

Kentucky State Department of Education
21st Century Community Learning Centers Program Desk Review Checklist (01/11)

1. PROGRAM NAME Project: Preparing All Students for Success (P.A.S.S.) DATE January 12, 2012 1pm
2. TYPE OF REVIEW NEW PHONE (270) 988-4702 SITE Livingston Central High School
3. PERSON(S) & TITLE INTERVIEWED Mary Dunning, 21st CCLC District Coordinator
- PROGRAM PHONE # (270) 928-2166 PROGRAM E-MAIL mary.dunning@livingston.kyschools.us
4. CYCLE NUMBER 9 CONTINUATION OR EXPANSION GRANT (if applicable) _____
5. PROJECTED ATTENDANCE (Outlined in grant application) 50 daily

I. Desk Review

Program Management	Yes	No	Comments
<p>ATTENDANCE - Does current attendance reflect projected attendance?</p> <p><i>Note: Projected number is 75 (50 daily). The site has served 78 but has not yet met the projected 50 daily. This is a NEW 21st CCLC program and continues to grow daily.</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Not yet	It was projected that the site would serve 75 students (at least 50 daily). According to the APlus Calendar Report, the site averages 23 daily. As of December 15 th , 126 students were registered and 78 students had been served. Again, this is a NEW 21 st CCLC program in a HS. Sometimes, a tough population to recruit. Continue marketing and programing that attracts this age group.
<p>FISCAL</p> <ul style="list-style-type: none"> Reimbursements submitted for the prior quarter. Time Sheets are kept for each staff person and approved by Director. 	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<p>Last quarterly expenditures were submitted 10/7/2011. The next deadline should be met before January 25th.</p> <p>Director/Site Coordinator reviews/approves 21st CCLC staff timesheets. Director/Site Coordinator must sign each time sheet. A copy is kept on file, one is given to staff member, and the original sent to Finance Officer. The Director/Site Coordinator are on contract + extended days. Other staff are part-time.</p>
<p>PARTNERSHIPS & COLLABORATION –</p> <ul style="list-style-type: none"> Staff communicates with school day staff; date of last contact. Community collaboration with grant partners is evident in program activities: Advisory Council has met; date of last meeting. Volunteers, mentors, and/or service learning opportunities are provided; list examples. Additional funding sources are used. List examples. Program visibility is ensured through publications, articles, bulletin boards. List examples. 	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Last Contact 1/11/2012 (yesterday)</p> <ul style="list-style-type: none"> 21st CCLC communicates daily with school teachers via folders that teachers pick up daily. These folders allow for teachers to communicate missed assignments, make up work and/or assignments that need to be repeated. In addition to these folders, there is frequent and daily communication via email, face-to-face, and/or by the internal phone system. The site coordinator's office is housed within the school building and provides easy access. The coordinator has also attended at least 2 teacher meetings. The Livingston Co Extension Office is a partner and they show a strong

support through their presence and programming. This includes addressing health/wellness through teaching how to prepare creative, healthy meals and basic financial classes. 21st CCLC staff members are also active in Interagency Council meetings that keep them informed and up to date with area service providers. WKCTC, a neighboring community college, is the co-applicant which is ideal when addressing College and Career Readiness. The site coordinator has been in contact with various campus contacts to discuss collaborative activities (i.e., higher education orientation, career counseling, college visits, career fair, Intro. to college course, etc.). A representative has assisted the site with advertising on campus for part-time tutors. Also, a campus representative visited students on January 9th to counsel students regarding beginning to think about attending college and alerting them about KEES money. Other partnerships include the district's Transportation Department (busses), Food Services (USDA), Family First (FRYSC), Community Ed., Livingston Co Schools district administrators, school principals, teachers, etc.

- The 21st CCLC has an active advisory council. There were 10 in attendance at the last meeting held on 12/9/2011. The Council meets 4x per year. The next meeting is scheduled for February 24, 2012.
- Kinsee Henson, an OZONE alumni, instituted a mentoring program. LCHS seniors and juniors will be matched with students in 5th and 6th grades. Mentors were trained in October.
- Site staff members are investigating the possibility of using retired educators and other retired community members as volunteers.
- The site utilizes a number of resources including ESS, FRYSC, Livingston County Cooperative Extension, local church donors, etc.
- Program visibility has been addressed through presence at school events, board meetings, district improvement plan committee membership, newspaper articles (The Livingston Ledger/Paducah Sun), hallway displays, photos,

			<p>Community Summer Events Catalog, display cases, flyers, emails, interagency meetings, etc. A Livingston County 21st CCLC webpage will be published on the district website by the end of January.</p>
<p>STUDENT RATIO - Staff-to-student ratio is appropriate; list number of staff and number of students.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>1 to 12</p>
<p>STAFF DEVELOPMENT</p> <ul style="list-style-type: none"> • Staff has attended training for the after school program; dates and topic of most recent trainings attended • Staff meets on a regular basis to evaluate program/provide input. 	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<p>12-1-2011</p> <p>This is a new grant and staff attended Level I training (March 2010), the Quad State Conference (September 2011), Regional Meeting (November 2011), and the Career Readiness training in Louisville (December 2011). In addition, experienced staff serve as trainers and mentors to new staff on-site when needed.</p> <p>Monthly face-to-face, email or call multiple times a week</p> <p>The 21st CCLC staff (including part-time staffers) meets frequently and informally to discuss what works and areas that need addressing as the need arises.</p>
<p>PROGRAM DESIGN</p> <ul style="list-style-type: none"> • Academic activities, creative arts; Science, Technology, Engineering and Math (STEM), and recreational activities are provided. List. • Parent and sibling involvement activities have been offered. List. • Procedures are in place and communicated to all parties concerning pick-ups, emergency procedures, safety plans. • Healthy snacks are provided every day. 	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Activities: Homework Help, ACT Prep., Cultural Studies, Life Skills, Art, Photography, ConstructED, Drums, Guitar, Piano, Archery, Drivers' Ed., Food for Thought, College/Career Readiness, and field trips</p> <p>Family Events: Back to School Fair (July 25) – 23 attendees LCHS Open House (August 4 & 5) – 90 attendees Lights On (November 7) – 35 attendees</p> <p>Procedures: The site follows the same pick-up, emergency procedures, safety plans as adopted by school/district (including fire, tornado, earthquake, bomb threats, and shelter-in-place). Students leaving programming early must be signed out by an adult showing proper id. If a student leaves on his/her own, a note from parent must be provided for permission and student must sign-out. Only authorized individuals are allowed to sign out a student as identified by information listed on registration form and a proper id must be provided. All staff members must go through a basic background check identical to the one performed for volunteers.</p> <p>Healthy snacks are provided daily through USDA immediately following the regular school day.</p>

II. Progress towards program goals and objectives in the approved grant: Positive communication avenues have been opened in an effort to offer more opportunities during the afterschool hours. Student registration is increasing every day the program is offered and as a more varied list of activities are incorporated. The site is trying to add more activities to gain more student interest in attending. 21st CCLC Activity ideas have been gathered through surveying students, teachers and brainstorming at Advisory Council meetings.

III. One highlight or success: 21st CCLC began in Livingston County (2004) in the middle school, serving 7th and 8th grades only. Now, 2012, Livingston County can provide a continuum of services in K-12 as 21st CCLC programming can be found in elementary, middle and high schools. The high school site is collaborating with the Livingston County Cooperative Extension Office and WKCT (a neighboring community college) to provide more opportunities for students afterschool. This district has suffered the loss of many students to car accidents. In fact, one horrible accident occurred in front of the high school and killed two high school students. The afterschool site has contracted with an individual to offer driver's education afterschool. Seventeen students have participated to-date and 7 have completed the required instructional hours and earned a certificate that enables them to receive a discount on their car insurance.

IV. The biggest challenge:

1. Transportation and Sustainability. Livingston County is a geographically large county with many rural and winding roadways. The weather (snow, ice, rain, winds) plays a significant role in whether transportation can even be offered on a daily basis. As funding decreases and the cost of transporting students increases, transportation may not be feasible in the future.
2. High school students provide a challenge regarding attendance.
3. Regular classroom teachers are also a little hesitant about working with the afterschool program.

V. Program Needs: Technical Assistance Professional Development Data Mgt Training Other

Type of assistance or training needed:

How to create a more positive working relationship between the regular school day and afterschool staff and linking curriculums.

VI. Recommendations: (X) Submit the Following () Additional Follow-up () Schedule site Monitoring

A. Review "Beyond the Bell" materials provided from Level 1 training regarding: 1) building a strong internal communication system into the afterschool program; 2) linking the afterschool program to and support the curriculum of school day; 3) how to create partnerships between afterschool staff and school staff; and 4) allocate space and materials in ways to avoid conflicts.

B. Increase student daily participation and attendance through continued visibility and include creative programs addressing an array of interests.

Betty Elkins

21st CCLC Monitor

2/12/2012

Date

Linda Robinson

Linda Robinson, Consultant

(A copy of this review will be sent to the program and should be kept on file as part of the monitoring compliance review documentation.)