

2016
Kentucky State Department of Education
21st CCLC Program Desk Review

1. **PROGRAM NAME & School Served** North Star Academy / North Livingston Elementary School **DATE** 2/23/2016
2. **Site Coordinator Name:** Tina Lawless
3. **PERSON(S) & TITLE INTERVIEWED** Tina Lawless, Site Coordinator (Mary Dunning, District Director)
PROGRAM PHONE # 270-988-4000 **PROGRAM E-MAIL** Tina.lawless@livingston.kyschools.us
4. **CYCLE NUMBER:** 11-12 **NEW, CONTINUATION OR EXPANSION GRANT** Continuation 11 / Expansion 12
5. **CURRENT DAILY ATTENDANCE** Average 49 as of Jan 31, 2016
6. **PROPOSED # OF STUDENTS TO BE SERVED IN APPLICATION** Continuation Grant 50

Desk Review

Program Management Cycle 12 Grants follow FY15 RFA Required Guidance	Yes	No	Comments
<p>ATTENDANCE Does current attendance reflect projected attendance in application? Please elaborate on projected attendance in application? Are you retaining students 30 days or more? If so, how many to date?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>The grant proposes to serve 50 students on a regular basis (30+ days) and as of 2/1/16 North Star Academy served 68 (30+ days) with a potential of several more exceeding 30 days. Attendance and retention has been good.</p>
<p>FISCAL</p> <ul style="list-style-type: none"> • Reimbursements submitted for the prior quarter (QRRs are submitted to KDE on time)? Who completes the QRRs for the program? • Time Sheets are kept for each staff person and approved by supervisor? Who is the program supervisor? • Are you maintaining an Inventory list? Please explain how this is being maintained and what information is on the Inventory list? • Are you seeking Prior Approval for purchases, field trips, etc.? 	<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>QRR are submitted by Mary Dunning, District Director. All financial documents are maintained at Livingston BOE. Site Coordinator, Tina Lawless is responsible for making sure staff complete time sheets and she reviews them with staff before submitting them to Mary Dunning, District Director. (Each Staff member is given a copy of their time sheet). An inventory list is maintained and includes equipment and non-consumable purchases. The District Director, Mary Dunning, is also the 21st CCLC Outreach Coordinator and familiar with inventory and purchase requirements. Prior approvals of all purchases are made by Mary Dunning. Field trip approvals or other allowable purchases may be submitted to Brigitte Stacy. Documentation of approval is recorded.</p>

PARTNERSHIPS & COLLABORATION –

- Staff communicates with school day staff regarding student progress, grades, attendance, assignments; date of last contact?
- Community collaboration with grant partners is evident in program activities:
- Advisory Council has met; date of last meeting and meeting minutes are written?
- 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, other. List examples.
- Co-Applicant's role to date?
- Support and Involvement of principal and school day "certified" teachers?
- Are Partners provided services stated in the Partner Agreements?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Certified and classified staff work with students daily. There is an active/daily and open line of communication with school day staff regarding grades, student needs, assignments, homework etc. Grades are monitored and recorded every quarter. Community partners are active participants in North Star Academy. KY Extension Office offers "Food for Thought" in addition to various other cooking and wellness activities. To add to these, they have also helped with Field Days, Summer field trips and hands on activities.

Family First/FRYSC host a monthly Born Learning Academy (Family Engagement) Interagency Council meets every other month to discuss upcoming events, agency planning and future needs.

Other community partners include: Law Enforcement, Fire Department, and Ambulance Services which have all provided services for field days, College and Career Readiness, and Character Education. Fireman have read to/with students Community members (Bank, Lawyer, and Health Department) have all come to College/Career Readiness events.

Advisory Council: Last met 12/8/2015
 Volunteers: See above community volunteers
 Exemplary HS and College students work with students in tutoring and mentoring.

Additional Funding Sources: Science Grant proposed by Jason Lindsey (The Science Guy) Provided by Ronald MacDonald House Charities NLES received stipend to promote healthy living among intermediate age students. (FIT / 100 mile club)

Donations of materials and resources from several businesses (fast food restaurants, Road Dept.)

Community Members – Speakers
 Family First – donated materials for projects
 Visibility – Livingston Co 21st CCLC website
 Bulletin Board in school hall, Display board in main lobby, newspaper article, Good News Report, letters, flyers, school marquee
 Co Applicant- Livingston Co Extension Office
 Helps in providing programming. Detra Coley, the EFNEP coordinator provides programming on Health and Nutrition monthly. Dominique Wood, 4H agent helps in securing free field trip opportunities for summer. Field days and science activities.

Mr. Mott, School principal, have been very involved of the program and offers NSA to collaborate with programs that get parents involved (Math Night, Science Night, Open House, Parent/Teacher Conferences, Lights on Events, etc.

<p>STUDENT RATIO Staff-to-student ratio is appropriate; list number of staff and number of students. Is this consistent daily?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Average 49 students per day with 5 Lead staff/instructors NSA currently employees 18 staff but not on a consistent basis. They employee part time/hourly and specials, as needed. Not all staff work every day or 3 hrs/day. Classified School Day Teachers work 1-2 days each week (1 hr/day for tutoring or RTI) Classified staff are only allowed 5 hrs per week Always maintain 1 : under 15 ratio</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 (CPR and 1st Aid training provided for staff) Do Program Director and Site Coordinator share information from state trainings they attend with all program staff? If so, how is this completed? • Staff meets on a regular basis to evaluate program/provide input? • Afterschool program staff collaborate with school-day staff on a regular basis (class assignments, grades, address student needs, teacher surveys, identify students to be served, etc.) 	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>All full time 21st CCLC staff have attended required PD trainings including State (Level 1 and II), Summer Learning, Aplus, and regional meetings. Information is shared with staff upon return. Staff meet daily to discuss events, changes, rules and expectations. Input from staff is valued and necessary for success. 21st CCLC staff meet weekly with school day teachers to discuss core content, grades, homework, special assignments, concerns and student behavior issues.</p>
<p>PROGRAM DESIGN</p> <ul style="list-style-type: none"> •Two Certified teachers working a minimum of 8 hours each, per week for a total of 16 certified hours of programming? •Academic activities, creative arts; Science, Technology, Engineering and Math (STEM), and recreational activities are provided. Please list activities. •50% of program time for Acceleration and/or Remediation. This would address math and reading achievement gaps at your school. Please share program schedule/activities. <p>How does program staff communicate with school day teachers regarding student achievement? Is the school principal involved with the program? Are all school day teachers aware of the referral process?</p> <ul style="list-style-type: none"> •Parent and family involvement activities have been offered. How often are skill-building activities offered to parents? How are parents recruited for these activities? List. •Procedures are in place and communicated to all parties (staff, parents, families, community) concerning pick-ups, emergency procedures, safety plans. •Healthy snacks are provided every day. Are you utilizing the USDA Snack program? Share schedule. If no, please elaborate. 	<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"/>	<p>There is a total of 7 certified teachers during the week 2 certified which are consistently working 8-12 hours per week. STEM is offered throughout the week. Health and Wellness activities(P.E) Art, Engineering structures, simple machines, Lego community sets, marble run, STEM kits purchased form afterschool alliance, iPad and Computer programming, Creative Writing Course, Walking Classroom, Food for Thought, Science Guy, Karaoke, Dance Videos, Science Experiments. Sewing, grade level Construction projects/ Lending Library and Book Bags. Acceleration and/or Remediation: NSA offers 3 hours per afternoon At least 1 ½ hours is dedicated to Homework Help, Skill Enhancement, Digital Learning, Reading Logs, Tutoring and RTI. Also, the 1 hour AM Session which provides strictly homework help, tutoring, Digital Learning, Reading Logs. Digital Learning Programs include, Lexia, Moby Max, Front Row, Math Seeds, and Reading Eggs. (Plans to implement MyOn Reading Program is underway. There is frequent and ongoing communication with school day staff via face to face, phone, email, etc. Teachers are very aware of how to refer students to NSA. Parent/Family Activities: Back to School Fair Open House, Parent/Teacher Conferences,</p>

			Lights on events, Math and Science Nights, Born Learning Academy, I Fit Fun Runs, Family Dinner Table Project Activities. Summer Activities: Stepping into Learning Family Day, Library Day, Pick up procedures are communicated to all parties USDA is utilized for snacks.
PROGRAM HOURS •Hours of daily operation? (Example: M-Thurs. 2:45-5:45p.m. & 7:00-8:00a.m.) •Program meets minimum 12 hours per week?	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Monday – Friday (5 hrs per week) AM 6:40 – 7:40 Breakfast/Tutoring Monday – Thursday (12 hrs per week) PM 3:00- 6:00 pm <p style="text-align: right;">Total: 17 hours</p>
DATA ENTRY •Who is responsible for data entry? •Have staff received the Aplus Data training? •Program meets deadlines for data input? When are the data deadlines throughout the year? •Do you know who to contact with data questions?	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Tina Lawless, Site Coordinator Gina Gilley, Assistant share responsibility for data entry. Both have received training thru Cayen Aplus / data entry. Deadlines are consistently met. Cayen Systems offers assistance by phone or tutorial and the District Director, Mary Dunning is very knowledgeable of Cayen Aplus.
ACTIVITIES Please elaborate on all services provided during the 21st CCLC program. • Middle/High School - Credit Recovery, ACT prep, other CCR Activities, STEM, etc. (list others) • Elementary School – K-3 Reading Intervention, CCR awareness, math/reading acceleration/remediation (list others)	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Elementary School – Lexia Core, AR, Moby Max, Front Row, Tutoring, Intervention with Certified staff, Benchmarks, Homework Help, Skill Enhancement, Reading Incentives, College and Career Readiness, Character Education, Career Day.
Cycle 12 Required SUMMER PROGRAMMING Summer programs must be open to all students served by the grant. Data must be maintained on all students served during the summer in the Aplus Data System. •Are you currently planning for summer programming? What will summer look like? <u>Elementary</u> – 4 consecutive weeks, 120 hours min, 2.5 hours per day provided by a certified teacher in math and reading (remediation and/or acceleration), pre/post testing in math and reading	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Summer planning is underway 4 consecutive weeks beginning in June Themed. 20's – 90's Certified teacher in math and reading providing academics.

II. What progress has been made toward program goals and objectives in the approved grant?

As reported by the Site Coordinator:

North Star Academy has made measurable progress toward the identified goals and objectives.

Objective 2.2 (to lower disciplinary infraction by 25 %)

According to a report from our Guidance Counselor, Mr. Craig Goodwin (Infinite Campus) we are close to meeting this objective with

57 referrals last year and 46 this year, using the same time frame

(Objective 2.1). According to our School Report Card (KDE Website) School Attendance remains the same 94 percent with 2 ½ months left during this year to meet that projected objective. NSA has made considerable progress toward reaching Objective 1: to increase by 25% the number of students identified as proficient in core areas of math and reading
In 2013/2014 36.4 % of Students were identified as proficient in Reading (54.5 percent Proficient/Distinguished) and 38.2% Students were identified as Proficient in Math (56.4% identified as Proficient/Distinguished)
In 2014/15 36.2% were identified as proficient in Reading (63.3 Proficient/Distinguished). Math-44% were identified as proficient (57.8% proficient/Distinguished). In the past NSA has been combining some Parent events with NLES events in order to provide more opportunities for parents/families to become involved in their children's' educational endeavors.
For example. P/T conferences are held at the same time as our Lights on Event. Open house/Back to School Fair events allowed 21st CCLC programs to educate more families in NSA program offerings. For the past 2 years, Born Learning Academy has been held monthly at NSA. Born Learning is an early childhood program. NSA has several families with children in multiple grades, so our families are participating in this program as well.

III. One highlight or success 2014-2015 Livingston North Elementary School was designated as a Distinguished School.

IV. The biggest challenge: Family Participation

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

Other Type of assistance or training needed: _____

VI. Recommendations: (X) Progressing () Additional Follow-up () Schedule site Monitoring

Betty Elkins

21st CCLC Monitor

3/4/2016

Date

(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.)