

21<sup>ST</sup> CCLC

# Statewide Evaluation Manual

2010-2011





# **21st CCLC Statewide Evaluation Manual**

2010-2011

Prepared for:

**Maryland State Department of Education**

Prepared by:

**Measurement Incorporated  
7-11 South Broadway, Suite 402  
White Plains, NY 10601  
(914) 682-1969 Fax (914) 682-1760**



## Table of Contents

<b>Introduction and Overview</b>	<b>1</b>
Federal Requirements for Statewide Evaluation	1
Goals of the MSDE 21 <sup>st</sup> CCLC Statewide Evaluation	1
Evaluation Activities	2
Quality Control	2
<b>Performance Measures and Indicators</b>	<b>3</b>
Outcome Oriented – Core Enrichment	3
Outcome Oriented – Non Core Enrichment	4
Process Oriented	5
<b>School Year Evaluation Surveys</b>	<b>9</b>
21 <sup>st</sup> CCL Program Staff Survey	9
School-based Liaison Survey	9
Community Partner Survey	9
Family Survey	10
Student Survey	10
Where Do We Return the Paper Surveys?	10
<b>Summer Evaluation Surveys</b>	<b>13</b>
21 <sup>st</sup> CCL Program Staff Survey	13
Community Partner Survey	13
Family Survey	14
Student Survey	14
Where Do We Return the Paper Surveys?	15
<b>School Year Data Collection</b>	<b>17</b>
2010-11 School Year Data Collection	17
<b>Summer Data Collection</b>	<b>19</b>
2011 Summer Data Collection	19
<b>Student Level Database Procedures</b>	<b>21</b>
<b>Directory</b>	<b>23</b>
Measurement Incorporated – Evaluator	23
<b>Appendix A – School Year Letters</b>	
<b>Appendix B – School Year Surveys</b>	
<b>Appendix C – Summer Letters</b>	
<b>Appendix D – Summer Surveys</b>	



# *Introduction and Overview*

Federal Requirements for Statewide Evaluation

Goals of the MSDE 21<sup>st</sup> CCLC Statewide Evaluation

Evaluation Activities

Quality Control



## Introduction and Overview

### Federal Requirements for Statewide Evaluation

States must conduct a comprehensive evaluation (directly, or through a grant or contract) of the effectiveness of programs and activities provided with 21st CCLC funds. In their applications to the Department, States are required to describe the performance indicators and performance measures they will use to evaluate local programs. States must also monitor the periodic evaluations of local programs and must disseminate the results of these evaluations to the public.

### Goals of the MSDE 21<sup>st</sup> CCLC Statewide Evaluation

- 1) To develop a comprehensive evaluation plan that includes a more unified set of performance goals, objectives and indicators of program success and a complementary, unified data collection system.
- 2) To develop an evaluation process to determine the effectiveness of 21<sup>st</sup> CCLC providers and the effectiveness of the program, statewide.

### Evaluation Activities

Measurement, Inc. (MI), in collaboration with REDA International, will develop the following products for the 2010-2011 program year to support the statewide evaluation goals.

- A set of performance measures and indicators that providers and the state can use to measure growth on a continuous improvement basis
- A unified set of instruments that ensures providers obtain basic information that is tied to the measures and indicators and can be reported statewide
- Individual profiles on each provider containing descriptive information on the program staff, activities, participants, etc; summary of local evaluation highlights; and summary of indicator information
- Annual progress report to MSDE on the statewide progress and effectiveness of the 21<sup>st</sup> CCLC program

## Quality Control

The purpose of this manual is assist providers in collecting data for the evaluation. Program staff should develop an understanding of this evaluation plan so that they can make maximum use of the evaluation results. We understand that you are assisting in this effort and we want to help you in any way that we can to make the process smooth and efficient. The quality of the evaluation will be dependent in large part upon an effective collaboration between MSDE, the evaluators (MI and REDA), and 21<sup>st</sup> CCLC provider staff. With each working together to achieve common goals, the usefulness of the assessment procedures will be maximized for the benefit of both the individual participants and the program as a whole.

If at any time, you have questions about the evaluation or data collection activities, we encourage you to contact the evaluation team and we will clarify and assist you the best way that we can. All contact information is provided at the end of this document.

# *Performance Measures and Indicators*

Outcome Oriented – Core  
Enrichment

Outcome Oriented – Non-Core  
Enrichment

Process Oriented



## Performance Measures and Indicators

Goals	Objectives	Indicators	Performance Targets	Source of Indicator Data
<b>OUTCOME ORIENTED – Core Enrichment</b>				
1. To establish community learning centers that help students in high-poverty, low-performing schools meet academic achievement standards	1. Students regularly participating in the 21 <sup>st</sup> CCLC program will demonstrate improved <b>academic achievement</b>	1.1 The percentage of regular program participants <sup>1</sup> in grades 3-8 who <i>demonstrate proficiency</i> on the MSA <u>mathematics</u> exam		Maryland School Assessment (MSA) from MSDE
		1.2 The percentage of regular program participants in grades 3-8 who demonstrate proficiency on the MSA <u>reading/language arts</u> exam		Maryland School Assessment (MSA) from MSDE
		1.3 The percentage of regular program participants in high school who demonstrate proficiency the HSA Algebra and English exams <sup>2</sup>		Maryland High School Assessment (HSA): from MSDE
		<b>OPTIONAL</b> 1.4 The average yearly <i>pre- to posttest gain</i> in <u>mathematics</u> made by regular program participants on locally-administered standardized tests		locally-administered standardized achievement tests in mathematics and reading/ELA: from MSDE
		1.5 The average yearly pre- to posttest gain in <u>reading/ELA</u> made by regular program participants on locally-administered standardized tests		
		1.6 The percentage of regular program participants in <u>grades 3-8</u> whose <u>mathematics</u> grades improve from pre to posttest		

<sup>1</sup> Regular participant is defined as a student who attends the program 30 days or more during the year.

<sup>2</sup> Applies to programs that serve high school students

Goals	Objectives	Indicators	Performance Targets	Source of Indicator Data
		1.7 The percentage of regular program participants in <u>high school</u> whose <u>mathematics</u> grades improve from pre- to posttest		Individual Student Report Cards
		1.8 The percentage of regular program participants in <u>grades 3-8</u> whose <u>English</u> grades improve from pre- to posttest		
		1.9 The percentage of regular program participants in <u>high school</u> whose <u>English</u> grades improve from pre- to posttest		
<b>OUTCOME ORIENTED – Non-Core Enrichment</b>				
<b>OUTCOME ORIENTED-non-core enrichment</b>  2. To establish community learning centers that help students in high-poverty, low-performing schools exhibit positive behavioral change	2. Students regularly participating in 21 <sup>st</sup> CCLC programs will show an increase in positive <b>classroom and/or school behaviors</b> that enhance learning, and a decrease in negative school behaviors	2.1 The percentage of participants who <i>regularly attend</i> 21 <sup>st</sup> CCLC programs during the year		Program Records: PPICS  Student Survey
		2.2 The percentage of regular program participants who demonstrate <i>improved school attendance</i>		School Records
		2.3 The percentage of regular program participants whose homework completion and class participation improve according to their classroom teachers and the students themselves.		PPICS Student Survey Family Survey
		2.4 The percentage of regular program participants who demonstrate <i>improved attitudes towards school/ learning, engagement, social skills, and other positive educational, social, and behavioral changes</i> as a result of their participation in 21 <sup>st</sup> CCLC		PPICS Student Survey Family Survey
		2.5. The percentage of regular program participants who are suspended.		State database

Goals	Objectives	Indicators	Performance Targets	Source of Indicator Data
		<p>2.6 The percentage of regular program participants who are suspended for more than ten days or expelled for the serious offenses included in the definition of “persistently dangerous schools” under the provisions of Code of Maryland Regulation (COMAR) 13A.08.01.18-.20, Probationary and Persistently Dangerous School Designation and Unsafe School Transfer Policy and Title IX of the No Child Left Behind Act of 2001</p>		
<b>PROCESS ORIENTED</b>				
<p>3. To establish community learning centers that offer a broad array of high-quality services to complement the regular academic program</p>	<p>3A. The 21<sup>st</sup> CCLC programs will offer high <b>quality services</b> that positively affect student outcomes</p>	<p>3A.1 The percentage of 21<sup>st</sup> CCLC programs that <i>offer high-quality services in at least one core academic area</i> such as reading and literacy, mathematics, and science during the year</p>		<p>Program Survey; PPICS; MSDE Annual Reports</p>
		<p>3A.2 The percentage of program participants who <i>participate in tutoring services</i> in academic areas such as reading and literacy, mathematics, and science during the year</p>		<p>PPICS; program records MSDE Annual Reports</p>
		<p>3A.3 The percentage of 21<sup>st</sup> CCLC programs that <i>offer enrichment and support activities</i> in other areas during the year</p>		<p>PPICS Program Records MSDE Annual Reports</p>
	<p>3B. The 21<sup>st</sup> CCLC programs will be staffed by personnel whose qualifications, experience, and/or skills enable them to provide high quality services.</p>	<p>3B.1 The percentage of 21<sup>st</sup> CCLC program staff (including full- and part-time teachers, aides, and volunteers) who <i>participate in program-sponsored professional development</i> activities during the year</p>		<p>Program Staff Survey Program Records</p>

Goals	Objectives	Indicators	Performance Targets	Source of Indicator Data
		3B.2 The percentage of 21 <sup>st</sup> CCLC programs that have at least one instructor or staff member responsible for oversight of the instructional component who is a <i>certified teacher</i>		Program Records: PPICS
		3B.3 The <i>ratio of 21<sup>st</sup> CCLC participants to staff</i> during the fall and spring semesters		Program Records: PPICS
	3C. Students regularly participating in the 21 <sup>st</sup> CCLC programs and their families will demonstrate high levels of program <b>satisfaction</b>	3C.1 The percentage of students and families who <i>express satisfaction</i> with program staff, program activities, and overall program experiences during the year		Student Survey; Family Survey

**PROCESS ORIENTED**

4. To establish community learning centers that offer families of students opportunities for educational development	4A The 21 <sup>st</sup> CCLC programs will provide <b>services to families</b> that support the development of their children	4A.1 The percentage of 21 <sup>st</sup> CCLC programs that offer appropriate opportunities to families of participants (e.g., education and/or literacy) during the year <i>based on a needs assessment</i>		PPICS; Program Records Program Staff Survey Family Survey
	4B. Families participating in the 21 <sup>st</sup> CCLC programs will show <b>increased engagement</b> in the program and in the education of their child	4B.1 The percentage of <i>families who participate</i> in program activities during the year		

**PROCESS ORIENTED**

5. To establish effective working linkages with feeder schools	5. The 21 <sup>st</sup> CCLC programs will <b>collaborate</b> with school day teachers and administrators to ensure the alignment of program activities to the school day curricula	5.1 The percentage of 21 <sup>st</sup> CCLC programs that <i>establish working relationships with school staff</i> during the year		Program Staff Survey School Partner Survey
--	---	--	--	---

Goals	Objectives	Indicators	Performance Targets	Source of Indicator Data
<b>PROCESS ORIENTED</b>				
6. To establish and maintain partnerships within the community to increase levels of community collaboration	6A. The 21 <sup>st</sup> CCLC programs will <b>collaborate with community partners</b> to provide expanded capacity for program offerings to students and their families	6A.1 The percentage of 21 <sup>st</sup> CCLC programs that actively <i>recruit and engage community partners</i> during the year		PPICS: program records Program Staff Survey Collaborating Partner Survey
	6B. Collaborating partners in the 21 <sup>st</sup> CCLC programs will demonstrate high levels of <b>satisfaction</b> with their involvement	6B.1 The percentage of collaborating partners who <i>express satisfaction</i> with their overall program experiences		Collaborating Partner Survey



# *School Year Evaluation Surveys*

21<sup>st</sup> CCL Program Staff Survey

School-based Liaison Survey

Community Partner Survey

Family Survey

Student Survey

Where Do We Return the  
Paper Surveys?



## School Year Evaluation Surveys

*Reminder: This section of the manual is for all school year programs.*

To document progress made on performance measures and indicators, a number of surveys will be collected this spring. Please note that these surveys are not intended to replace surveys that are used for your local evaluations. Rather, these surveys should be administered along with your local evaluation surveys and submitted separately to MI.

The surveys that will be included in the 2010-11 evaluation are listed in the bullets below. Instructions on who should complete the survey and how the surveys should be administered are provided in this section.

- 21<sup>st</sup> CCLC Program Staff Survey
- School-based Liaison Survey
- Community Partner Survey
- Family Survey
- Student Survey-Middle and High School
- Student Survey-Grades 3-5 **\*new\***

Following are instructions on how to disseminate and collect surveys. All paper surveys need to be returned to Measurement, Inc. The address is provided at the end of this section. Deadlines for survey distribution, collection, and submission to MI can be found in the [Data Collection Timeline](#) section of this manual.

**Please note:** If you have more than one grant, please be sure to separate the paper surveys by grant so that we may be able to clearly identify which surveys correspond to each grant.

**\*new\*** If you have more than one site per grant, please group the paper surveys BY site and clearly identify the site that belongs to each group. This will help us to improve our ability to track surveys and to provide more accurate information to local evaluators.

### 21<sup>st</sup> CCL Program Staff Survey

**Who should complete this survey?** This survey should be completed by **ALL** 21<sup>st</sup> CCLC program staff who works for the program during the time in which students are provided services.

**How to administer?** Please see **Appendix A-Letters** and make a copy of the letter that it designed for program staff. This letter contains information on how the program staff person can complete the survey online. Please distribute the letter to all of your program staff.

### School Liaison Survey

**Who should complete this survey?** This survey should be completed by a person within the school(s) who has knowledge about the 21<sup>st</sup> CCLC program. This person collaborates with your program to ensure that there is a connection between school day activities and your program activities.

*How to administer?* This survey has been developed online. Please see **Appendix A-Letters** and make a copy of the letter that it designed for school staff. This letter contains information on how the school staff person can complete the survey online. Please distribute the letter to the appropriate school contact. If you collaborate with more than one school, please distribute the letter to each school contact.

### Community Partner Survey

*Who should complete this survey?* In PPICS, "community partner" is defined as "any organization other than the grantee that is actively contributing to the 21st CCLC-funded project. Any subcontractors, an organization that is under contract with the grantee to provide 21st CCLC grant-funded activities or services, should also be listed in this section. "

*How to administer?* This survey has been developed online. Please see **Appendix A-Letters** and locate the community partner survey. Please make copies of the letter that it designed for community partners and distribute the letter to all community partners. This letter contains information on how the community partner person can complete the survey online.

### Family Survey

*Who should complete this survey?* This survey should be completed by one family member for each student in the program. The family member would most likely be a parent or guardian.

*How to administer?* This survey comes in two languages—English and Spanish. Please see **Appendix B-Surveys**. You will need to Xerox the number of copies needed to distribute surveys to family members.

- If you are administering a survey as part of your local evaluation, we strongly suggest that you include this survey as the last page. You can easily remove this page from the survey packet and return all completed surveys to MI.
- Please ensure that there is a safe and confidential way in which the surveys can be returned. We suggest that you equip each program with a box or large envelope clearly labeled **Family Survey** for completed surveys.

### Student Survey-Middle and High School

*Who should complete this survey?* All students in **grades 6 and up** who are currently and actively enrolled in the program should complete the survey.

*How to administer?* Please see **Appendix B-Surveys** and locate the student survey that is titled **Student Survey-Middle and High School**. You will need to Xerox the number of copies that will be needed to distribute surveys to all students.

- If you are administering a student survey as part of your local evaluation, we strongly suggest that you include this survey as the last page. You can easily remove this page from the survey packet and return all completed surveys to MI.

- Please ensure that there is a safe and confidential way in which the surveys can be returned. We suggest that you equip each program with a box or large envelope clearly labeled **Student Survey** for completed surveys.

### Student Survey-Grades 3 to 5

*Who should complete this survey?* All students in **grades 3 through 5** who are currently and actively enrolled in the program should complete the survey.

*How to administer?* Please see **Appendix B-Surveys** and locate the student survey that is titled **Student Survey-Grades 3 to 5**. You will need to Xerox the number of copies that will be needed to distribute surveys to all students.

- If you are administering a student survey as part of your local evaluation, we strongly suggest that you include this survey as the last page. You can easily remove this page from the survey packet and return all completed surveys to MI.
- Please ensure that there is a safe and confidential way in which the surveys can be returned. We suggest that you equip each program with a box or large envelope clearly labeled **Student Survey** for completed surveys.

### Where do we return the paper surveys?

The family and student surveys should be returned to:

Measurement Incorporated  
ATTN: Louis Burdi  
7-11 South Broadway, Ste. 402  
White Plains, NY 10601



# *Summer Evaluation Surveys*

21<sup>st</sup> CCL Program Staff Survey

Community Partner Survey

Family Survey

Student Survey

Where Do We Return the  
Paper Surveys?



## Summer Evaluation Surveys

*Reminder: This section of the manual is for all summer programs.*

To document progress made on performance measures and indicators, a number of surveys will be collected this spring. Please note that these surveys are not intended to replace surveys that are used for your local evaluations. Rather, these surveys should be administered along with your local evaluation surveys and submitted separately to MI.

The surveys that will be included in the 2010-2011 evaluation are listed in the bullets below. Instructions on who should complete the survey and how the surveys should be administered are provided in this section.

- 21<sup>st</sup> CCLC Program Staff Survey
- Community Partner Survey
- Family Survey
- Student Survey-Middle and High School
- Student Survey-Grades 3-5 **\*new\***

Following are instructions on how to disseminate and collect surveys. All paper surveys need to be returned to Measurement, Inc. The address is provided at the end of this section. Deadlines for survey distribution, collection, and submission to MI can be found in the [Data Collection Timeline](#) section of this manual.

**Please note:** If you have more than one grant, please be sure to separate the paper surveys by grant so that we may be able to clearly identify which surveys correspond to each grant.

**\*new\*** If you have more than one site per grant, please group the paper surveys BY site and clearly identify the site that belongs to each group. This will help us to improve our ability to track surveys and to provide more accurate information to local evaluators.

### 21<sup>st</sup> CCL Program Staff Survey

**Who should complete this survey?** This survey should be completed by **ALL** 21<sup>st</sup> CCLC program staff who works for the program during the time in which students are provided services.

**How to administer?** Please see **Appendix C-Letters** and make a copy of the letter that it designed for program staff. This letter contains information on how the program staff person can complete the survey online. Please distribute the letter to all of your program staff.

### Community Partner Survey

**Who should complete this survey?** In PPICS, "community partner" is defined as "any organization other than the grantee that is actively contributing to the 21st CCLC-funded project. Any subcontractors, an organization that is under contract with the grantee to provide 21st CCLC grant-funded activities or services, should also be listed in this section. "

*How to administer?* This survey has been developed online. Please see **Appendix C-Letters** and locate the community partner survey. Please make copies of the letter that it designed for community partners and distribute the letter to all community partners. This letter contains information on how the community partner person can complete the survey online.

### Family Survey

*Who should complete this survey?* This survey should be completed by one family member for each student in the program. The family member would most likely be a parent or guardian.

*How to administer?* This survey comes in two languages—English and Spanish. Please see **Appendix D-Surveys**. You will need to Xerox the number of copies needed to distribute surveys to family members.

- If you are administering a survey as part of your local evaluation, we strongly suggest that you include this survey as the last page. You can easily remove this page from the survey packet and return all completed surveys to MI.
- Please ensure that there is a safe and confidential way in which the surveys can be returned. We suggest that you equip each program with a box or large envelope clearly labeled **Family Survey** for completed surveys.

### Student Survey-Middle and High School

*Who should complete this survey?* All students in **grades 6 and up** who are currently and actively enrolled in the program should complete the survey. If you have students below grade 6, you do not have to administer the student survey to them.

*How to administer?* Please see **Appendix D-Surveys** and locate the student survey titled **Student Survey-Middle and High School**. You will need to Xerox the number of copies that will be needed to distribute surveys to all students.

- If you are administering a student survey as part of your local evaluation, we strongly suggest that you include this survey as the last page. You can easily remove this page from the survey packet and return all completed surveys to MI.
- Please ensure that there is a safe and confidential way in which the surveys can be returned. We suggest that you equip each program with a box or large envelope clearly labeled **Student Survey** for completed surveys.

### Student Survey-Grades 3 to 5

*Who should complete this survey?* All students in **grades 3 through 5** who are currently and actively enrolled in the program should complete the survey.

***How to administer?*** Please see **Appendix D-Surveys** and locate the student survey titled **Student Survey-Grades 3 to 5**. You will need to Xerox the number of copies that will be needed to distribute surveys to all students.

- If you are administering a student survey as part of your local evaluation, we strongly suggest that you include this survey as the last page. You can easily remove this page from the survey packet and return all completed surveys to MI.
- Please ensure that there is a safe and confidential way in which the surveys can be returned. We suggest that you equip each program with a box or large envelope clearly labeled **Student Survey** for completed surveys.

**Where do we return the paper surveys?**

The family and student surveys should be returned to:

Measurement Incorporated  
ATTN: Louis Burdi  
7-11 South Broadway, Ste. 402  
White Plains, NY 10601



# *School Year Data Collection*

2010-11 School Year Data  
Collection Schedule



## School Year Data Collection

### 2010-11 Data Collection Schedule

Survey	When to Administer	When to Send to MI
21 <sup>st</sup> CCLC Program Staff Survey	Staff can complete the survey online anytime	Online survey submissions are due <b>Friday, 4/22</b>
School-based Survey	Letters to School-based Staff can be sent out in the Spring	Online survey submissions are due <b>Friday, 4/22</b>
Community Partner Survey	Letters to Community Partners can be sent out in the Spring	Online survey submissions are due <b>Friday, 4/22</b>
Family Survey	Surveys can be administered in conjunction with your local evaluation surveys or in the Spring	Surveys should be collected by <b>4/15/10</b> and returned to MI by <b>Friday, 4/22</b>
Student Surveys	Surveys can be administered in conjunction with your local evaluation surveys or in the Spring	Surveys should be collected by <b>4/15/10</b> and returned to MI by <b>Friday, 4/22</b>

**The individual student data file is due to Measurement, Inc. by JUNE 30, 2011.**

**Note:** We suggest that you administer all survey materials several weeks before the due dates.



# *Summer Data Collection*

2011 Summer Data Collection  
Schedule



## Summer Data Collection

### 2010 Data Collection Schedule

Survey	When to Administer	When to Send to MI
21 <sup>st</sup> CCLC Program Staff Survey	Staff can complete the survey at their discretion	Online survey submissions are due <b>Friday, 7/29</b>
Community Partner Survey	Letters to Community Partners can be sent out 1-2 weeks prior to the end of the program	Online survey submissions are due <b>Friday, 7/29</b>
Family Survey	Surveys can be administered in conjunction with your local evaluation surveys or at least 1-2 weeks prior to the end of the program	Surveys should be collected by <b>7/22</b> and returned to MI by <b>Friday, 7/29</b>
Student Surveys	Surveys can be administered in conjunction with your local evaluation surveys or at least 1 to 2 weeks prior to end of the program	Surveys should be collected by <b>7/22</b> and returned to MI by <b>Friday, 7/29</b>

**The individual student data file due on June 30, 2011, should not include students who participate ONLY in the summer of 2011. The individual student data for these students will be included in the 2011-2012 data file, due on June 30, 2012.**



# *Student Level Database Procedures*

Student Level Database  
Procedures



## Student Level Database Procedures

All programs will need to submit a spreadsheet file containing information on all students who attend the program, regardless of the number of days of attendance. The information needed is similar to the information that is submitted to PPICS as part of your Annual Performance Report (APR) attendance requirements. Therefore, Measurement, Inc. and MSDE have agreed that you must submit student data only once, to Measurement, Inc., as detailed below. Measurement, Inc. and MSDE will compile this data and submit it to PPICS for the 2010-11 APR.

MSDE and Measurement, Inc. are currently in the process of revising and improving the student database template. The revised version will be provided in time for the next Grantee Networking Meeting, along with a complete set of instructions on how to complete the database.

**The individual student data file is due to Measurement, Inc. by JUNE 30, 2011.<sup>3</sup>**

---

<sup>3</sup> The individual student data file due on June 30, 2011, should not include students who participate ONLY in the summer of 2011. The individual student data for these students will be included in the 2011-2012 data file, due on June 30, 2012.



# *Directory*



## Directory

### Measurement Incorporated - Evaluator

Measurement, Inc.  
7-11 South Broadway, Ste. 402  
White Plains, NY 10601

**Contacts:** Shelly Menendez, Project Director  
(630) 548-7987  
Email: [smenendez@measinc.com](mailto:smenendez@measinc.com)

Wendy Cleary, Project Manager  
Email: [wendycleary@yahoo.com](mailto:wendycleary@yahoo.com)

Louis Burdi, Research Assistant  
(914) 682-1969, ext. 313  
Email: [lburdi@measinc.com](mailto:lburdi@measinc.com)

### REDA, International –Sub contracting Evaluator

Herb Baum, Project Manager for REDA  
REDA International, Inc  
11141 Georgia Ave Ste 517  
Wheaton MD 20902  
(301) 946-9790, ext. 103  
(301) 966-REDA  
[hbaum@redainternational.com](mailto:hbaum@redainternational.com)



# *Appendix A*

School Year Letters





Nancy S. Grasmick  
State Superintendent of Schools

200 West Baltimore Street • Baltimore, MD 21201 • 410-767-0100 • 410-333-6442 TTY/TDD • [MarylandPublicSchools.org](http://MarylandPublicSchools.org)

Dear School Liaison for the 21<sup>st</sup> Century Community Learning Centers Program,

On behalf of the Maryland State Department of Education, Measurement, Inc. is conducting an independent statewide evaluation of all 21<sup>st</sup> CCLC programs. We would greatly appreciate your participation in the study. This is not an evaluation of your school; rather we are seeking input on your relationship and satisfaction with the 21<sup>st</sup> CCLC program.

Please follow the link below to the online survey:

<http://www.mievaluation.com/md/sls2011.asp>

We ask that you and/or other relevant staff answer *all* items on the survey to the best of your knowledge. We encourage you to draw upon the knowledge and assistance of other school personnel that have worked with the 21<sup>st</sup> CCLC program to help you complete this survey. Only one completed survey per school is needed.

When the survey is complete please press the SUBMIT button. Your responses will be sent electronically to the Measurement, Inc. office only, not to MSDE or to your 21<sup>st</sup> CCLC program partner; therefore, your confidentiality is *assured*.

Please complete and submit the survey to us by **Friday, April 22, 2011**. If you encounter any technical difficulties while completing the survey, please contact Anthony Cinquina at (914) 682-1969 ext. 309, or [acinquina@measinc.com](mailto:acinquina@measinc.com).

If you have any questions about the survey content or the evaluation, please feel free to contact Shelly Menendez, Project Director, at (630) 548-7987 or by email [smenendez@measinc.com](mailto:smenendez@measinc.com).

Sincerely,

Kelly Rudd  
21<sup>st</sup> CCLC Coordinator

Shelly Menendez, Ph.D.  
Measurement, Inc.





Nancy S. Grasmick  
State Superintendent of Schools

200 West Baltimore Street • Baltimore, MD 21201 • 410-767-0100 • 410-333-6442 TTY/TDD • MarylandPublicSchools.org

Dear 21<sup>st</sup> Century Community Learning Centers Community Partner,

On behalf of the Maryland State Department of Education, Measurement Inc. is conducting an independent statewide evaluation of all 21<sup>st</sup> CCLC programs. We would greatly appreciate your participation in the study. This is not an evaluation of your work; rather we are seeking input on your relationship and satisfaction with the 21<sup>st</sup> CCLC program.

Please follow the link below to the online survey:

<http://www.mievaluation.com/md/cps2011.asp>

We ask that you and/or other relevant staff answer *all* items on the survey to the best of your knowledge. We only need one completed survey per partner.

When the survey is complete please press the SUBMIT button. Your responses will be sent electronically to the Measurement, Inc. office only, not to MSDE or to your 21<sup>st</sup> CCLC program partner; therefore, your confidentiality is *assured*.

Please complete and submit the survey to us by **Friday, April 22, 2011**. If you encounter any technical difficulties while completing the survey, please contact Anthony Cinquina at (914) 682-1969 ext. 309, or [acinquina@measinc.com](mailto:acinquina@measinc.com).

If you have any questions about the survey content or the evaluation, please feel free to contact Shelly Menendez, Project Director, at (630) 548-7987 or by email [smenendez@measinc.com](mailto:smenendez@measinc.com).

Sincerely,

Kelly Rudd  
21<sup>st</sup> CCLC Coordinator

Shelly Menendez, Ph.D.  
Measurement, Inc.





Nancy S. Grasmick  
State Superintendent of Schools

200 West Baltimore Street • Baltimore, MD 21201 • 410-767-0100 • 410-333-6442 TTY/TDD • MarylandPublicSchools.org

Dear 21<sup>st</sup> Century Community Learning Centers Program Staff,

On behalf of the Maryland State Department of Education, Measurement, Inc. is conducting an independent statewide evaluation of all 21<sup>st</sup> CCLC programs. We would greatly appreciate your participation in the study. This is not an evaluation of your work; rather we are seeking input on your experiences and satisfaction with the 21<sup>st</sup> CCLC program.

Please follow the link below to the online 21<sup>st</sup> CCLC Program Staff Survey:

<http://www.mievaluation.com/md/pss2011.asp>

We ask that you answer *all* items on the survey to the best of your knowledge. When the survey is complete please press the SUBMIT button. Your responses will be sent electronically to the Measurement, Inc. office only, not to MSDE or to the 21<sup>st</sup> CCLC program where you work; therefore, your confidentiality is *assured*.

Please complete and submit the survey by **Friday, April 22, 2011**. If your program ends before that date, please make sure that you submit your survey before your program ends. If you encounter any technical difficulties while completing the survey, please contact Anthony Cinquina at (914) 682-1969 ext. 309, or [acinquina@measinc.com](mailto:acinquina@measinc.com).

If you have any questions about the survey content or the evaluation, please feel free to contact Shelly Menendez, Project Director, at (630) 548-7987 or by email [smenendez@measinc.com](mailto:smenendez@measinc.com).

Sincerely,

Kelly Rudd  
21<sup>st</sup> CCLC Coordinator

Shelly Menendez, Ph.D.  
Measurement, Inc.



# *Appendix B*

School Year Surveys



**Student Survey  
Middle and High School**

**Directions:** This survey asks students how they feel about the \_\_\_\_\_ program and what improvements in school that they have made as a result of their participation. There are no right or wrong answers. We value your input. No one at the after school program or at your school will read your answers.

1. How many years have you participated in this program? (check one please)
 

<input type="checkbox"/> (1) this is my first year	<input type="checkbox"/> (3) for 3 years
<input type="checkbox"/> (2) for 2 years	<input type="checkbox"/> (4) for more than 3 years
  
2. How many months have you participated in the program this year? (check one please)
 

<input type="checkbox"/> (1) less than 1 month	<input type="checkbox"/> (3) between 2 and 3 months
<input type="checkbox"/> (2) between 1 and 2 months	<input type="checkbox"/> (4) more than 3 months
  
- 3a. Are you Latino/Hispanic?
 

<input type="checkbox"/> (0) No	<input type="checkbox"/> (1) Yes
---------------------------------	----------------------------------
  
- 3b. How do you describe yourself? (check one please)
 

<input type="checkbox"/> (1) African American/Black	<input type="checkbox"/> (3) White	<input type="checkbox"/> (5) Multi-ethnic
<input type="checkbox"/> (2) Native, Hawaiian or other Pacific Islander	<input type="checkbox"/> (4) Asian	
  
5. What is your gender?
 

<input type="checkbox"/> (1) Male	<input type="checkbox"/> (2) Female
-----------------------------------	-------------------------------------
  
6. What grade are you in? (check one please)
 

<input type="checkbox"/> (1) 6 <sup>th</sup>	<input type="checkbox"/> (2) 7 <sup>th</sup>	<input type="checkbox"/> (3) 8 <sup>th</sup>	<input type="checkbox"/> (4) 9 <sup>th</sup>	<input type="checkbox"/> (5) 10 <sup>th</sup>	<input type="checkbox"/> (6) 11 <sup>th</sup>	<input type="checkbox"/> (7) 12 <sup>th</sup>
--	--	--	--	---	---	---
  
7. How much do you agree or disagree with the following statements about this program? (Please put an **X** in one box for each statement)

	<b>Strongly disagree</b> (1)	<b>Disagree</b> (2)	<b>Agree</b> (3)	<b>Strongly agree</b> (4)
a. I feel welcome at the program.				
b. I look forward to coming to the program				
c. The staff makes me feel like I can do a good job.				
d. I have enough time to complete my homework at the program.				
e. I find the activities interesting.				
f. I feel safe at the program.				
g. I would tell other kids to come to this program for help with schoolwork.				
h. I would tell other kids to come to this program for fun activities.				
i. I am satisfied with my overall experiences at the program.				

8. How much have you improved in the following areas since participating in the 21<sup>st</sup> CCLC program?  
 (please put a **X** in one box for each item)

	<b>I got worse</b> (1)	<b>I improved a little</b> (2)	<b>I improved some</b> (3)	<b>I improved a lot</b> (4)
a. Turning in your homework on time				
b. Completing homework correctly				
c. Participating in class				
d. Volunteering (e.g, for extra credit or more responsibilities)				
e. Attending class regularly				
f. Being attentive in class				
g. Behaving well in class				
h. Academic performance				
i. Coming to school motivated to learn				
j. Getting along well with other students				



## Student Survey Elementary Students (Grades 3-5)

**Directions:** This survey asks students how you feel about the \_\_\_\_\_ program and what improvements in school you have made as a result of your participation. There are no right or wrong answers. No one at the after school program or at your school will read your answers.

1. What grade are you in? (check one please)  
 3<sup>rd</sup> grade                       4<sup>th</sup> grade                       5<sup>th</sup> grade
2. Are you...(check one please)  
 (1) Male     (2) Female

3. How much do you agree with the following statements about the after school program? (Please put an **X** in one box for each statement)

	Not at all (1)	Not much (2)	A little (3)	A lot (4)
a. I feel welcome at the program.				
b. I look forward to coming to the program.				
c. The staff makes me feel like I can do a good job.				
d. I have enough time to complete my homework at the program.				
e. I find the activities interesting.				
f. I feel safe at the program.				
g. I would tell other kids to come to this program for help with schoolwork.				
h. I would tell other kids to come to this program for fun activities.				

4. How much better are you doing in your school classroom since you started the afterschool program? (please put a **X** in one box for each item)

	I got worse (1)	I improved a little (2)	I improved some (3)	I improved a lot (4)
a. Turning in your homework on time				
b. Completing homework correctly				
c. Raising my hand and participating in class				
d. Paying attention to my teacher				
e. Following the rules in class				
f. Doing well on tests				
g. Coming to school prepared to learn				
h. Getting along well with other students				

## Family Survey

**Directions:** This survey asks for your thoughts and feelings about the \_\_\_\_\_ program that your child (or a child in your care) attends. There are no right or wrong answers and your child's participation in the program will not be affected by your responses. Your answers are confidential.

1. Do you agree with the following statements about this program? Please check either no or yes for each item.

	No (1)	Yes (2)
a. The staff tells me how my child is doing at the program.		
b. I am happy with the activities that are offered at the program.		
c. I am happy with the amount of academic help that the staff provides my child.		
d. I am happy with how the program handles homework.		
e. I feel welcomed at the program.		

2. For this school year, about how many times have you participated in this program in each of the following ways?

**Number of Times**

Served on a program committee \_\_\_\_\_

Volunteered to help with activities or events at the program \_\_\_\_\_

Participated in family or community events sponsored by this program \_\_\_\_\_

3. To what extent did this **program** offer family activities and services that matched your needs?

(0) Not at all       (1) A little       (2) Some       (3) A lot

4. Has your child improved in the following areas since participating in this program? If yes, how much? (Please check one box for each item.)

	Don't Know (0)	Gotten Worse (1)	Improved a little (2)	Improved some (3)	Improved a lot (4)
a. Turning in his/her homework on time					
b. Completing homework to your satisfaction					
c. Academic performance					
d. Going to school motivated to learn					

H:/msword/297.3/surveys/Family Survey(2)

## Encuesta de Familia

**Direcciones:** Esta encuesta pide sus pensamientos y sentimientos acerca del programa \_\_\_\_\_ que su niño (o un niño en su cuidado) asiste. No hay respuestas correctas o incorrectas y la participación de su niño en el programa no será afectada por sus respuestas. Sus respuestas son confidenciales.

1. ¿Concuerda usted con las declaraciones siguientes acerca de este programa? Por favor seleccione “no” o “sí” para cada artículo.

	<b>No</b> (1)	<b>Sí</b> (2)
a. El personal me informa cómo mi niño esta progresando en el programa.		
b. Estoy contento con las actividades que están ofreciendo en el programa.		
c. Estoy contento con la cantidad de ayuda académica que el personal provee a mi niño.		
d. Estoy contento con la manera que el programa se encarga de las tareas escolares fuera de clase.		
e. Yo siento que el programa me ha dado la bienvenida.		

2. ¿En este año escolar, aproximadamente cuántas veces ha usted participado en este programa en cada una de las maneras siguientes?

**Número de Veces**

Sirvió en un comité de programa \_\_\_\_\_

Se ofreció como voluntario para ayudar en actividades o eventos del programa \_\_\_\_\_

Participó en eventos de familia o de la comunidad que se ofrecieron por este programa \_\_\_\_\_

2. ¿Hasta qué punto ha ofrecido este programa actividades y servicios familiares que igualan con sus necesidades?

(0) Nunca/Jamás       (1) Un poco       (2) Algunas Veces       (3) Muchas Veces

4. ¿Ha mejorado su niño en las áreas siguientes desde su participación en este programa? Si la respuesta es sí, diga cuánto ha mejorado? (Por favor, marque una selección en cada artículo).

	<b>No Sé</b> (0)	<b>Empeoró</b> (1)	<b>Mejóro un poco</b> (2)	<b>Mejóro algo</b> (3)	<b>Mejóro mucho</b> (4)
a. Entregando sus tareas de escuela a tiempo.					
b. Completando sus tareas de escuela a su satisfacción					
c. Desempeño académico					
d. Yendo a la escuela motivado para aprender					



# *Appendix C*

Summer Letters





Nancy S. Grasmick  
State Superintendent of Schools

200 West Baltimore Street • Baltimore, MD 21201 • 410-767-0100 • 410-333-6442 TTY/TDD • MarylandPublicSchools.org

Dear 21<sup>st</sup> Century Community Learning Centers Program Staff,

On behalf of the Maryland State Department of Education, Measurement, Inc. is conducting an independent statewide evaluation of all 21<sup>st</sup> CCLC programs. We would greatly appreciate your participation in the study. This is not an evaluation of your work; rather we are seeking input on your experiences and satisfaction with the 21<sup>st</sup> CCLC program.

Please follow the link below to the online 21<sup>st</sup> CCLC Program Staff Survey:

<http://www.mievaluation.com/md/pss2011sum.asp>

We ask that you answer *all* items on the survey to the best of your knowledge. When the survey is complete please press the SUBMIT button. Your responses will be sent electronically to the Measurement, Inc. office only, not to MSDE or to the 21<sup>st</sup> CCLC program where you work; therefore, your confidentiality is *assured*.

Please complete and submit the survey by **Friday, July 29, 2011**. If your program ends before that date, please make sure that you submit your survey before your program ends. If you encounter any technical difficulties while completing the survey, please contact Anthony Cinquina at (914) 682-1969 ext. 309, or [acinquina@measinc.com](mailto:acinquina@measinc.com).

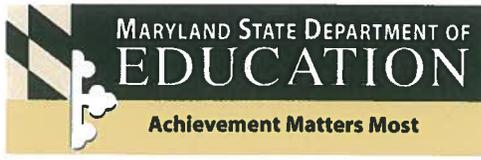
If you have any questions about the survey content or the evaluation, please feel free to contact Shelly Menendez, Project Director, at (630) 548-7987 or by email [smenendez@measinc.com](mailto:smenendez@measinc.com).

Sincerely,

Kelly Rudd  
21<sup>st</sup> CCLC Coordinator

Shelly Menendez, Ph.D.  
Measurement, Inc.





Nancy S. Grasmick  
State Superintendent of Schools

200 West Baltimore Street • Baltimore, MD 21201 • 410-767-0100 • 410-333-6442 TTY/TDD • MarylandPublicSchools.org

Dear 21<sup>st</sup> Century Community Learning Centers Community Partner,

On behalf of the Maryland State Department of Education, Measurement Inc. is conducting an independent statewide evaluation of all 21<sup>st</sup> CCLC programs. We would greatly appreciate your participation in the study. This is not an evaluation of your work; rather we are seeking input on your relationship and satisfaction with the 21<sup>st</sup> CCLC program.

Please follow the link below to the online survey:

<http://www.mievaluation.com/md/cps2011sum.asp>

We ask that you and/or other relevant staff answer *all* items on the survey to the best of your knowledge. We only need one completed survey per partner.

When the survey is complete please press the SUBMIT button. Your responses will be sent electronically to the Measurement, Inc. office only, not to MSDE or to your 21<sup>st</sup> CCLC program partner; therefore, your confidentiality is *assured*.

Please complete and submit the survey to us by **Friday, July 29, 2011**. If you encounter any technical difficulties while completing the survey, please contact Anthony Cinquina at (914) 682-1969 ext. 309, or [acinquina@measinc.com](mailto:acinquina@measinc.com).

If you have any questions about the survey content or the evaluation, please feel free to contact Shelly Menendez, Project Director, at (630) 548-7987 or by email [smenendez@measinc.com](mailto:smenendez@measinc.com).

Sincerely,

Kelly Rudd  
21<sup>st</sup> CCLC Coordinator

Shelly Menendez, Ph.D.  
Measurement, Inc.



# *Appendix D*

Summer Surveys



**Student Survey**  
**Middle and High School Students**

**Directions:** This survey asks students how they feel about the \_\_\_\_\_ program and what improvements in school that they have made as a result of their participation. There are no right or wrong answers. We value your input. No one at the after school program or at your school will read your answers.

1. How many years have you participated in this program? (check one please)
 

<input type="checkbox"/> (1) this is my first year	<input type="checkbox"/> (3) for 3 years
<input type="checkbox"/> (2) for 2 years	<input type="checkbox"/> (4) for more than 3 years
  
- 2a. Are you Latino/Hispanic?
 

<input type="checkbox"/> (0) No	<input type="checkbox"/> (1) Yes
---------------------------------	----------------------------------
  
- 2b. How do you describe yourself? (check one please)
 

<input type="checkbox"/> (1) African American/Black	<input type="checkbox"/> (3) White	<input type="checkbox"/> (5) Multi-ethnic
<input type="checkbox"/> (2) Native, Hawaiian or other Pacific Islander	<input type="checkbox"/> (4) Asian	
  
3. What is your gender?
 

<input type="checkbox"/> (1) Male	<input type="checkbox"/> (2) Female
-----------------------------------	-------------------------------------
  
4. What grade are you in? (check one please)
 

<input type="checkbox"/> (1) 6 <sup>th</sup>	<input type="checkbox"/> (2) 7 <sup>th</sup>	<input type="checkbox"/> (3) 8 <sup>th</sup>	<input type="checkbox"/> (4) 9 <sup>th</sup>	<input type="checkbox"/> (5) 10 <sup>th</sup>	<input type="checkbox"/> (6) 11 <sup>th</sup>	<input type="checkbox"/> (7) 12 <sup>th</sup>
--	--	--	--	---	---	---
  
5. How much do you agree or disagree with the following statements about this program? (Please put an **X** in one box for each statement)

	<b>Strongly disagree</b> (1)	<b>Disagree</b> (2)	<b>Agree</b> (3)	<b>Strongly agree</b> (4)
a. I feel welcome at the program.				
b. I look forward to coming to the program.				
c. The staff makes me feel like I can do a good job.				
d. I find the activities interesting.				
e. I feel safe at the program.				
f. I would tell other kids to come to this program for help with schoolwork.				
g. I would tell other kids to come to this program for fun activities.				
h. I am satisfied with my overall experiences at the program.				





**Student Survey  
Elementary Students (Grades 3-5)**



**Directions:** This survey asks students how you feel about the \_\_\_\_\_ program and what improvements in school you have made as a result of your participation. There are no right or wrong answers. No one at the after school program or at your school will read your answers.

1. What grade are you in? (check one please)  
 3<sup>rd</sup> grade                       4<sup>th</sup> grade                       5<sup>th</sup> grade
  
2. Are you...(check one please)  
 (1) Male     (2) Female
  
3. How much do you agree with the following statements about the after school program? (Please put an **X** in one box for each statement)

	<b>Not at all (1)</b>	<b>Not much (2)</b>	<b>A little (3)</b>	<b>A lot (4)</b>
a. I feel welcome at the program.				
b. I look forward to coming to the program.				
c. The staff makes me feel like I can do a good job.				
d. I have enough time to complete my homework at the program.				
e. I find the activities interesting.				
f. I feel safe at the program.				
g. I would tell other kids to come to this program for help with schoolwork.				
h. I would tell other kids to come to this program for fun activities.				



## Family Survey

**Directions:** This survey asks for your thoughts and feelings about the \_\_\_\_\_ program that your child (or a child in your care) attends. There are no right or wrong answers and your child's participation in the program will not be affected by your responses. Your answers are confidential.

1. Do you agree with the following statements about this program? Please check either no or yes for each item.

	<b>No</b>	<b>Yes</b>
	(1)	(2)
a. The staff tells me how my child is doing at the program.		
b. I am happy with the activities that are offered at the program.		
c. I am happy with the amount of academic help that the staff provides my child.		
d. I am happy with how the program handles homework.		
e. I feel welcomed at the program.		

2. About how many times have you participated in this program this summer?

**Number of Times**

Served on a program committee \_\_\_\_\_

Volunteered to help with activities or events at the program \_\_\_\_\_

Participated in family or community events sponsored by this program \_\_\_\_\_

3. To what extent did this **program** offer family activities and services that matched your needs?

(0) Not at all       (1) A little       (2) Some       (3) A lot



## Encuesta de Familia

**Direcciones:** Esta encuesta pide sus pensamientos y sentimientos acerca del programa \_\_\_\_\_ que su niño (o un niño en su cuidado) asiste. No hay respuestas correctas o incorrectas y la participación de su niño en el programa no será afectada por sus respuestas. Sus respuestas son confidenciales.

1. ¿Concuerda usted con las declaraciones siguientes acerca de este programa? Por favor seleccione “no” o “sí” para cada artículo.

	No (1)	Sí (2)
a. El personal me informa cómo mi niño esta progresando en el programa.		
b. Estoy contento con las actividades que están ofreciendo en el programa.		
c. Estoy contento con la cantidad de ayuda académica que el personal provee a mi niño.		
d. Estoy contento con la manera que el programa se encarga de las tareas escolares fuera de clase.		
e. Yo siento que el programa me ha dado la bienvenida.		

2. ¿Cuántas veces ha usted participado en este programa este verano?

**Número de Veces**

Sirvió en un comité de programa

\_\_\_\_\_

Se ofreció como voluntario para ayudar en actividades o eventos del programa

\_\_\_\_\_

Participó en eventos de familia o de la comunidad que se ofrecieron por este programa

\_\_\_\_\_

3. ¿Hasta qué punto ha ofrecido este programa actividades y servicios familiares que igualan con sus necesidades?

- (0) Nunca/Jamás     
  (1) Un poco     
  (2) Algunas Veces     
  (3) Muchas Veces



