

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

1. **PROGRAM NAME & School Served** Opportunity Zone Livingston Co Middle School (6-8) **DATE** 2/23/2016
2. **Site Coordinator Name:** Malinda Jones
3. **PERSON(S) & TITLE INTERVIEWED** Malinda Jones, Site Coordinator (Mary Dunning, District Director)
PROGRAM PHONE # 270 988 4702 **PROGRAM E-MAIL** malinda.jones@livingston.kyschools.us
4. **CYCLE NUMBER:** 12 **NEW, CONTINUATION OR EXPANSION GRANT** Continuation
5. **CURRENT DAILY ATTENDANCE** 38
6. **PROPOSED # OF STUDENTS TO BE SERVED IN APPLICATION** 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 checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Registered: 166 Students and 95 have attended sessions. Ozone has a total of 34 students attending 30+ days. Still counting
<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 supervisory? • 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"/>	Reimbursements are submitted timely. Mary Dunning, District Director, submits the QRRs. Time sheets are recorded daily and submitted to District Director (Mary Dunning- Program Supervisor) for approval. An inventory list is maintained by the Asst. Coordinator. A copy is kept at the school and District level. The list includes property purchased with 21 st CCLC funds. Purchase/ Field Trip request are submitted to Brigitte Stacy since the District Director is also the Regional Coordinator.
<p>PARTNERSHIPS & COLLABORATION –</p> <ul style="list-style-type: none"> • 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” 	<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 checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Communication with school day staff is frequent and on-going. Communication is face to face, phone and emails. Content includes student progress, missed assignments, etc. Grant Partners: UK Extension Office collaborates to do Cooking/Nutrition classes. FRYSC – very strong partner provides Active Parenting quarterly Advisory Council: Meets quarterly. Last meeting was Dec18, 2015 Additional Funding: Primary funding is through the 21 st CCLC grant. The District Director is always looking for additional grant/funding sources.

<p>for these activities? List.</p> <ul style="list-style-type: none"> •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. 			<p>event fliers, One-call, etc. Procedures are in place for pick up and emergency closings. Use remind.com and One Call system. Healthy Snacks re provided daily through USDA snack program.</p>
<p>PROGRAM HOURS</p> <ul style="list-style-type: none"> •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"/>	<p>M – F 6:45am-7:45am M – Th 2:50pm – 6:00pm Total hrs per week = 17+ hrs. Programming exceeds the minimum</p>
<p>DATA ENTRY</p> <ul style="list-style-type: none"> •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 checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>The Assistant Site Coordinator is the primary person responsible for Date entry and the site coordinator set up the Aplus program. Yes, the site coordinator has received Cayen training and updates. The Site Coordinator has trained the assistant but the assistant plans to attend formal Cayen training this summer. All deadlines have been met for data input. Cayen (LeeAnn Sell) offers assistance for data questions.</p>
<p>ACTIVITIES Please elaborate on all services provided during the 21st CCLC program.</p> <ul style="list-style-type: none"> •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 checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<p>Middle School Homework Help/ Tutoring College and Career Readiness – The Game of Life STEM Problem Solving / Teamwork Odyssey of the Mind</p>
<p>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.</p> <ul style="list-style-type: none"> •Are you currently planning for summer programming? What will summer look like? <p><u>Middle/High</u> – 4 weeks (do not have to be consecutive), 64 hours min (cannot provide in two weeks)</p> <p><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</p>			<p>Middle School (Grades 6-8) 75 students 4 weeks</p> <p>“Far Out” Pit Stop Mindworks Resources Art Project based Learning Activities Careers tied to academics Math / Reading / Language Arts / Social Studies Lunch Enrichment</p>

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

According to conversations with teachers, students who attend Ozone are making progress in their academic studies, especially in Math and Reading. The program offerings are designed to support student academic achievements, physical, social and emotional growth and well-being. Teachers also report a decrease in behavior problems when students are prepared for class and being prepared (having homework done) is attributed to student time in Ozone.

III. One highlight or success: Ozone receives referrals from the Principal, teachers, and parents but is most proud when Ozone participants refer their friends to Ozone when they are having trouble with schoolwork.

IV. The biggest challenge: Keeping students on task and focusing on homework completion and being receptive to additional tutoring when needed. It is essential to keep communication open with school day staff since MS students don't always own up to homework they may have. Getting parents to participate and attend family activities is also a challenge.

V. Program Needs: Technical Assistance Professional Development Data Mgt Training (for Asst. Site Coordinator)

Other Type of assistance or training needed: _____

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

Middle School (Grades 6-8) is a challenging population and open communication with school day staff is key. Communication is already good, but can probably never be too much with youth who may not admit to homework or academic struggles. Keep those lines of communication open.

Parent Involvement is also difficult. Keep trying to provide events that parents can relate to. Perhaps Internet Safety or Looking Ahead to College and Careers could serve the population.

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.)