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| **DATE**: June 30, 2015  **TO**: Rebecca Goldberg, Program Officer Education  S.D. Bechtel, Jr. Foundation  **FROM**: Darci Smith, CAN Transition Project Manager  **Cc**: Frank Escobar, CAN Co-Chair  Jeff Davis, CAN Interim Executive Director  Victoria Wegener, Mott ATAC  Barbara Hawkins-Webster, Foundation for California Community Colleges  **RE**: 6/30/2015 CAN Transition Grant Monthly Check-in | **Jeff's HD:Users:jeff:Desktop:can logo high res:CANlogo(wTAG).eps** |

Thank you for your advocacy and oversight to ensure S.D. Bechtel, Jr. Foundation’s critical bridge funding for CAN as we navigate two major transitions—organizational transition to a new fiscal agent and leadership transition both in terms of governance and staffing. Since CAN received the exciting news about S.D. Bechtel confirmed support on June 8, 2015, we have hit the ground running!

We look forward to “Transition Grant Monthly Check-ins” with you on CAN’s progress. The following is CAN’s monthly reporting grid based on your suggested prompts. After submitting these reports at the end of each month, we’d like to invite you to join a CAN’s key leadership meeting as follow-up. CAN’s key leadership members include Frank Escobar, Jeff Davis, Victoria Wegener (Mott ATAC), Barbara Webster-Hawkins, Foundation for California Community College (FCCC) and myself. These conference calls are generally held on Fridays. Given you’ll be receiving these reports at the end of each month for the duration of Bechtel’s bridge support (June – December, 2015) below are suggested Fridays we hope you can join the calls, at least at the start of the calls to incorporate a conversation with you.

Thursday, July 2 @ 10:30AM

Friday July 17 @ 9:00AM

Friday, August 14 @ 10:30AM

Friday, September 4 @ 10:30AM Note: Interim Report due 9/15/15

Friday, October 16 @ 10:30AM

Friday, November 13 @ 10:30

December TBD Note: Final Report due 1/29/16

Please let us know if you have a conflict for any of the suggested dates above. We meet weekly and can include you on another date.

Thanks

**California AfterSchool Network: S.D. Bechtel, Jr. Foundation “Transition Grant Monthly Check-in” Report** June 30, 2015

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| **Grant Objective** | **Major Area of Focus & Update** | **Highlights & Opportunities** | **Challenges** | **Next Steps** |
| By 6/30/2015 CAN will contract with a Transition Project Manager (TPM) | Draft contract has been reviewed and agreed upon by all parties—CAN, FCCC and Darci Smith, TPM. Contract was submitted 6/25/15 to Andrea Myers, FCCC Staff Attorney/Contracts Manager to finalize. | Opportunity to revised and update TPM contract Scope of Work to match Bechtel grant timeline of June 8, 2015 to December 31, 2015. |  | Contract to be signed by Darci Smith, TPM and Jeff Davis, CAN Interim Executive Director by July 1st. |
| By 9/1/15, CAN will be fully moved into its new fiscal home at FCCC—includes physical office, transferring website and communications and agreement with UC Davis regarding CANS’s intellectual property and ownership of physical materials (computers, other equipment) | In June, CAN staff prepared for the physical office move scheduled 6/29/15.  CAN/FCCC staff, Interim Executive Director job description and hire completed July 1, 2015  CAN listserv communication re: new offices and transition staffing to broader audiences from CAN Chair June 30, 2015  All websites transferred to the Foundation, all CAN intellectual property transferred with CAN. | CAN offices successfully moved 6/29/15.  Opportunity to share CAN’s “new day” excitement about advantages with new fiscal agent and legacy of UC Davis to CAN’s broader audience.  CAN was able to retain one desktop computer and two laptops.  Transferring domain names to the new sponsor has been relatively easy because we chose to maintain agreements with current server / service providers to ensure a smooth transition. CAN will be able to re-assess its technology needs such as whether it will switch to FCCC services (e.g., webinar, web hosting, etc.) | As of 7/1/15, CAN program staff is 1FTE staff from UC Davis’ 4.5FTE to manage CAN’s operations, including website, general communications, etc. | Set up new systems at FCCC office location, including new phones, equipment, etc.  CAN new staff orientation to FCCC in early July. |

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| By 11/30/15, TPM with support from CAN’s Leadership Team (LT) and staff, will submit 2-3 Foundation grant proposals to support CAN’s ongoing operations and sustainability and negotiate CANS’s contract with CDE | Working with CAN, Leadership Team, ATAC and FCCC, TPM completed CAN’s 3-year 2015 Request for Proposals, “Advancing Afterschool and Summer Learning Through Statewide Networks” to ***C.S. Mott Foundation*** on 6/15/15.  Submitted Proposal for ***California Open Badges in Afterschool and Summer Statewide Pilot Project*** ($50K) on 6/1/15 in partnership with Temescal Associates.  Submitted Letter of Interest ($90K) in partnership with CalSAC on 6/19/15 to the ***National Center for Afterschool and Summer Enrichment*** as proposed by the Afterschool Consortium and funded by Administration of Children and Families at HHS. Major activities are: Resource Development and Management; Provision of Training and Technical Assistance; and Training and TA Coordination and Collaboration.  CAN has been invited to submit a grant to ***David & Lucile Packard Foundation*** in the spirit of advancing extended learning time quality. CAN has started discussions with the Packard program officer, Justina Cross.  CAN has been working with ***CDE-ASD contract*** staff on CAN’s new contract (up to $500K), anticipated period of 10/1/15-6/30/16. | FCCC successfully submitted the Mott proposal on behalf of CAN on 6/15/15. Initial feedback from Kari Pardoe of Mott team was “it looks like everything has been submitted.”  17 letters of support in Mott grant included CDE-After School Division, Bechtel, California State University - Office of the Chancellor, and several statewide afterschool intermediaries, after school programs, and County Offices of Education.  CDE contract scope of work has been delineated to cover 4 Tasks—Regional Triad Support for Continuous Improvement; Regional Site Lead Committees; State of the State publication; and general CDE-CAN field 2-way communications. | Follow up request by Kari Pardoe to adjust a $1 discrepancy (excel rounding up problem) was clarified and resubmitted to Kari Pardoe 6/26/15.  CDE requires vendors/contractees to have specific staff named and in place as a part of the contracting process, prior to receiving contract approval. Given CAN’s initial plan to hire 3 of 4 of its anticipated CDE-supported staff contingent upon approval of the CDE contract, this presents an unexpected challenge. Michael Funk and CAN have explored a work-around that has implications for CAN’s support by Bechtel. This will be further discussed with Rebecca Goldberg on 7/2/15 check-in call. | Formal notification from Mott due in September with a Grant Period beginning October 1st  Formal notification from CA Open Badges in Afterschool and Summer Statewide Pilot Project expected July 1.  6/24/15 email from Terri Durham, Collaborative Communications Group/ Afterschool Consortium updating next steps to 16 statewide networks interested submissions:   * Proposals to be reviewed by CCG * 3-5 Networks will be selected * No additional proposal required; CCG will create a Letter of Commitment with selected state networks   Anticipated Packard Foundation proposal submission is 8/17/15 with an expected grant start of October 1, 2015 for 1+years of funding (TBD). Tentative meeting with Justina Cross, Packard Foundation on 7/16/15.  7/1/15 CAN staff to meet with CDE contract staff to finalize and submit Concept Letter and Task-by-Task budget to start the 90-day contracting process. |

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| By 11/30/15, TPM will work with the LT to update CAN’s governance policies, clarify the roles of the LT, staff and committees, and begin to recruit new LT members | TPM gave a general overview of “Governance 101” at 6/11/15 Leadership Team (LT) meeting. Key outcomes:   * LT charged TPM, Frank Escobar, Jeff Davis and Victoria Wegener to start initial research on governance and implications for CAN LT * LT to offer input as research and governance crossroads are surfaced * Proposal for new governance to be voted on by LT at Quarter 3 meeting * Decision-making strategies for specific issues between 6/11/15 and Q3 were discussed and agreed upon | Positive feedback from LT regarding 6/11/15 meeting outcomes and understanding of its governance crossroads. | Although CAN’s new fiscal agent FCCC is more “hands off” than previous fiscal agent, FCCC is nonetheless fiscally responsible for CAN. How to balance FCCC’s required responsibility and CAN’s new-found authority and empowerment?  Concerns from LT regarding its expanded fundraising governance role for CAN. This potentially presents a conflict of interest for many LT members as they seek funding from many of the same sources.  Although we identified decision points between now and Q3 when CAN’s new governance structure will be determined, there were unanticipated quick decisions needed by LT to address (e.g. joint CAN and CalSAC National Center for Afterschool and Summer Enrichment funding opportunity). How does CAN honor and balance large group consensus and yet remain nimble and responsive to opportunities as they arrive? | TPM is conducting 1:1 interviews with Leadership Team and other statewide afterschool leaders to solicit suggestions and advice on CAN’s new governance possibilities as well as other broader CAN insights. Expected collective TPM report due 7/17/15.  TPM to work with Victoria, Frank and Jeff on initial Governance research after completion of 1:1 interviews. |
| By 11/30/15, TPM will work closely with LT and FCCC to ensure an Executive Director has been selected | At 6/11/15 LT meeting, TPM facilitated a session regarding “Search Committee 101” responsibilities and targeted priorities LT desires in its future executive director.  LT received a follow-up 2 page overview about Search Committee general roles and responsibilities, including specific timeline and requirements to serve on CAN’s upcoming Search Committee. | 12 Top executive director qualities were identified and rated. The following are top rated priority skills:   * Knowledge of statewide expanded learning systems * Strategic thinker/doer, disciplined, analytic * Ensure sustainability, rainmaker, grant developer * Collaborator | As of this report date, no one from LT has volunteered to serve on CAN’s Search Committee. I believe we’re witnessing some of the over extendedness of the LT over the past year and all the other challenging demands of time and effort that has required. | TPM is strongly encouraging LT members to consider joining the Search Committee with her 1:1 calls through early July. Ideally, we would like at least 3 LT members. Barbara Webster-Hawkins, FCCC, has volunteered to join the selected candidate in-person interviews. |