

Kentucky State Department of Education
21st Century Community Learning Centers Program Desk Review Checklist (02/10)

1. PROGRAM NAME “OZONE” (Opportunity Zone) Livingston Co. 21st CCLC DATE April 22, 2010
 PERSON(S) & TITLE INTERVIEWED VIA PHONE Mary Dunning, 21st CCLC Site Coordinator
 PROGRAM PHONE # 270-988-4702 PROGRAM E-MAIL mary.dunning@livingston.kyschools.us
2. CONTRACT START DATE Continuation (cycle 7) DATE OF LAST REVIEW N/A
3. CURRENT STUDENT ATTENDANCE AS OF DAY OF DESK REVIEW 30 yesterday (Wednesday)
 (Wednesdays are usually light days due to church events)

I. Desk Review

Program Management	Yes	No	Comments
ATTENDANCE - Projected attendance met on day of review	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The projected number of students to serve listed in the grant application is 150 total students from NLES, LCMS, & LCHS. The actual count is considerably less than projected numbers, however over the course of a year, the program serves 150+ students over 30 days
FISCAL <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"/>	Last quarterly expenditures were submitted 3/31/10. Director/Site Coordinator reviews/approves 21 st CCLC staff timesheets. Some staff are on contract + extended days.
PARTNERSHIPS & COLLABORATION – <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"/>	21 st CCLC communicates daily with school teachers via folders that they pick up each day. Teachers can communicate missed assignments, make up work and/or assignments that need to be done over. In addition to these folders, there is frequent and daily communication via email. The Livingston Co Extension Office is the Co applicant for OZONE and they show a strong support through presence and programming. This includes addressing health/wellness thru preparing some creative healthy meals. The 21 st CCLC has an active advisory council. There were 23 in attendance at the last meeting held 3/30/10. 21 st CCLC are also active in Interagency Council meetings that keep them in communication with area service providers. They meet 4x per year. The 21 st CCLC OZONE utilizes a number of resources including GEAR UP, ESS, FRYSC, District PD, Literacy & Cooperative Extension, local religious donors. Program visibility has been addressed thru presence at school events, newspaper articles (The Livingston Ledger/Paducah Sun), hallway displays, photos, District Catalog, display cases, flyers, emails, etc.

STUDENT RATIO - Staff-to-student ratio is appropriate; list number of staff and number of students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1-12 ratio (Staff to Student)
STAFF DEVELOPMENT <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"/>	This is continuation grant and staff have not only attended Level I, Level II and Summer Learning Training – in addition staff serve as trainers and mentors to new staff. Staff often attend Regional Meetings when they are held. The 21 st CCLC staff meet frequently and informally to discuss what works and areas that need addressing.
PROGRAM DESIGN <ul style="list-style-type: none"> Academic activities, creative arts, 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"/>	Numerous programs and activities are offered thru 21 st CCLC. As the Co Applicant of this grant, the Livingston County Extension Office offers “Make it and Take it” , “Food for Thought” healthy meals/snacks. Additional activities offered include: Archery, Chess, Guitar Hero, Games Galore, Walkin’ & Rockin’, and Move It! Family involvement is always encouraged and solicited. Parent Surveys are routine and valued. Parent volunteers are utilized. Some volunteers serve as instructors (ex. Dads teaching Archery) Healthy Snacks provided daily through USDA immediately following the regular school day.

II. Progress towards program goals and objectives in the approved grant: Thus far, 21st CCLC staff report they are seeing gains in academics (verified through student grades), which was one of their application’s main goals. In addition to improved academics, OZONE strives to improve health and wellness in students and they are seeing students are being more physically active in and outside 21st CCLC programming.

III. One highlight or success 21st Century CCLC began in Livingston County (2004) in the middle school, serving 7th and 8th grades only. Now, 2010, Livingston County can provide a continuum of services in K-12 as 21st CCLC programming can be found in elementary, middle and high schools.

IV. The biggest challenge: Transportation and Sustainability. Livingston County is a geographically large county with many rural and winding roadways. The weather (snow, ice, rain, winds) plan a significant role in whether transportation can even be offered.

V. Program Needs: Technical Assistance Professional Development Data Mgt Training (A+)

Type of assistance or training needed: Suggestion that perhaps some trainings be offered via Skype or Webinars. Livingston County is located in far western Kentucky and costs to attend trainings (travel, staff time, etc.) is significant.

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

1. After reviewing the District/School websites, it is recommended that these websites include a link to 21st Century Community Learning Centers (CCLC) that advertises the programs and activities offered by the centers.
2. Increasing student daily participation and attendance through continued visibility and creative programs addressing an array of ages. (Elementary, Middle, High Schools)

Betty Elkins

4/30/2010

KDE 21st CCLC Staff (EKU)

Date

Linda Robinson

4/30/2010

Linda Robinson, State Director

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.)