

**Kentucky State Department of Education
21st Century Community Learning Centers Compliance Monitoring Tool
2012-2013**

(Revised 8-28-11)

Program Name: North Star Academy (NSA)	Fiscal Agency: Livingston Co BOE	School(s) Served: North Livingston Elementary
Address: 1372 US 60 E, Burna, KY 42028		
Contact Person/Program Director: Mary Dunning, District Coordinator Tina Lawless, Site Coordinator	Telephone: 270-988-4000	Date of Site Visit/Monitoring: March 11, 2013
Participating KDE Monitor/Staff: Betty Elkins, 21 st CCLC Monitor, EKU		

LEAD PROGRAM STAFF INTERVIEWED

SCHOOL/DISTRICT/CBO/FBO STAFF INTERVIEWED

Name: Tina Lawless, Site Coordinator	Name: Tad Mott, Principal
Name: Mary Dunning, District Coordinator	Name: Laura Gordon, 3 rd Grade Teacher
Name: Sarah Gordon, 3 rd -4 th grade teacher	Name: Angie Barnes, 2 nd Grade Teacher
Name: Michael Edmondson, Special Ed – Tutors 4 th grade	Name: Sylvia Doyle, 3 rd -4 th Grade Teacher
Name: Janet Maddux, Teacher 2 nd grade	Name: Stephanie Henson, FRYSC

CO-APPLICANT/PARTNERS/COLLABORATING AGENCY STAFF INTERVIEWED

Name: Co-Applicant – UK Extension Office – Annie Kington, Agent	Name:
Name: Deitra Coley, EFNEP 270-928-2168	Name:
Name:	Name:
Name:	Name:

PARENTS, STUDENTS, OTHERS INTERVIEWED

Name: Linda Gibson, parent	Name: Judy Hodges, grandparent
Name: Dana Crawford, parent	Name:

DIRECTIONS: Prior to the on-site visit, review each item on the following pages to determine whether or not documentation exists to support it. District/Agency personnel should be prepared to provide supporting documentation during the on-site visit.

	Area of Compliance	Supporting Documentation	Compliance Status	Comments
I.	Program Development			
1.	Documentation exists on the criteria used to determine if a student is eligible for the program/services.	<input checked="" type="checkbox"/> Student Eligibility Criteria <input checked="" type="checkbox"/> Teacher Referral Form	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	All NSA students K-4 are encouraged to attend the program. Teachers are encouraged to refer students with low academic performance. Students that exhibit academic needs and/or low socio economic status are given preference and encouraged to attend.
2.	Documentation exists that shows how program accommodate children with special needs and encourage their participation in the program.	<input checked="" type="checkbox"/> Special accommodation information <input checked="" type="checkbox"/> Special staff needs <input type="checkbox"/> Program/financial reports <input checked="" type="checkbox"/> APR <input checked="" type="checkbox"/> Special Ed. Staff correspondence	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	IEP's on file and available for review. There is a Special Ed teacher on staff with NSA. Special Ed Teachers and regular school day staff work with students on daily basis in the after school program. Very strong communication with Special Ed staff.
3.	Documentation exists of participation of youth/family member's involvement in program planning.	<input checked="" type="checkbox"/> Parent surveys/student surveys <input checked="" type="checkbox"/> Parents serving on Advisory Council <input type="checkbox"/> Students serving on Council	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Student surveys were reviewed. Student surveys are completed annually.
4.	Documentation exists that the management structure of the program supports the achievement of the approved objectives within the approved timelines and budget.	<input checked="" type="checkbox"/> Program schedule <input checked="" type="checkbox"/> Grant application <input checked="" type="checkbox"/> Quarterly reports	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Upon review of the Grant Application and observation of the 21 st CCLC program North Star Academy – the activities observed are the same as described in the Grant Application. The 21 st CCLC programming is responsive to the goals and objectives outlined and described in the Grant Application. Quarterly Reports reflect data that verifies student progress and attention to youth academic needs.

II.	Program Design (As described in the approved grant application)			
5.	Documentation exists that academic activities, including reading, are currently being implemented designed to increase student performance on state test(s). What curriculum is being used?	<input checked="" type="checkbox"/> Staff lesson plan/course outlines <input checked="" type="checkbox"/> Student test/grades data <input checked="" type="checkbox"/> Curricula materials <input type="checkbox"/> Other: please explain	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Kids College – Online digital learning with focus on Reading and Math. Study Island Reading Eggs Cool Math Karaoke (Literacy) Educational Board Games for targeted skills.
6.	Documentation exists that STEM (Science, Technology, Engineering & Math) activities are being provided.	<input checked="" type="checkbox"/> Program schedules <input checked="" type="checkbox"/> Staff activity/lesson plans <input checked="" type="checkbox"/> Student registration forms <input type="checkbox"/> Other: please explain	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	IPADS, Digital Photo Lab, STEM Lab, Brick Lab, Think Bug, Jason Lindsey “The Science Guy” provided 10 Science sessions to NSA students. Engineering Day field trip hosted by WKCTC (Engineering College Program). KidzMath and Kidz Science Regional 21 st CCLC provides various STEM training kits. Science Kits (Circuitry Boards) Dig Up a Dinosaur – paleontologists
7.	Documentation exists that activities in creative/enrichment activities such as arts and music are being provided.	<input checked="" type="checkbox"/> Program schedules <input checked="" type="checkbox"/> Staff activity/lesson plans <input checked="" type="checkbox"/> Student registration forms <input type="checkbox"/> Other:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Karaoke/X-Box Dance Field Trips to Market House Theatre (Willie Wonka) and Clay Chameleon provided exposure to both Music and Art. Students participate in Arts and Crafts projects. Summer program provided introduction to master artists of the past. Michelangelo – students paint under a table
8.	Also indicate any recreational activities offered in the program including health and wellness.	<input checked="" type="checkbox"/> Program schedules <input checked="" type="checkbox"/> Staff activity/lesson plans <input checked="" type="checkbox"/> Student registration forms <input type="checkbox"/> Other: please explain	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Deitra Coley (EFNEP) provides Health and Nutrition bi-monthly. PACS Now has provided Health and Wellness programming. Activities include GeoMotion and Spark curriculum and field trips to Bowling alley. PE Bulletin every day gym outside X-Box, HopScotch

9.	Documentation that describes activities planned or has occurred that bring after-school and regular school staff together. In particular, how does the program link to the school day?	<input checked="" type="checkbox"/> Faculty meetings. Minutes <input type="checkbox"/> Staff Correspondence <input type="checkbox"/> Staff Surveys <input checked="" type="checkbox"/> Advisory Council membership roster <input checked="" type="checkbox"/> Comprehensive School Improvement Plan (CSIP) <input checked="" type="checkbox"/> Description of Program activities <input checked="" type="checkbox"/> Curriculum - Reading <input checked="" type="checkbox"/> Curriculum - Math	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	School day staff work in the NSA Program and others are in constant contact with classroom teachers (Phone/Face-to-Face email). Teachers communicate any problems and/or concerns students maybe having. Individualized homework is provided by teachers. NSA office is located in NLES and the site coordinator has daily contact with Principal, teachers, and guidance counselor. My plan.com is utilized by teachers to communicate with 21 st CCLC staff.
10.	Documentation exists that activities relating to college and career readiness are being provided.	<input checked="" type="checkbox"/> Program schedules <input checked="" type="checkbox"/> Staff activity/lesson plans <input type="checkbox"/> Student registration forms <input type="checkbox"/> Individual Learning Plans (ILP) <input type="checkbox"/> Other: please explain	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Plans for a community Career Education/ Family Event; P.T.O. sponsored an event with local police department/fire department and ambulance service. NSA students were included in this event. Summer Program Resources Livingston County Last Saturday 3 rd and 4 th grade - Sink or Float
11.	Documentation exists that shows collaborative partners have provided programs and services in accordance with the application.	<input checked="" type="checkbox"/> Partners agreements/contracts <input checked="" type="checkbox"/> Program activity schedule <input checked="" type="checkbox"/> Grant application <input checked="" type="checkbox"/> MUNIS/financial reports	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	UK Extension Office (Co-applicant) provides numerous service/activities. Teddy Bear Tea Party Deitra Coley" Food 4 Thought" Field Day with Extension Office Kids College Multi-Cultural World – Rosetta Stone Inter-agency meetings – CFC, Adult Ed, PACS, Hospital, FRYSC, Sheriff's Office (Dare)
12.	Documentation exists that shows center activities that have built program visibility. What is the most recent?	<input checked="" type="checkbox"/> Newspaper articles/Newsletters <input checked="" type="checkbox"/> Special events/programs <input checked="" type="checkbox"/> Bulletin boards <input checked="" type="checkbox"/> Public service announcements <input checked="" type="checkbox"/> Lights On event <input type="checkbox"/> Community presentations	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Dome Theatre 10/26/11, Annual Lights On Event, BOE Meetings, Parent Letters, One Call, Bulletin Board, P/T Conferences, Parent Academy-all (programs provide information, to parents periodically,). Interagency meetings, Summer Showcase. Good News Report for BOE 8/27/12 District Webpage (Derrick)

	Area of Compliance	Supporting Documentation	Compliance Status	Comments
III	Program Operations			
13.	Provide documentation of how many students are currently enrolled in program.	<input checked="" type="checkbox"/> Master list of students enrolled. <input checked="" type="checkbox"/> A+/Cayen data is current	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	66 registered / 51 active Attendance based
14.	Documentation exists of activities that have taken place to ensure student retention. Is there a waiting list?	<input type="checkbox"/> Student waiting list <input type="checkbox"/> Program retention plan <input checked="" type="checkbox"/> Student attendance / retention rates	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Field trips and special incentives Treasure Box Tuesdays (for tests papers with 100's) Incentives for outstanding behavior
15.	Documentation exists of the staff-to-student ratio?	<input checked="" type="checkbox"/> Student daily attendance roster <input checked="" type="checkbox"/> Staff daily attendance roster <input type="checkbox"/> Student meetings	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Observed YPQA 8-1 and 7-1 (3/5/13) and 3/6/13
16.	Documentation of the process used to evaluate program staff and long-term volunteers.	<input checked="" type="checkbox"/> Evaluation instrument	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Classified Personnel Evaluation Principal evaluated Feb 2013
17.	Documentation for vehicles used for transportation has been inspected for safety on a regular basis. If transportation is not provided, explain	<input checked="" type="checkbox"/> Vehicle & inspection Logs <input type="checkbox"/> Transportation is provided by another entity - (Vehicle inspection documentation attached.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Only Livingston County School buses are used for student transportation. All buses are inspected monthly
18.	Documentation that the program provides nutritional snacks during program operation.	<input checked="" type="checkbox"/> Description of snacks <input checked="" type="checkbox"/> Utilizing USDA snack program	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Milk, Juices and various prepackaged snacks/crackers and cereal bars, etc. Today's snack: Cereal Bars/ milk
19.	Documentation that the program has emergency contact information for students and staff is maintained in a central location.	<input checked="" type="checkbox"/> Staff emergency contact information <input checked="" type="checkbox"/> Student emergency contact information	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Registration forms that contain ER contact information are kept in a binder. Staff ER information is kept on file Emergency procedure binders are found in every room. Internal phone contact and hand held radios serve for communication
20.	Documentation that the program has established procedures for authorized student pick-ups and communicated these to staff and families.	<input checked="" type="checkbox"/> Parental release forms <input checked="" type="checkbox"/> Sign-in/Sign out forms <input type="checkbox"/> Other, please explain	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Early sign out forms are kept in office Camera monitoring/ buzzer system Staff escort students to office for pick up Informational letters sent to parents about pick up procedures.
21.	Documentation that the staff, students, and parents are informed of the program emergency readiness plan.	<input checked="" type="checkbox"/> Emergency Exit Plan <input checked="" type="checkbox"/> Snow Closing Plan <input type="checkbox"/> Staff meeting minutes <input checked="" type="checkbox"/> Correspondence <input type="checkbox"/> Handouts	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	NSA follows regular school day policies on emergency readiness plans. Drills are conducted on a regular basis. One-Call. March Lockdown – Shelter in Place

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IV.	Program Finance			
22.	Documentation exists for separate accounting of funds for 21 st Century.	<input checked="" type="checkbox"/> MUNIS/Budget reports <input checked="" type="checkbox"/> Monthly financial summary reports	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	There IS a separate accounting for 21 st CCLC funds. District Coordinator and Site coordinator monitor expenditures for proper accounting to specific 21 st CCLC grant since there are multiple grants in Livingston County.
23.	Documentation verifies that the district draws and expends 21 st Century funds appropriately. Federal funds may not be maintained as "cash on hand".	<input checked="" type="checkbox"/> Financial records <input checked="" type="checkbox"/> MUNIS/Budget reports <input checked="" type="checkbox"/> Budget amendments <input checked="" type="checkbox"/> Reimbursement request	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	All funds/fees collected are placed in an In-School Activity Fund. Fees: \$1 Free Lunch \$2 Reduced Lunch \$3 Full pay Also scholarships available
24.	Documentation exists, such as inventories and invoices, for materials and equipment purchased with 21 st Century funds.	<input checked="" type="checkbox"/> PO's/Invoices <input checked="" type="checkbox"/> Inventory list <input checked="" type="checkbox"/> Grant application	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Inventory records kept for all 21 st CCLC property. Invoices and PO's are kept for all purchases of CCLC property.
25.	Documentation exists that supplies, materials and equipment purchased with 21 st Century funds are used for the intended purposes.	<input checked="" type="checkbox"/> Invoices of purchases <input checked="" type="checkbox"/> Grant Program plan of activities <input checked="" type="checkbox"/> Teacher Lesson/Activity Plans	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	All money spent for 21 st CCLC supplies/materials and equipment are used for 21 st CCLC after school activities only. No money is spent for daytime school expenses. For examples: 30 Ipads purchased with 21 st CCLC funds are used ONLY in 21 st CCLC activities.
26.	Documentation exists, such as time and effort schedules, for employees of the grant program.	<input checked="" type="checkbox"/> Staff timesheets <input checked="" type="checkbox"/> Program Schedules	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Time sheets for 21 st CCLC staff are reviewed by District Coordinator and checked for accuracy.
27.	Documentation exists that the district utilized 21 st Century funds to supplement rather than to supplant funds from non-federal sources.	<input checked="" type="checkbox"/> Various financial/program documents	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	No incidents of supplanted funds have been reported. No evidence or indication any exists.

	Area of Compliance	Supporting Documentation	Compliance Status	Comments
V.	Advisory Councils			
28.	Documentation exists of an advisory council, youth/adult. Provide the dates of the last meeting and minutes if you have them.	<input checked="" type="checkbox"/> Advisory Council minutes <input checked="" type="checkbox"/> Advisory Council member roster	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	There is one Advisory Council for all county 21 st CCLC programs and it consists of parents/ school staff and community partners. Minutes and sign in sheets were viewed Meetings are held quarterly and the location of the meeting is rotated amongst school sites.
VI.	Partnerships			
29.	Documentation verifies that partner/contractors have been provided the 21st CCLC program goals. How?	<input checked="" type="checkbox"/> Program handbook <input type="checkbox"/> Program brochure <input checked="" type="checkbox"/> Agreements/contracts <input checked="" type="checkbox"/> Advisory Council minutes <input checked="" type="checkbox"/> Other meetings (Interagency)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	There is an impressive 21 st CCLC Afterschool Program Parent & Student Handbook that outlines program goals. Partner agreements reviewed and discussed. Copy of Grant Application is given to partners 21 st CCLC goals are also noted on District's Afterschool website LIVE Red (Reaching Excellence Daily) Family's First Parent Academy 2012 Livingston Co School & Community Summer Events Catalogue
30.	Documentation exists that shows activities that center staff has been involved in within the last month to develop and enhance relationships with community partners.	<input checked="" type="checkbox"/> Program schedule <input type="checkbox"/> Program correspondence <input checked="" type="checkbox"/> Meeting minutes/agendas <input type="checkbox"/> Other: please explain	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Interagency Meetings Feb 21, 2013 Advisory Council Meetings Feb 22, 2013
31.	Documentation exists that shows the Co-applicant is an active partner.	<input type="checkbox"/> Program schedule <input checked="" type="checkbox"/> Program correspondence <input type="checkbox"/> Meeting minutes/agendas Other: please explain	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	The Co-applicant is an extremely active partner as evidenced by program activities, photos, interviews with co-applicant and others.

	Area of Compliance	Supporting Documentation	Compliance Status	Comments
VII.	Parent and Family Involvement			
32.	Documentation exists of opportunities provided for parental/sibling involvement activities that bring entire families into the program.	<input checked="" type="checkbox"/> Parent letters/correspondence <input type="checkbox"/> Parent handbook <input type="checkbox"/> Advisory Council minutes <input checked="" type="checkbox"/> APR <input checked="" type="checkbox"/> Newspaper/publicity <input type="checkbox"/> Other: please explain	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	P/T conferences Dome Theater Back to School Fair Open House Lights On Event Community Handbook Parent Academy February Math Night -Kids College (Parents attended)
33.	Also provide documentation that exists demonstrating parent education opportunities offered.	<input checked="" type="checkbox"/> Parent correspondence <input checked="" type="checkbox"/> Program Training Agenda <input type="checkbox"/> Training/activity attendance logs <input type="checkbox"/> Activity/Training evaluations <input type="checkbox"/> Program handouts	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Adult Education – GED Flyers Various handouts provided at interagency meetings
34.	Provide documentation on how parents of participating students are notified of experiences, achievement and behaviors in the program.	<input type="checkbox"/> Correspondence <input type="checkbox"/> Parent Meetings <input checked="" type="checkbox"/> Other: One Call	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Daily contact with teachers, principal, Special Ed staff, face-to-face contact during parent pick up and phone calls as necessary.
35.	Documentation exists that shows how program staff link with parents in the past week/month.	<input type="checkbox"/> Parent correspondence <input type="checkbox"/> Parent Meeting minutes <input checked="" type="checkbox"/> Parent contact log	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Nightly contact with parents during parent pick up and sign out. This was observed during the monitoring visit.

	Area of Compliance	Supporting Documentation	Compliance Status	Comments
VIII.	Professional Development			
36.	Documentation exists of the plans for staff development and staff input. Give a description of the staff training that has already taken place. Provide staff roster or agenda of the training.	<input checked="" type="checkbox"/> Training Agenda <input checked="" type="checkbox"/> Professional Dev. Plan <input type="checkbox"/> Staff attendance roster <input checked="" type="checkbox"/> Handouts/Materials	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Level I Training Orientation Meeting – Livingston Ipad Training GeoMotion Training Regional meetings Quad State Summer Institute YPQA Fall Institute Multi State Conference A+ Training Spring Institute
37.	Documentation exists that volunteers are recruited and trained to work in the program.	<input type="checkbox"/> Volunteer sign in/timesheets <input type="checkbox"/> Advertisement/PR <input checked="" type="checkbox"/> Volunteer training agendas/plan <input checked="" type="checkbox"/> Volunteer Handbook	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Approved Volunteer lists are coordinated with FRC Parent Handbook Approved volunteer list (Numerous retired teachers)
38.	Documentation supports that staff development for all staff (and volunteers) is held on a regular basis and covers safety concerns outlined in the National Afterschool Association (NAA) standards.	<input checked="" type="checkbox"/> Professional Development Plan <input type="checkbox"/> Training Agenda's/materials <input type="checkbox"/> Participants attendance roster	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	District Professional Development

	Area of Compliance	Supporting Documentation	Compliance Status	Comments
IX.	Program Evaluation & Monitoring			
39.	Documentation exists that evaluation measures have been collected related to the accomplished goals, objectives, and outcomes.	<input checked="" type="checkbox"/> APR <input checked="" type="checkbox"/> Student records <input checked="" type="checkbox"/> Data collection system <input checked="" type="checkbox"/> Surveys <input checked="" type="checkbox"/> Other (ie: Study Island)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Progress Reports – Student grades Test Scores Kids College Study Island Cool Math Reading Egg
40.	Documentation exists that the Youth Program Quality Assessment (YPQA) Tool has been completed with a current plan for program improvement.	<input checked="" type="checkbox"/> YPQA Assessment Tool <input checked="" type="checkbox"/> YPQA Improvement Plan (To be reviewed w/monitor)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Current internal YPQA Assessment was conducted on 3/5/13 and 3/6/13. YPQA 2012
41.	Describe how the annual progress report or other report outcomes or data have resulted in changes to the program design to better address student needs.	<input type="checkbox"/> Program amendments <input checked="" type="checkbox"/> Program Activities plan <input type="checkbox"/> Other: please explain	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Program schedule is flexible. Activities are designed to meet student academic needs. Kids college can be used to focus on individual specific skills and or areas of low performance.
X.	Program Sustainability			
42.	Documentation exists of contributions (in-kind or resources) that partnering agencies have made within the last six to nine months.	<input type="checkbox"/> In-Kind Contribution List <input checked="" type="checkbox"/> Partner agreements <input type="checkbox"/> Program schedule and/ or calendar	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Food 4 Thought - UK Extension Office (Deitra Cooley, EFNEP) Walmart -2 separate grants Community Service Grants Learning Resource Scholarships Domino's Pizza boxes Bank – pencils
43.	Documentation exists that supports a plan for sustaining the program after the funding ends. A written sustainability plan is in place.	<input checked="" type="checkbox"/> Updated Sustainability plan - Attach copy <input type="checkbox"/> Advisory council minutes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Sustainability Plan is outlined on the Continuation Progress Report Page 16 V. Sustainability Plan

Afterschool Safety assessment (*National Afterschool Association Standards)

1. *The safety and security of children and youth are protected.

- There are no observable hazards in the program space.
- Systems are in place to protect the children from harm, especially when they move from one place to another or use the restroom.
- Equipment for active play is safe.
- A system is in place to keep unauthorized people from taking children from the program.

2. *The program provides an environment that protects and enhances the health of children and youth.

- The indoor and outdoor facilities are clean.
- There are no observable health hazards in the indoor or outdoor space.
- There are adequate supplies and facilities for hand washing.
- The heat, ventilation, noise level, and light in the indoor space are comfortable.

3. *The children and youth are supervised all times to maintain safety.

- Children's arrivals are supervised.
- Children's departures are supervised.
- Staff has a system for knowing where the children are at all times.
- Staff has a plan for different levels of supervision according to the level of risk involved in an activity.

4. *Program policies and procedures are in place to protect the safety of the children and youth.

- Staff and children know what to do in case of general emergency.
- The program has established procedures to prevent accidents and manage emergencies.
- The program has established policies to transport children safely; it complies with all legal requirements for vehicles and drivers.

5. *Staff development for all staff (an volunteers) is held on a regular basis and covers such safety concerns as:

- Understanding youth development principles.
- Afterschool safety plan preparation, including first aid and other critical medical skills.
- Reaching students before gangs do.
- Providing a drug-free after school environment.
- Crisis management/intervention techniques, particularly as it relates to "bullying".

Areas of non-compliance: / Concern

There were no areas of non-compliance and/or concerns found.

Strengths/ Highlights:

1. The 21st CCLC Staff were observed to have a genuine interest in the North Star Academy NSA students. They called students by name and were knowledgeable of their academic status and needs. There is strong support from the principal (communication and school space) to the District level Administration.
2. The co-applicant (UK Extension Office) has strong ties to the NSA and provides frequent programming for NSA students. The services provided were of good quality and in response to the goals and objectives of the 21st CCLC Grant Application.
3. In addition to the UK Extension Office, there is strong support from community partners for the North Star Academy. Community agencies frequently meet to collaborate on programming ideas and activities for children.
4. The NSA has accumulated a large inventory of equipment, curricula and supplies to take this program into leaner funded years. The materials purchased are of high quality and research based and designed to help students reach their maximum potential.
5. In addition to various curricula, field trips and speakers are incorporated into the program which helps bring the real world perspective to students.
6. The Livingston County School District maintains an impressive website for their afterschool programs. This allows parents and community supporters to have access and be apprised of updates.
7. Staff have attended many trainings and professional developments opportunities.
8. NSA staff recruit and encourage students to participate in the homework help thus providing quality tutoring in a safe environment with transportation home.
9. 21st CCLC programming is now available to all schools in Livingston County. This provides a continuous support for all students, K-12, attending Livingston County Schools.

Recommendations:

1. Staff will continue to participate in professional development opportunities and perhaps record Best Practices activities for distribution for other 21st CCLC.
2. Logging parental contacts is important. Consider exploring various options to maintain a more detailed record of these contacts.