

## Superintendent & Principal Commitment Form

The North Dakota Department of Public Instruction (NDDPI) expects each 21st Century Community Learning Centers (21st CCLC) program to collaborate and cooperate with the regular school day. The program should meet regularly with school day teachers to help students meet state and local academic standards. Accordingly, 21st CCLC subgrantees must develop a comprehensive and strategic plan of action to involve sustainable partnerships with all stakeholders within the community.

In keeping with this expectation, each Superintendent and Principal whose students are served through the efforts of the 21st CCLC program must demonstrate commitment and buy-in to the ongoing success of the proposed project.

**A copy of this form must be submitted for each school district to be served. Each participating school in the district must have the school administrator's signature.**

<b>Applicant:</b>
<b>Name of School to be Served:</b>
<b>Name of School District:</b>

By accepting 21st CCLC funding for the participating school, you are committing to actively supporting both the quality and compliance of the program. Research shows that programs with supportive host administrations make a more significant and lasting impact on the school community than those programs that operate in a silo within or outside of the school building. For more information on 21st CCLC programs, please visit [NDDPI's 21st CCLC webpage](#).

**As the District Superintendent, I agree to the following roles and responsibilities for the 21<sup>st</sup> CCLC program:**

1. **21<sup>st</sup> CCLC Goals:** Maintain knowledge of state (NDDPI) and local 21st CCLC site(s) goals, objectives, and strategies; provide leadership while ensuring and implementing a shared vision and 21st CCLC program alignment to the regular school day objectives.
2. **Communication Efforts:** Assist in ensuring and implementing consistent communication between school day teachers, building leaders, and 21st CCLC staff; help foster partnership development and advocate the program in the school district with faculty, staff, and community.
3. **Grant Management:** Meet regularly with the Program Director to communicate accomplishments and/or identify any areas of opportunity.
4. **Grant-Year Commitment:** Consider 21st CCLC project implementation and capacity-building efforts as a multi-year commitment.
5. **Compliance & Assurance:** Remain apprised of 21st CCLC federal and state statutes; ensure compliance with the original stipulations and intent of the approved RFP; and adhere to all guidelines, regulations, and assurances as set forth in the grant application.

6. **Professional Development:** Where appropriate, consider inclusion of 21<sup>st</sup> CCLC staff in professional development opportunities regarding integrated student supports (i.e. behavioral health programs to support students' non-academic and academic needs, school-wide expectations, etc.), career development, STEM, and any other workshops that support the program and align with students' school-day needs.

7. **Access to Student Data:** Support the 21<sup>st</sup> CCLC program in obtaining required data for reporting purposes.

*The federal government requires 21st CCLC subgrantees to report on multiple data points for students attending the program, including attendance, and demographic data as well as federally mandated performance measures (GPRA). Funded centers report regularly to NDDPI on these data points, which in turn reports aggregated and non-personally identifiable information to the U.S. Department of Education. In addition, each funded grant application has a specific set of performance measures, determined by the subgrantee, which is reported annually to NDDPI.*

8. **Recruitment and Outreach:** Support ongoing recruitment efforts of students and outreach to the community about the program through continual coordination between the grant program and the participating school(s).

*21st CCLC programs have baseline participation expectations for both students and family members that are articulated in the original grant application. Continued 21<sup>st</sup> CCLC funding is contingent on meeting these participation expectations.*

9. **Monitoring:** Participate in NDDPI monitoring, as requested

*NDDPI is required to conduct onsite monitoring of the compliance and quality of funded programs. These visits may include program observations, a review of fiscal grant management, and potentially meeting with key stakeholders of the program, including host administrators.*

*\*Only applicable for non-district programs operating within a district school building\**

10. **Access to Appropriate Program Space:** Reasonably accommodate the space needs of the program.

*Safe, appropriate, and easily accessible space is essential for successful programming and is a federal grant requirement (§4204(b)(2)(A)(i)). This may include access to classrooms, libraries, gymnasiums, technology labs, and outdoor fields during out-of-school hours. Programs may also need office space for staff members and storage space for program equipment. While it is not expected that the 21st CCLC program be given priority usage over other programs, host schools are expected to reasonably accommodate the space needs of the program.*

11. **Building Access Safety:** Reasonable measures will be taken to ensure that after-school student pickups are conducted safely and in accordance with the school district's standard pickup procedures during designated hours.

**As the building principal, I agree to the following roles and responsibilities for the 21<sup>st</sup> CCLC program:**

12. **21<sup>st</sup> CCLC Goals:** Maintain knowledge of state (NDDPI) and local 21st CCLC site(s) goals, objectives, and strategies; provide leadership while ensuring and implementing a shared vision and 21st CCLC program alignment to the regular school day objectives.

13. **Communication Efforts:** Assist in ensuring and implementing consistent communication between school day teachers and 21st CCLC staff; help foster partnership development and advocate the program in the school district with faculty, staff, and community.

14. **Designating a Primary Contact:** Assign a primary contact within the administration of the host school to support ongoing alignment and coordination between the school and the program. It is the expectation that the principal and/or superintendent plays a leadership role in collaborating with 21st CCLC programs. While a designated contact may be appointed, the responsibility in ensuring school collaboration lies in the principal role.

15. **Alignment to the School Day:** Assist and support in the intentional coordination of communication between the 21<sup>st</sup> CCLC program and school day staff.

*Programs are expected to align with and augment the learning that happens for students during the regular school day. Programs can support the learning goals of specific students or reinforce the educational priorities within a building.*

16. **Grant Management:** Meet regularly with the Program Director and/or Site Coordinator(s) to communicate accomplishments and/or identify any areas of opportunity.
17. **Grant-Year Commitment:** Consider 21st CCLC project implementation and capacity-building efforts as a multi-year commitment.
18. **Compliance & Assurance:** Remain apprised of 21st CCLC federal and state statutes; ensure compliance with the original stipulations and intent of the approved RFP; and adhere to all guidelines, regulations, and assurances as set forth in the grant application.
19. **Professional Development:** Where appropriate, consider inclusion of 21<sup>st</sup> CCLC staff in professional development opportunities regarding integrated student supports (i.e. behavioral health programs to support students' non-academic and academic needs, school-wide expectations, etc.), career development, STEM, and any other workshops that support the program and align with students' school-day needs.

20. **Access to Student Data:** Assist the 21<sup>st</sup> CCLC program in obtaining required data for reporting purposes.

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21. **Recruitment and Outreach:** Assist and support ongoing recruitment efforts of students and outreach to the community about the program through continual coordination between the grant program and the participating school(s).

*21st CCLC programs have baseline participation expectations for both students and family members that are articulated in the original grant application. Continued 21<sup>st</sup> CCLC funding is contingent on meeting these participation expectations.*

22. **Monitoring:** Participate in NDDPI monitoring, as requested

*NDDPI is required to conduct onsite monitoring of the compliance and quality of funded programs. These visits may include program observations, a review of fiscal grant management, and potentially meeting with key stakeholders of the program, including host administrators.*

*\*Only applicable for non-district programs operating within a district school building\**

23. **Access to Appropriate Program Space:** Reasonably accommodate the space needs of the program.

*Safe, appropriate, and easily accessible space is essential for successful programming and is a federal grant requirement (§4204(b)(2)(A)(i)). This may include access to classrooms, libraries, gymnasiums, technology labs, and outdoor fields during out-of-school hours. Programs may also need office space for staff members and storage space for program equipment. While it is not expected that the 21st CCLC program be given priority usage over other programs, host schools are expected to reasonably accommodate the space needs of the program.*

24. **Building Access Safety:** Reasonable measures will be taken to ensure that after-school student pickups are conducted safely and in accordance with the school district's standard pickup procedures during designated hours.

*By signature, I certify that I have reviewed all applicable documentation; I understand and agree to support the implementation of the proposed 21st CCLC program and will adhere to the commitments outlined above.*

<b>Name of 21<sup>st</sup> CCLC Director/Authorized Representative:</b>	
<b>Original Signature:</b>	<b>Date:</b>

**District Administrator**

<b>Name of Superintendent:</b>	
<b>School District:</b>	
<b>Original Signature:</b>	<b>Date:</b>
<b>Email:</b>	<b>Phone:</b>

**School Administrator(s)**

<b>Name of Principal:</b>	
<b>School:</b>	
<b>Original Signature:</b>	<b>Date:</b>
<b>Email:</b>	<b>Phone:</b>

<b>Primary Designated 21<sup>st</sup> CCLC Contact:</b>	<b>Role:</b>
<b>Email:</b>	<b>Phone:</b>

*By signature, I certify that I have reviewed all applicable documentation; I understand and agree to support the implementation of the proposed 21st CCLC program and will adhere to the assurances outlined above.*

School Administrator(s)

<b>Name of Principal:</b>	
<b>School:</b>	
<b>Original Signature:</b>	<b>Date:</b>
<b>Email:</b>	<b>Phone:</b>

<b>Primary Designated 21<sup>st</sup> CCLC Contact:</b>	<b>Role:</b>
<b>Email:</b>	<b>Phone:</b>

<b>Name of Principal:</b>	
<b>School:</b>	
<b>Original Signature:</b>	<b>Date:</b>
<b>Email:</b>	<b>Phone:</b>

<b>Primary Designated 21<sup>st</sup> CCLC Contact:</b>	<b>Role:</b>
<b>Email:</b>	<b>Phone:</b>