18-19 Site Coordinator Survey

Q1 **Dear Site Coordinator,**

 This **Site Coordinator Survey** replaces the old "Site ARF". There are two parts of the survey: **Part One - PROGRAM OPERATION:** You will be asked to report the processes and procedures that affect your program's operation. The questions are related to: retention and enrollment strategies, connection to school-day, family engagement, etc. Your individual response will be presented in the Leading Indicators Report.   **Part Two - YOUR OWN EXPERIENCE:** You will be asked to reflect on your experience as a Site Coordinator in this program. The questions are related to: job satisfaction, supervisor support, effective meetings, etc. Your individual response will **NOT** be presented in the Leading Indicators Report; rather, your data will be summarized with responses from other Site Coordinators and reported to MDE for program improvement purposes. If there are more than 3 Site Coordinator respondents within a grantee, the data will also be presented in the Grantee Data Tables for continuous improvement.   If you have any questions or concerns, please contact Dr. Jamie Wu at 517-884-1412 or email the MSU team at ezhelp@msu.edu.

Q1. What is your enrollment policy?

○ No policy

○ First come first serve

○ An informal policy

○ A formal policy; priorities were given to certain students

Q2. What students do you give priority to?

	We give priority to..		We have easy access to know who they are	
	YES	NO	YES	NO
Chronically absent students (Missing 10% of school)	○	○	○	○
Academically low performing students identified by the school day staff	○	○	○	○
Students who have behavioral issues identified by the school day staff	○	○	○	○
Family request due to academic issues	○	○	○	○
Family request due to behavioral issues	○	○	○	○
Special education students	○	○	○	○
Free/reduced price meal students	○	○	○	○
English as Second Language (ESL) students	○	○	○	○
Students experiencing homelessness	○	○	○	○
Prior program participants	○	○	○	○
Other (please specify)	○	○	○	○

Q3. What is your attendance policy?

○ No policy; first come first serve

○ An informal policy; youth were expected to attend regularly

○ A formal policy; based on specific attendance requirements

Q4. How many students did you actively remove from the program during this year (June 2018-June 2019)?

	Fill in the number (enter zero if none)
Due to too many absences	
Due to behaviors	

Q5. Other reason

	Fill in the number
Reason 1	
Reason 2	

Q6. How invested were these people in the success of your program?

	Not invested at all	Only a little	Neutral	Invested	highly invested
Principal	○	○	○	○	○
Teachers	○	○	○	○	○

Q7. What is your program policy for connecting with school-day administrators?

○ No policy; our program runs independently from the school

○ Informal policy; we connect as needed

○ Formal policy; we have established processes and procedures that we can follow

Q8. How frequently do you meet with your school-day administrators?

○ Weekly

○ Monthly

○ Semester

○ Yearly

Q9. Did someone from your program have a specific responsibility to attend teacher staff meetings at least monthly and report back to the program?

○ Yes

○ No

○ I don't know

Q10. Did you or someone from your program communicate regularly with school-day staff about individual students' academic progress and needs?

○ Yes

○ No

○ I don't know

Q11. Did your program have access to review students' grades for each marking period and standardized test scores throughout the year (not only for end-of-year reporting)?

○ Yes

○ No

○ I don't know

Q12. Were any of the school-day curricula used as part of the program's academic activities?

○ Yes

○ No

○ I don't know

Q13. Were the objectives for your program activities intentionally influenced by grade-level content standards (or learning objectives)?

○ Yes

○ No

○ I don' know

Q14. Did this site have the same Site Coordinator for the entire school year (September 2018-June 2019)?

○ Yes

○ No

Q15. Does this site have the same Site Coordinator from last year?

○ Yes

○ No

○ NA: This is a new site

Q16. Did you encounter any major challenges in this program year (June 2018-June 2019)? (Check all that apply)

☐ Program moved to a new site

☐ School reorganized (i.e., merged with another school)

☐ School-day administration changed

☐ School was faced with budget cuts that affect the program

☐ Superintendent changed

☐ None of the above

Q17. Other major challenges at the school or district that affected your program (Please describe):

_____

_____

_____

Q18. How many paid staff did you have at this program?

	Enter Number
Summer (June 2018-August 2018)	
Regular School Year (September 2018-June 2019)	

Q19. How many staff (paid or volunteer) were hired or new this year?

	Enter Number
Summer (June 2018-August 2018)	
Regular School Year (September 2018-June 2019)	

Q20. Knowing there can be a lot of transitions during summer, we're more interested in learning the staff turnover situation you have to deal with during the regular school year.

How many staff (paid or volunteer) left during the school year (September 2018-June 2019)?

_____

Q21. Did you have a Local Evaluator?

○ Yes

○ No

○ I don't know

Q22. How often did the Local Evaluator do the following? [For those items that are NOT in your contract, please use NA (not applicable)].

	Not at all	Did some of this	Did a lot of this	I don't know	NA
Analyzed and reported on the state evaluation data provided by MSU	○	○	○	○	○
Interpreted reports provided by MSU	○	○	○	○	○
Collected additional feedback (e.g., surveys, interviews, focus groups)	○	○	○	○	○
Obtained School Outcomes information to submit to MSU	○	○	○	○	○
Helped us meet the grant reporting requirements	○	○	○	○	○
Participated in the YPQA process	○	○	○	○	○

Worked with us on program improvement	○	○	○	○	○
Worked with us on funding and stability	○	○	○	○	○
Used data to create professional development plans	○	○	○	○	○
Visited our sites	○	○	○	○	○

Q23. How useful are the following sources of data that are coordinated by the MSU state evaluation team in informing you about your program?

	Not at all useful	Slightly useful	Somewhat useful	Very useful
Leading Indicators Report	○	○	○	○
Data Tables	○	○	○	○
Attendance Data	○	○	○	○
Activity Coding	○	○	○	○
Student Survey	○	○	○	○
Teacher Survey	○	○	○	○
Staff Survey	○	○	○	○
School Outcomes Data	○	○	○	○
PQA Self-Assessment Data	○	○	○	○

Q24. How important is data in making decisions on program improvements?

○ Not very important; decisions are mostly made based on other factors (i.e., funding, staffing, etc.)

○ A little important

○ Somewhat important

○ Very important; decisions are mostly made based on survey results or other data

Q25. How often do you, as a Site Coordinator...

	Never	A couple of times per year	Three to five times per year	Once a month	Nearly every week
Send materials about program offerings home to parents.	○	○	○	○	○
Send information home about how the student is progressing in the program.	○	○	○	○	○
Hold events or meetings to which parents are invited.	○	○	○	○	○
Have conversations with parents over the phone.	○	○	○	○	○
Meet with a student's parents to talk about the student's progress.	○	○	○	○	○
Ask for input from parents on what and how activities should be provided.	○	○	○	○	○

Q26. How many staff participate in the PQA process?

_____

Q27. How many staff are involved in creating the improvement plan?

_____

The questions below are related to your own experience. To protect your confidentially, your responses won't be reported individually.

Q1. Below, we ask about how you feel about your job. Remember, no one at the program will be given your individual answers--your answers will be kept private.

	Strongly disagree	Disagree	Neither disagree nor agree	Agree	Strongly agree
I am satisfied with my job at this after-school program.	○	○	○	○	○

Q2. Project Director Support

	Strongly disagree	Disagree	Neither disagree nor agree	Agree	Strongly agree
My Project Director challenges me to innovate and try new ideas.	○	○	○	○	○
My Project Director makes sure that program goals and priorities are clear to me.	○	○	○	○	○
My Project Director provides me with opportunities to collaborate with other site coordinators or co-plan with my team.	○	○	○	○	○
My Project Director visits my site regularly.	○	○	○	○	○
My Project Director is available during the program hours.	○	○	○	○	○
My Project Director gives me useful feedback about how I work with my staff.	○	○	○	○	○

Q3. The meetings I have with my Project Director usually …

	Strongly disagree	Disagree	Neither disagree nor agree	Agree	Strongly agree
are well organized.	○	○	○	○	○
are open to input.	○	○	○	○	○
are open to disagreement.	○	○	○	○	○
end in participants achieving agreement when necessary.	○	○	○	○	○

Q4. Is there anything else you would like to share with us?

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Thank you very much for completing this survey. Your answers will be used to help improve 21st Century and other youth programs in Michigan.