

21<sup>st</sup> Century Community Learning Centers  
Networking Conference Call  
March 12, 2013

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## Notes

### Welcome

John welcomed the participants. John reminded the participants to please mute their phones when they are not talking to eliminate background noises.

### Notices/Updates/Reminders

- *Michigan AfterSchool Association (MAA) Webinar – March 20*  
It was shared that MAA is offering monthly webinars on topics that are aligned with the National AfterSchool Association (NAA) Core Competencies. The next webinar will be offered on March 20 on the content area number 9 on Program Planning and Development. Another webinar is scheduled for April 27 on the *Michigan Out-of-School Time (MOST) Standards of Quality*.
- *MOST Standards of Quality*  
Lorraine shared that the *MOST Standards of Quality* will be going to the State Board of Education today, March 12. Once the *MOST Standards of Quality* are approved by the board they will be posted to the 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC) webpage and will be e-mailed out to the listserv. Lorraine highlighted the updates/edits to the *MOST Standards of Quality*.
- *Minimum Summer Hours of Operation*  
Lorraine and John shared that there was a discrepancy between the statement on minimum hours of operation for summer programming in the reduction policy of hours of operation and what was stated in the Cohort F application instructions. The Michigan Department of Education (MDE) staff shared with participants that starting at the beginning of the 2013-14 program year the minimum hours of operation for summer programming for all grantees will be 60 hours and not 72 hours.
- *Transportation*  
John shared that transportation time will not be allowed to count as program time. This includes transportation to fieldtrip locations. This will become effective for the 2013-14 summer program, starting with the new EZReports database. It was discussed that if an activity was offered on the bus during transportation it could be coded in EZReports as an activity. However, it was also discussed that the time that activities are offered during transportation are rarely of high-quality.

It was asked by one program that is offering a field trip to students that was a walking field trip to a location, can they count that time? The answer was that it could be counted if the walking was part of the lesson plan, such as a scavenger hunt during the walk.

**Topic: 21<sup>st</sup> CCLC Financial Health**

- *Sequestration*  
MDE staff shared that sequestration will not affect the 21<sup>st</sup> CCLC program until the 2013-14 fiscal year. It was shared that if the projections from the AfterSchool Alliance correct, it is anticipated that Michigan will have a \$2M cut. The tentative plan at MDE is to minimize the effect to the field by taking the cut from the amount of funds for Cohort H, so there are not cuts to the current operating programs of Cohort F and G.
- *Tracking Your Expenditures*  
John shared that he has heard from many project directors that at the end of their grant they are unaware of the amount of unspent funds. It was shared that project directors need to have a good relationship with their business office staff to ensure that they are aware of their budget amounts throughout the year.

It was asked if there are any systems, tricks, or helpful hints that programs are using to track their expenditures that they would like to share.

ACE shared that they have a reimbursement process and an expenditures tracking system that tracks the overall budget and each site's budget. The budget is shared with each site monthly.

Oak Park Public Schools shared that they have a good relationship with their financial office staff to get the information.

Grand Rapids Public Schools (GRPS) shared that they plan what expenditures they think they will be making over the year. GRPS also has contracted community vendors that they require to submit a sample budget as soon as their contracts are signed.

Wayne State University shared that they use QuickBooks that helps them track their expenditures. They also provide their site coordinators with a monthly budget.

Charlevoix-Emmett ISD shared that in the beginning of programming their site coordinators are given a sample budget to help plan for the year. They also had a site coordinator who created an Excel spreadsheet that is used to help communicate with their business office staff. They also have the Charlevoix-Emmett ISD business staff meet with the local site business staff to make sure that the budget funds are being spent and coded properly.

It was shared by MDE, that if you are having trouble with communicating with your business offices, MDE is here to support the field to complete your financial responsibilities. It was shared that MDE will be creating a Financial Best Practices Guide that will be released at this year's Fall Kick-Off. Lorraine will be co-chairing this committee with April Terry, 21<sup>st</sup> CCLC auditor.

- *Making Budget Amendments*  
John shared that MDE has been working on drafting a protocol for completing Final Expenditure Reports (FERs). This protocol will be called the Final Expenditure Budget Amendment Protocol. The steps for the protocol will be posted to the 21<sup>st</sup> CCLC webpage as soon as it has been approved. John reviewed the drafted steps of the protocol.
- *Cohort E Close-Out Procedure*  
John shared that the revised Cohort E close-out procedure is in the MDE approval path. As soon as it is completed it will be posted to the 21<sup>st</sup> CCLC webpage.

### **Topics for the Next Call: TBD**

John asked the project directors if they have any topics they would like to discuss on the next conference call. If they do, please e-mail the lead consultant the topic. John also shared that it would be nice to have the project directors facilitate some of the calls.

### **Next Call**

The next call is scheduled for April 9, 2013 from 10:00 a.m. to 11:00 a.m. There was discussion that this is also one of the dates for the NAA Convention. John asked individuals to e-mail him if they are attending the NAA Convention to help determine if the call should be canceled.