

Kentucky State Department of Education
21st Century Community Learning Centers Program Desk Review Checklist (09/10)

1. PROGRAM NAME North Star Academy (NSA) Livingston Co 21st CCLC DATE 11/2/2010
2. TYPE OF REVIEW NEW PHONE SITE North Livingston Elementary School
3. PERSON(S) & TITLE INTERVIEWED Mary Dunning
- PROGRAM PHONE # 270 988-4702 PROGRAM E-MAIL mary.dunning@livingston.kyschools.us
4. CYCLE NUMBER 8 CONTINUATION OR EXPANSION GRANT (if applicable) n/a
5. PROJECTED ATTENDANCE (Outlined in grant application) 75

I. Desk Review

Program Management	Yes	No	Comments
ATTENDANCE - Does current attendance reflect projected attendance?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>The projected number of students to serve (listed in the grant application) is 75 total students from grades K-4.</p> <p>The actual count is considerably less than projected numbers, however over the course of the year, the program seems to be increasing every day they are open. They have had 37 attendees since September 20th.</p> <p>Attendance also seems to be steady with very few absences. If you include summer activities, 74 students have been served since June 7th.</p> <p>NSA's Lights On Event was held on Nov. 1st in collaboration with a parent/teacher conference and more than 100 attended. This generated some new interest in the after school program.</p>
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"/>	<p>Last quarterly expenditures were submitted before the October deadline.</p> <p>Director/Site Coordinator reviews/approves 21st CCLC staff timesheets before they are submitted to the Central Office on the 20th of every month. Copies are also kept on-site.</p>
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"/>	<p>21st CCLC communicates daily with school teachers via folders that are picked 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.</p> <p>The Livingston Co Extension Office is the Co applicant for NSA and they show a strong support through presence and programming. This includes addressing health/wellness thru</p>

			<p>preparing some creative healthy meals.</p> <p>The 21st CCLC has an active advisory council. There were 8 in attendance at the last meeting (April 22nd). The next meeting is to be held November 11th. 21st CCLC staff are also active in Interagency Council meetings that keep them in communication with area service providers. They meet 4x per year and the last meeting was on October 21st.</p> <p>Two parent volunteers work with students once or twice a week on homework.</p> <p>The 21st CCLC utilizes a number of resources including: FRYSC (family trainings), District PD (training resource), Literacy & Cooperative Extension (family events), local religious organizations (transportation to special events), community businesses (donations), etc.</p> <p>NSA is allows on the look out for grant opportunites. NSA also instituted a sliding scale fee based on free/reduced lunch status. Students will not be denied access to the afterschool program due to inability to pay the fee (scholarships are available).</p> <p>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, Board of Ed. meetings, etc.</p> <p>We have just recently been given access for developing a webpage that will be posted on the district website. Hopefully, we will have it up and going before Thanksgiving.</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>1-12 ratio (Staff to Student)</p> <p>Some staff are on contract + extended days (site coordinator, assistant coordinator, and data entry staff). NSA employs a Site Coordinator that is shared with the OZONE 21st CCLC, one full time Assistant Coordinator, and a data entry staff that is shared with OZONE. There are 10 part-time employees: 2 parent volunteers, 2 school day teachers, 2 non-teaching staff, 3 high school students, and 1 college student.</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>This is a new grant and staff have attended Level I, Quad State Conference, & APlus trainings. In addition, experienced OZONE staff serve as trainers and mentors to new staff. The Quad State Conference was held</p>

			<p>on Sept. 15-17 in WV.</p> <p>The 21st CCLC staff meet frequently and informally to discuss what works and areas that need addressing. Sometimes meetings are one-to-one after the students have left for the day. Every Friday, full-time staff meet to discuss issues.</p>
<p>PROGRAM DESIGN</p> <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"/>	<p>Numerous programs and activities are offered thru 21st CCLC. As the Co Applicant of this grant, the Livingston County Extension Office offers "Food for Thought" healthy meals/snacks. Additional activities offered include: GeoMotion, Think Bug, Play Books, Wii Olympics, Study Island, etc.</p> <p>Family involvement is always encouraged and solicited. Parent Surveys are routine and valued. Parent volunteers are utilized. Some volunteers serve as homework help providers.</p> <p>Pick-up procedures include: sign-out routine including picture id., a number system where family members show an assigned number before a child gets into a car, authorized pick-up information on registration forms, etc.</p> <p>The afterschool program follows same emergency plan that the regular school day follows. A fire drill was performed on Sept. 22nd. Staff are in the process of collecting current contact information to get ready for winter months when programs can be cancelled. Staff members have access to the One Call system.</p> <p>Healthy Snacks are provided daily through USDA Snack Program immediately following the regular school day.</p>

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 mostly observation at this time), which was one of their application's main goals. 1st nine week report cards have been given out and will be compared to the 2nd nine weeks grades in an effort to determine effectiveness of afterschool programming. Adjustments will be made to address needs of the students. In addition to improved academics, NSA 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-9 as 21st CCLC programming can be found in elementary, middle and high school up to 9th grade.

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. Additionally they report a desire to receive training on the procedure to become a licensed child care provider?

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

KDE 21st CCLC Staff

12/2/2010

Date

Linda Robinson

Linda Robinson, KDE
Division of Learning Styles; 21st CCLC

(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.)