 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	HR/Finance Team

		timesheet/invoice template. Please communicate any changes in your address or bank account immediately to our HR/Finance Team at payroll@communitychangeinc.com . Please direct any and all payroll inquiries exclusively to payroll@communitychangeinc.com . Please do not direct payroll inquiries or updates to the Executive Director via text, email or in meetings.	All team members
February 24	21st CCLC Program Directors' Mid-Year Report	Submit responses to the online survey to the NYSED Program Office	Directors
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.	Monitor Coordinator
TBD	Activity Monitor Visit	Activity Monitor conducts monthly spot-checks of teachers to observe their implementation of the model they selected for their club.	Monitor Teacher
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

MARCH 2023

March 1 – March 3	Phase II: All Models – Each club continues their lessons on the selected, single model as the approach or them for their activities for the entire semester (continued).	<p>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.</p> <p>CareerVisions: People – this phase focuses on professionals from the community/culture of students who are in their field of interest or their club's industry.</p> <p>Community Change: Problem Statement – this phase focuses on getting students to identify and define a single social issue of concern (i.e. gangs, violence, poverty) on which they will focus for the rest of the semester.</p> <p>Legacy: Past – this phase focuses on the historical presence of students' culture in their field of interest or their club's industry.</p> <p>Peace: Family– this phase focuses on issues and strategies related healthy/unhealthy relationships within their family, including their nuclear and extended families.</p>	Coordinators Teachers Monitors
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		Money Moves: The Whos – this phase focuses on important people in the investment industry.	
March 1	Submit 21 st CCLC Budget Modifications	Submit to the Office of Student Support Services any Budget Amendments (FS-10-A), the revised M/WBE Goal Calculation worksheet, and any corresponding M/WBE documents (e.g., updated Utilization Plan, EEO Staffing Plan, and/or NOI).	Directors HR/Finance Team
March 4	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
March 5	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 5	PARs Report	All team members must submit the second 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
March 6 – March 18	Phase III: All Models – Each club continues their lessons on the selected, single model as the approach or them for their activities for the entire semester.	<p>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.</p> <p>CareerVisions: Places – this phase focuses on things related to their field of interest or their club's industry in different communities, cities and countries.</p> <p>Community Change: Causes – this phase focuses on the things that lead to the selected social issue of concern.</p> <p>Legacy: Present – this phase focuses on the historical presence of student's culture in their field of interest or their club's industry.</p> <p>Peace: Community– this phase focuses on the issues and strategies related to healthy/unhealthy relationships within their community, including friends, associates, other community members, institutions and businesses.</p> <p>Money Moves: The Whens– this phase focuses on timelines and schedules in the investment industry.</p>	Coordinators Teachers Monitors

March 7	Payday for completed January 21 st 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 . Please direct any and all payroll inquiries exclusively to 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
March 7 from 6 p.m. - 7:30 p.m.	Money Moves Training Academy – Phase IV– 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
March 7 from 7 p.m. - 8:30 p.m.	Genius! STEAM Training Academy – Phase IV– 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. 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
March 8 from 6 - 7:30 p.m.	CareerVisions Training Academy – Phase IV– New semester (all teachers choose a different model from last semester)	Virtual trainings (link to meeting https://meet.google.com/qq-qhpgu-hrm) 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
March 8 from 6 - 7:30 p.m.	Legacy Training Academy – Phase IV– New semester (all teachers choose a different model from last semester)	Virtual trainings (link to meeting https://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
March 9 from 6 - 7:30 p.m.	Community Change Training Academy - Phase IV– New semester (all teachers choose a different	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.	Training Academy Facilitator Teachers

	model from last semester)	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.	
March 9	No programs (Elementary Schools Only)	No Programs (Elementary Schools Only)	CVLTD Elementary Schools Only
March 10	No program at Alexander Hamilton HS Only	School Half-Day at Alexander Hamilton HS Only	Alexander Hamilton HS Only
March 11 from 10 - 11:30 a.m.	Peace Training Academy – Phase IV– New semester (all teachers choose a different model from last semester)	Virtual trainings (link: https://meet.google.com/eng-qpijb-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
March 16	No programs (Middle Schools Only)	No Programs (Middle Schools only)	CVLTD Middle Schools Only
March 18	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
March 20 – March 31	Phase IV: 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: Other Things – this phase focuses on a range of other things related to their field of interest or their club’s industry, including technology, health risks, trends, media, and laws/ethics. Community Change: Effects – this phase focuses on the things that happen as a result of the selected social issue of concern. Legacy: Geography – this phase focuses on the presence of student’s culture and their club’s industry in other parts of the world.	Coordinators Teachers Monitors

		<p>Peace: Nation– this phase focuses on the issues and strategies related to healthy/unhealthy relationships in other parts of the country as it relates to their club’s industry.</p> <p>Money Moves: The Wheres – this phase focuses on important places related to the investment industry.</p>	
March 21	Payday for completed February 4 th submissions	<p>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. Please direct any and all payroll inquiries exclusively to payroll@communitychangeinc.com. Please do not direct payroll inquiries or updates to the Executive Director via text, email or in meetings.</p>	<p>HR/Finance Team</p> <p>All team members</p>
March 21 from 6 p.m. - 7:30 p.m.	Money Moves Training Academy – Phase I – New semester (all teachers choose a different model from last semester)	<p>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.</p> <p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>
March 21 from 7 p.m. - 8:30 p.m.	Genius! STEAM Training Academy – Phase V – New semester (all teachers choose a different model from last semester)	<p>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.</p> <p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>
March 22	Special Event: The Money Moves/CareerVisions Bazaar	<p>Clubs that are doing either the Money Moves or CareerVisions Models coordinate this special event, where they either 1. Invite professionals to creatively showcase and sell their careers to students or 2. Creatively showcase/present their phase summaries to promote the careers they have explored to an audience of their peers. Student presentation should involve no reading as evidence of their mastery of the content.</p>	<p>Teachers whose clubs are doing the Money Moves or CareerVisions Models.</p>
March 22 from 6 - 7:30 p.m.	CareerVisions Training Academy – Phase V – New semester (all teachers choose a different model from last semester)	<p>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.</p> <p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>
March 22 from 6 - 7:30 p.m.	Legacy Training Academy – Phase V – New semester (all teachers choose a	<p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>

	different model from last semester)	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.	
March 23 from 6 - 7:30 p.m.	Community Change Training Academy - Phase V– 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
March 23	No Programs (New York City High Schools only)	Evening Parent Teacher Conferences at New York City high schools	No Programs (New York City High Schools only)
March 24	No Programs (New York City High Schools only)	Afternoon Parent Teacher Conferences at New York City high schools	No Programs (New York City High Schools only)
March 25 from 10 - 11:30 a.m.	Peace Training Academy – Phase V – New semester (all teachers choose a different model from last semester)	Virtual trainings (link: https://meet.google.com/eng-qpij-bfqe) 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
TBD	Teacher Survey Online Informational Session	Attend the required Teacher Survey Online Informational Session to prepare to administer year-end Teacher Surveys.	Evaluator
TBD	2 nd evaluator's site visit	Assigned evaluator will coordinate their visit with the Site Coordinator to observe the program in action.	21 st CCLC and Extended School Day sites only
TBD	Conduct Needs Assessment	Conduct a comprehensive Needs Assessment, including a Support Services & Learning Needs Inventory, about participants' interests and needs into strategic plans as part of the ongoing, internal improvement cycle for next program year.	Evaluators Site Coordinators
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.	Monitor Coordinator

TBD	Activity Monitor Visit	Activity Monitor conducts monthly spot-checks of teachers to observe their implementation of the model they selected for their club.	Monitor Teacher
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	Advisory Council	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/qsas .	Training Academy Facilitator Teachers

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.	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Peace: World– this phase focuses on the issues and strategies related to healthy/unhealthy relationships within and among nations as it relates to</p>	Coordinators Teachers Monitors

		<p>their club's industry, including related international law, events, and activities.</p> <p>Money Moves: The Whys – the phase focuses on the importance of different aspects of the investment industry as well as strategies for success.</p>	
April 4	Payday for completed February 18 th submissions	<p>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. Please direct any and all payroll inquiries exclusively to payroll@communitychangeinc.com. Please do not direct payroll inquiries or updates to the Executive Director via text, email or in meetings.</p>	<p>HR/Finance Team</p> <p>All team members</p>
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)	<p>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.</p> <p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>
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)	<p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>
April 5	Special Event: The Legacy Expo	<p>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.</p>	<p>Teachers whose clubs are doing the Legacy Model.</p>
April 5 from 6 - 7:30 p.m.	CareerVisions Training Academy – Phase VI – New semester (all teachers choose a different model from last semester)	<p>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.</p> <p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>
April 5 from 6 - 7:30 p.m.	Legacy Training Academy – Phase VI – New semester (all teachers choose a different model from last semester)	<p>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.</p> <p>Participating staff will also earn time towards their CTLE certification. Please complete the Continuing Teacher and Leader Education (CTLE) Individual Record:</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>

		http://www.highered.nysed.gov/tcert/pdf/donotsubmit-ctlerecord.pdf for all trainings attended, including those done voluntarily.	
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)	<p>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.</p> <p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>
April 8 from 10 - 11:30 a.m.	Peace Training Academy – Phase VI – New semester (all teachers choose a different model from last semester)	<p>Virtual trainings (link: https://meet.google.com/eng-qpbj-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.</p> <p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>
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 4 th 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 . Please direct any and all payroll inquiries exclusively to payroll@communitychangeinc.com . Please do not direct payroll inquiries or updates to the Executive Director via text, email or in meetings.	<p>HR/Finance Team</p> <p>All team members</p>
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.	<p>This phase is comprised of at least five (5), 1-hour lessons. These lessons must be completed by the end of this phase.</p> <p>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.</p>	<p>Coordinators</p> <p>Teachers</p> <p>Monitors</p>

		<p>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.</p> <p>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.</p> <p>The fourth lesson focuses on the students implementing the action with the community.</p> <p>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.</p> <p>The findings of the lessons of this phase should be documented as a phase summary and posted on the group's vision board.</p>	
April 25 from 6 p.m. - 7:30 p.m.	Money Moves Training Academy – Phase VI – Final session	<p>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.</p> <p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>
April 25 from 7 p.m. - 8:30 p.m.	Genius! STEAM Training Academy – Phase VI – Final session	<p>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.</p> <p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>
April 26 from 6 - 7:30 p.m.	CareerVisions Training Academy – Phase VI – Final session	<p>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.</p> <p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>
April 26 from 6 - 7:30 p.m.	Legacy Training Academy – Phase VI – Final session	<p>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.</p>	<p>Training Academy Facilitator</p> <p>Teachers</p>

		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.	
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-qpbj-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	21 st 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.	<p>This phase is comprised of at least five (5), 1-hour lessons. These lessons must be completed by the end of this phase.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>The fourth lesson focuses on the students implementing the action with the community.</p> <p>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.</p> <p>The findings of the lessons of this phase should be documented as a phase summary and posted on the group's vision board.</p>	Coordinators Teachers Monitors
May 2	Payday for completed March 18 th 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 . Please direct any and all payroll inquiries exclusively to 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.	<p>This phase is comprised of at least five (5), 1-hour lessons. These lessons must be completed by the end of this phase.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>The fourth lesson focuses on the students implementing the action with the community.</p> <p>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.</p> <p>The findings of the lessons of this phase should be documented as a phase summary and posted on the group's vision board.</p>	<p>Coordinators</p> <p>Teachers</p> <p>Monitors</p>
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	<p>Directors</p> <p>HR/Finance Team</p>
May 16	Payday for completed April 1 st 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 . Please direct any and all payroll inquiries exclusively to payroll@communitychangeinc.com . Please do not	<p>HR/Finance Team</p> <p>All team members</p>

		direct payroll inquiries or updates to the Executive Director via text, email or in meetings.	
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: The Day 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 15 th 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 . Please direct any and all payroll inquiries exclusively to 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.	<p>This phase is comprised of at least five (5), 1-hour lessons. These lessons must be completed by the end of this phase.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>The fourth lesson focuses on the students implementing the action with the community.</p> <p>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.</p> <p>The findings of the lessons of this phase should be documented as a phase summary and posted on the group's vision board.</p>	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	All team members

		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.	
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 29 th 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 . Please direct any and all payroll inquiries exclusively to 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 13 th 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 . Please direct any and all payroll inquiries exclusively to 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	21 st CCLC EZReports update	Enter Spring 2022 program participation and activity data into EZReports for all 21 st 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/qa .	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 27 th 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 . Please direct any and all payroll inquiries exclusively to 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 10 th 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 . Please direct any and all payroll inquiries exclusively to 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 24 th 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 . Please direct any and all payroll inquiries exclusively to 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 8 th 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 . Please direct any and all payroll inquiries exclusively to 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