



21st Century Community Learning Centers Advisory Council Meeting Minutes

Date: December 9th, 2011

Time: 9:00 a.m.

Location: SLES (MRA Room)

Attendees (see official sign-in sheet): Tina Scheer, Pam Whetstone, Amy Ramage, Stephanie Henson, Jennifer Burnett, Tina Lawless, Pat Moore, Sheri Henson, Mary Dunning, and Annie Mae Kingston

- A. December's Agenda and September's Minutes were read and no corrections were suggested.
- B. Afterschool Calendar Adjustments:
 - a. Cancellations were made for the following dates...
 - i. August 31st (Project P.A.S.S. only): due to mandatory staff meeting
 - ii. November 1st – 3rd: due to Regional meeting
 - iii. November 29th: Snow
 - iv. November 30th – December 1st: Career Readiness Training (Note: Project P.A.S.S. had ACT Prep. activities)
 - b. Each site has completed the following number of days afterschool (projected up to December 15th)...
 - i. Project P.A.S.S. – 50
 - ii. NSA – 47
 - iii. OZONE – 49 (extra days for field trip and family event)
 - iv. MRA – 58 (extra days for media club and field trip)
- C. Site Activities: See attachments of Master Schedules for each site. It was also reported that each site hosted family events to include: Back-to-School Fair, Open House, and Lights On. All sites have attended at least one field trip except NSA. NSA plans the first field trip for February (Engineering Day).
- D. Attendance: Each site has averaged the following for the past three months...
 - a. Project P.A.S.S. – 24 (9-12)
 - b. NSA – 40 (K-4)
 - c. OZONE – 36 (5-8)
 - d. MRA – 61 (K-6)

- E. Staffing Information & training events: See Master Schedules for Staff and activities listing.
Training for full time staff members include:
 - a. Quad State Conference in Ohio – September 26th - 29th, 2011
 - b. Regional Meeting at KY Lake Convention Center – November 2nd & 3rd, 2011
 - c. Career Readiness in Louisville – December 1st, 2011
- F. USDA Food Program Update: Staff informed that they are using the new forms and are leaving them in the Cafeteria at the end of snack.
- G. Improvement Plans Update: See attachments. Deadlines and activities were reviewed.
- H. Implementation & Impact Check: I & I document and other supporting documents have been submitted to Sheri Henson for the CDIP.
- I. Grant Funds Report: See attachment.
- J. Continuation Progress Report for Opportunity Zone (OZONE): See attachment. This report will be submitted to KDE in January.
- K. Successes and Concerns:
 - a. Website Update: webpage is complete but not published.
 - b. Discipline routine: follow school's discipline procedure with official documentation for suspension actions and turn in forms to main office (i.e., fights, bullying, etc.). Bus incidents are to be written up by drivers and turned in to the main office.
- L. Updated Schedule for future Advisory Council meetings:
 - a. February meeting is to be hosted by Jennifer Burnett.
 - b. April meeting is to be hosted by Mary Dunning.
 - c. Location will be at SLES in the MRA room. Time will be determined later.
- M. Open floor:
 - a. Review 21st CCLC Guidebooks to prepare for future observations from outside entities.
 - b. Mary Dunning will be doing walk-throughs at each site starting in January.
 - c. Be aware of the APR deadlines starting in February. Keep APlus up-to-date.
 - d. When cancelling afterschool programming, contact Sheri Henson and Alan Tucker before-hand. Utilize One Call and other procedures to contact all staff members, families, bus garage, schools, etc.
 - e. Review One Call Procedures with principals or designee.
 - f. Stephanie Henson reported on Career Day (11 clusters) and Operation Preparation activities. Further collaboration between FRYSC and 21st CCLC will be concluded in the spring.
 - g. Sheri Henson recommended that ILP and College/Career Readiness activities be incorporated during afterschool.
 - h. On December 2nd, 4 high school students were trained to become mentors.
 - i. A letter from Dr. Terry Holliday was reviewed regarding grant funds. See attachment for letter.
- N. Closing Remarks: Staff will meet with Annie Mae Kingston to discuss summer activities on January 13th at 9:30.
- O. Adjourned: 12:30