

2025 Site Coordinator Survey

Dear Site Coordinator,

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 MiLEAP for program improvement purposes. For data to be included in the Grantee Data Tables for continuous improvement, there must be at least three Site Coordinator respondents within the grantee. 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.

Q1.1 Were you the Site Coordinator for the entire school year (September 2024-June 2025)?

- Yes
- No

Q1.2 Were you the Site Coordinator for this site last school year (September 2023-June 2024)?

- Yes
- No
- NA: This is a new site

Q2. What is your site's **enrollment** policy?

- No policy
- First come first serve
- An informal policy
- A formal policy; priorities were given to certain students

Q3. 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)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Academically low performing students identified by the school day staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Students who have behavioral issues identified by the school day staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Family request due to academic issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Family request due to behavioral issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Special Education students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Free/reduced price meal students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
English Language Learners	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Students experiencing homelessness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prior program participants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please specify)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q4. 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

Q5.1 How many students did you actively remove from the program during this year (June 2024-June 2025)?

Fill in the number (enter zero if none)

Due to too many absences

Due to behaviors

Q5.2 Other reason

Fill in the number

Reason 1

Reason 2

The questions below ask about YOUR DAY SCHOOL

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

	Not invested at all	Only a little	Neutral	Invested	Highly invested
Principal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
School-day Teachers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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
- Once a 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 students' grades and standardized test scores throughout the year?

- 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't know

Q14.1 Did you encounter any major challenges associated with the school in this program year (June 2024-June 2025)? (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 affected the program
- Superintendent changed
- None of the above

Q14.2 Other major challenges at the school or district that affected your program (Please describe):

This section asks you questions about YOUR AFTER-SCHOOL SITE

Q15. Did you encounter any of these challenges during your programming year? (Check all that apply)

- Staff shortage
- Getting youth to attend the program
- Adjusting to new program leadership

Q16. 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 2024-June 2025)?

Q17. Did you have a Local Evaluator?

- Yes
- No
- I don't know

Q18. 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
Interpreted reports provided by MSU	<input type="radio"/>				
Collected additional feedback (e.g., surveys, interviews, focus groups)	<input type="radio"/>				
Obtained School Outcomes information to submit to MSU	<input type="radio"/>				
Helped us meet the grant requirements	<input type="radio"/>				
Participated in the PQA process	<input type="radio"/>				
Worked with us on program improvement	<input type="radio"/>				
Worked with us on funding and stability	<input type="radio"/>				
Used data to create professional development plans	<input type="radio"/>				
Visited our sites	<input type="radio"/>				

Q19. 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	I don't know
Leading Indicators Report	<input type="radio"/>				
Data Tables	<input type="radio"/>				
EZReports Data	<input type="radio"/>				
Activity Coding	<input type="radio"/>				
Youth Survey	<input type="radio"/>				
Teacher Survey	<input type="radio"/>				
Staff Survey	<input type="radio"/>				
School Outcomes Data	<input type="radio"/>				
PQA Self-Assessment Data	<input type="radio"/>				

Q20. 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

Q21. 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 families.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Send information home about how the youth is progressing in the program.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hold events or meetings to which families are invited.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have conversations with families over the phone.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Meet with a youth's family to talk about the youth's progress.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ask for input from families on what and how activities should be provided.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q22. How many staff participate in the PQA process?

Q23. How many staff are involved in creating the improvement plan?

The questions below are related to your own experience. To protect your confidentiality, your responses will not be reported individually.

Q24. 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.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q25. Project Director Support

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

Q26. The meetings I have with my Project Director usually...

	Strongly disagree	Disagree	Neither disagree nor agree	Agree	Strongly agree
are well organized.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
are open to input.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
are open to disagreement.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
end in participants achieving agreement when necessary.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q27. Is there anything else you would like to share with us?

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