



# 21<sup>st</sup> Century Community Learning Centers Advisory Council Meeting Minutes

Date: August 17, 2012

Time: 9:00 a.m.

Location: LCHS (Band Room)

Attendees (see official sign-in sheet): Jennifer Burnett, Pat Moore, Tina Lawless, Tina Scheer, Pam Whetstone, Mary Dunning, Derrick Ford, Gina Dietz, Detra Coley, Jennifer Cosby, Lisa Huddleston, and Scott Gray

- A. August's Agenda and May's Minutes were read.
- B. Calendar Information:
  - A 2012-2013 calendar for the 21<sup>st</sup> CCLC programs was shared with attendees.
  - Each site proposes to serve student at least 90 days This calendar, including field trips and other events, includes 106 days during the 2012-2013 school year. This allows for 16 days that may not be required for make-up should programming be cancelled due to bad weather or other unforeseen events.
- C. Summer Activity Update:
  - Attendance: NSA (33), OZONE (46), Project P.A.S.S. (12), and MRA (52)
  - Each site utilized Kids College as a tool for digital learning and a method for providing remediation in Reading, Mathematics, and Science. A gap exam provides information regarding individual skill levels in reading, mathematics, and science. Kids College uses the gap analysis to diagnose and prescribe individual activities that provide skill development, practice, and mastery. Study guides also provide for more skill development beyond digital learning after the program ends for the day. Kids College applies 'Learning through Sports' concepts. After answering a pre-determined amount of questions correctly, students are allowed to play a virtual athletic game as motivation to apply themselves to answer questions correctly. Reports will be examined in an effort to determine whether students' skill increase.
  - Project PASS activities included, but were not limited to, Jack & the Wonder Beans (drama), CSI, Writing, Claymation, Geocaching, and Livingston County Cooperative Extension Office activities.
  - OZONE activities included, but were not limited to, Rumpelstilskin Private Eye (drama), Archery, Claymation, Oregon Trail activities, Babysitting Bootcamp with Red Cross,

Writing Camp, Livingston County Cooperative Extension Office activities, Olympics, and Wet & Wild Wednesdays with Family First.

- NSA activities included, but were not limited to, Time Travelers activities, fieldtrip to Clay Chameleon and LBL Homeplace.
- MRA activities included, but were not limited to, Science activities, Kids College, Olympics, fieldtrips, and outdoor activities.

D. Currently Planned Site Activities:

- Each site will utilize referrals and a system for collecting homework from regular school-day teachers.
- All sites will have mobile iPad labs that include 30 iPads. All sites will also continue with Kids College. NSA and MRA will coordinate activities involving Center Stage Learning Centers in Mathematics, Science, and Literacy. OZONE will offer activities to promote Science, Technology, Engineering, Arts, and Mathematics (STEAM) utilizing podcasting, digital photography, digital video camcorders, STEM Discover lab, Math Explorer, Science Explorer, etc. OZONE will also incorporate Reader's Theater Playbooks in the after school program in an effort to promote literacy skills. Project P.A.S.S. will also offer STEAM activities utilizing the mobile iPad lab, Digital Audio Recorders Lab (podcasting), Digital Photography Cameras Lab, and Digital Video Camcorders Lab.

E. Enrollment Number: The cap at each site is determined by grant stipulations, staffing, and funding. The instructor/student ratio is 15:1. When each site has reached the cap, a waiting list will be generated. Students will be enrolled in the program as openings become available.

F. Staffing Information: Each site hires community members, certified teachers, classified staff members from regular school-day, college students, and high school students as part-time employees to assist with afterschool activities. All must pass a background check and checks will cost the grants \$10 each. Full-time staff members have participated in Bloodborne pathogen, medication procedures, and suicide prevention training specific to the school district. Full-time staff will also attend a Multi-state conference in Nashville on September 25-28. A Spring Conference is anticipated in the beginning of March.

G. USDA Food Program: All sites will utilize the USDA Food Program to provide snacks in the afterschool program.

H. Parent Handbook: Handbooks will be given to all parents or guardians of enrolled students in the afterschool program.

I. Open Floor:

- Detra Coley mentioned meeting with Site Coordinators to set dates for Food for Thought and/or other activities.
- Bus schedules will be ready by August 21<sup>st</sup>.
- Each site must have 2 fire drills in 1<sup>st</sup> month of programming and one per month each following month. Also, they will need to do 2 earthquake drills and tornado drills (one in March). Each room must have an evacuation map posted near the door.
- A Parent Academy is scheduled for August 20<sup>th</sup> and more will follow. Family First sponsors these events.

- A Lights On event is scheduled for September 15<sup>th</sup> at LCHS and will focus on Distracted Driving Simulations. The Pennyrile Health Department helped with the funding of this program. Other Lights On events will be scheduled in October or November for MRA, NSA, and OZONE.
  - Website is [www.livingston21cclc.org](http://www.livingston21cclc.org).
- J. Next Meeting Date: November 16<sup>th</sup> – NLES – 9:00
- Other dates
    - i. February 15, 2013 – LCMS – 9:00
    - ii. May 3, 2013 – SLES – 9:00
- K. Closing Remarks: Site Coordinator's meeting moved to Conference Room.
- L. Adjourned: 11:15