

2022-23 Grant Year Action Items

Priority Area 1

Center Name(s) if center specific	Grantee wide priority - Excellence at the Teen Center, Lebanon HS, Oak Heights ES, Pioneer School, Sweet Home HS, and Sweet Home Junior High		
Target Priority Area (Goal) [1]	Improving communication with program stakeholders; guardians and teachers specifically		Under which grant goal does this Priority Area fall under?
Describe: [2]	Improving communication can achieve a bridge through which program offerings, student performance, and feedback opportunities can be shared. Meaningful contact with stakeholders is crucial. We can share happenings and upcoming opportunities to increase involvement and common knowledge of offerings. Feedback helps us expand our programs to serve students, their families, and the community.		Quality Programming
Cause(s): [3]	A lack of information is shared or received between the grantee and stakeholders.		
Change Needed: [4]	Identify or improve the quality of the mode of communication for each message and audience.		
Data showing support for this area: [5]	Obstacles we may encounter: [6]		
<p>Program Refelction Tool - 48% cumulative grantee score in partnership (quality element 3.2), due to lack of communication or response from school day staff</p> <p>Local Evaluation Report (Spring 2022 Caregiver Survey Results) - 42% of guardians responded that the after school program did not do so well in regards to communication and that they would like to see this improved.</p>		<ul style="list-style-type: none"> -staffing shortage -time, due to limited capacity of staffing -diluting channels of communication -cost of printing fliers -teachers schedules being opposite of Club schedules, hard for collaboration -cause and effect dilemma, to discover form of communication, the conversation requesting feedback could not happen until contact has been made 	
How will we measure progress and know if we have succeeded? [7]			
Overall efficiency of stakeholder communication will have increased if guardians and teachers are knowledgable on program offerings/student progress indicated by interactions and proven by reports on 2023 evaluation results.			

ACTION ITEM TRACKER

COMPLETE?	ACTION ITEM	PERSON RESPONSIBLE	PRIORITY	TIMEFRAME	RESOURCES NEEDED
<input checked="" type="checkbox"/>	Evaluate current strategies and determine efficiency	Brittany	High	Oct 24	Access to past attempts, collaborate w/internal programs succeeding in communication area
<input checked="" type="checkbox"/>	Determine communication channel:type and purpose	Brittany/Shayla	High	Oct 24	List of communication channels, list of reasons for communication Ex. Channel - Facebook, flier, Remind app Reasons - Events, updates, student behavior
<input checked="" type="checkbox"/>	Action plan communicated & reviewed	Brittany/Coordinators	High	Oct 25	Continuous Improvement Timeline & Documents
<input checked="" type="checkbox"/>	Update action items to include Coordinator input	Brittany	High	Oct 25	Feedback from Coordinators
<input checked="" type="checkbox"/>	Share and Implement communication plan	Brittany/Shayla/Coordinators	High	Dec 6	Feedback from Coordinators
<input checked="" type="checkbox"/>	Share results from evaluations and plans for improvement at family night, on Facebook, and on website	Brittany/Shayla/Tyler	High	Jan 13	Visually appealing and noteworthy results from some or all: Action plan, L.E.R., Survey results, PRT
<input type="checkbox"/>	Review communication plan and make adjustments if necessary	Brittany/Shayla	High	Jan 16	Review feedback and evaluate progress