WCCUSD PROGRAMS & SERVICES INVENTORY - TEMPLATE

Program or Service Category	School Site	Provider	Contact Person (Name, Title, Phone, Email)	Type of Program or Service*	Days & Times	Population Served (Grade level)	Number Served	Waistlist (Y/N)	On-site/ Off-site	Status/Funding	Data collected (Type of data, formal eval)
School-Day Supports											
Extended Day Programs											
Afterschool Programs											
Health & Wellness											
Family Engagement & Support											
College & Career Readiness											

*Type of Program or Service
examples:
--Tutoring and Academic Support
--Arts and Enrichment
--Mental Health
--Health Education
--Restorative Justice
--Youth Leadership

WCCUSD PROGRAMS & SERVICES INVENTORY - PROJECT TIMELINE

Scope: Richmond and Kennedy Families + Gompers (19 school sites total spanning Richmond and San Pablo)

Key Task	Who	Deadline	Week 1 Jan 14-18	Week 2 Jan 21-25	Week 3 Jan 28-Feb 1	Week 4 Feb 4-8	Week 5 Feb 11-15	Week 6 Feb 18-22	Week 7 Feb 25-Mar 1
I. Get available data from the district	Tashaka/ Rhonda	1/25/13	●————————●						
Revise survey	RD/JL/WCCUSD	1/14/13	●						
Finalize survey	Roza	1/17/13	●						
Send email announcement to principals with survey	Tashaka	1/18/13		●					
Draft inventory template	Roza	1/21/13		●					
II. Survey principals (at Principals' Meeting)	Tashaka	1/22/13		●					
Synthesize data	Roza	1/25/13		●—●					
Follow up with principals/key contact to schedule interviews	Roza/Tashaka	1/25/13		●					
Follow-up/reminder	Roza/Tashaka	1/31/13			●				
Begin interviews (phone or on-site)	Roza/WCCUSD	2/4/13				●————————●			
III. Interview coordinators/lead agencies	Roza/WCCUSD	2/18/13				●———————————————●			
IV. Interview community-based orgs	Roza/WCCUSD	2/18/13				●———————————————●			
V. Complete all data entry into inventory	Roza/WCCUSD/ BBK	2/22/13						●————●	
V. Review and clean data	Roza	2/25/13							●————●
VI. Format and finalize inventory	Roza	3/1/13							●————●
Key Meetings									
WCCUSD Principals' Meeting		1/22/13		◆					
RHEP		1/23/13		◆					
CSCI Community Schools Forum		1/29/13			◆				
WCCUSD Safety Committee Meeting		2/6/13				◆			
Out of School Time Collaborative		2/14/13					◆		
RHEP		2/27/13						◆	
Community Schools Stakeholders Forum (WCCUSD, City of San Pablo, and CoCo County)		2/28/13							◆

updated 1/22/13