

**Kentucky State Department of Education
21st Century Community Learning Centers Compliance Monitoring Tool
2011-2012**

(Revised 8-28-11)

Program Name: OZONE (Opportunity Zone)	Fiscal Agency: Livingston Co BOE	School(s) Served: Livingston Co Middle School (grades 5-8)
Address: 127 East Adair Street, Smithland, KY 42081		
Contact Person/Program Director: Mary Dunning, Director & Pat Moore, Site Co.	Telephone: 270 928 2111	Date of Site Visit/Monitoring: 2/1 – 2/2/2012
Participating KDE Monitor/Staff: Betty Elkins, ECU, 21 st CCLC Monitor		

LEAD PROGRAM STAFF INTERVIEWED

SCHOOL/DISTRICT/CBO/FBO STAFF INTERVIEWED

Name: Mary Dunning, 21 st CCLC Program Director	Name: Larry McGregor, School Principal
Name: Pat Moore, 21 st CCLC Site Coordinator	Name: Ms. Cindy Kennedy, Special Needs Teacher
Name: Laura Ferguson (Geo Caching) Rhonda Taylor(Crafts)	Name:
Name: Derrick Ford , Journalism/Claymation (OZONE alumni)	Name:
Name: Hillary Hayes, IPAD Instructor (OZONE alumni)	Name:

CO-APPLICANT/PARTNERS/COLLABORATING AGENCY STAFF INTERVIEWED

Name: Anna Mae Kingston, Agent (Family & Consumer Sciences) UK Cooperative Extension Office (Livingston County), Co Applicant	Name:
Name: Detra Coley, EFNEP Program Assistant (UK Ext. Office)	Name:

PARENTS, STUDENTS, OTHERS INTERVIEWED

Name: Crystal Rittenberry (phone interview) Parent (Special Needs), Volunteer	Name:
Name:	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"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	All students are encouraged to attend OZONE but students that may be low performing are particularly targeted. Also students with low socioeconomic status are given preference and encouraged to attend.
2.	Documentation exist 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 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	IEPs on file Observation of special needs youth in after school program. Also noted good communication between school day special needs staff and after school staff to update on student's moods and frustration levels.
3.	Documentation exists of participation of youth/family member's involvement in program planning.	<input type="checkbox"/> Parent surveys/student surveys <input checked="" type="checkbox"/> Parents serving on Advisory Council <input checked="" type="checkbox"/> Students serving on Council	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	School Guidance Counselor set up meetings with 21 st CCLC site coordinator and parents to assure good communication and cooperation from family
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	There is strong support from the School District and School Level Support and all focused on student academic gains.
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 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	A/R (Accelerated Reader) Teachers are quick to report students who may lack in A/R Points in hopes to 21 st CCLC can facilitate and motivate student participation and progress. Playbooks Readers Theatre (1ce a year) (works on fluency) Ready lines

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 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	Geo Caching (GPS) Discovery activities Claymations I-Pads Robotics Legos Connex Math Explorer (all hands on) Science Explorer Brain Train (Discovery STEM) Nutrition (UK Ext. Office) Building (Engineering) Engineering Day at Western KCTCS
	Area of Compliance	Supporting Documentation	Compliance Status	Comments
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 type="checkbox"/> Student registration forms <input checked="" type="checkbox"/> Other: Observed Craft activity	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Drama Readers Playbooks Guitar Music teacher Arts/Crafts Photography
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 checked="" type="checkbox"/> Other: Observed Geo motion activity	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Zumba Geo motion (Aleshia Wilson) Pilates Nutrition (UK Extension Office) Food for Thought Bowling Skating Archery
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 checked="" type="checkbox"/> Staff Correspondence <input checked="" type="checkbox"/> Staff Surveys <input type="checkbox"/> Advisory Council membership roster <input checked="" type="checkbox"/> Comprehensive School Improvement Plan (CSIP) (2012-2013) <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	Folders used to communicate with teachers regarding student homework. Common Staff daytime/afterschool Site coordinator is present/available during the school day Frequent Email/phone communications Face to face...break room

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	College awareness (T shirts) Operation Preparation (FRYSC) Career Mentoring West KY KCTCS...rolling on the river (1 week activity) tour river boat tow boat cooks, engineers, KY Dams locks, Coast Guard, etc.
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 services/activities Gear Up Credit Recovery
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 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 (parents invited) 10/27/11 Countless newsletters CSI camp BOE meetings
	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	Update Over 100
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 are utilized as reward for good attendance/ participation. Not currently a waiting list though 1 student in process of registration
15.	Documentation exists of the staff-to-student ratio?	<input 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 1-12 staff to student ratio
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	Evaluated by Principal who uses Classified/Certified Staff Evaluation Tools

17.	Documentation for vehicles used for transportation has been inspected for safety on a regular basis. If transportation is not provided, explain why.	<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	Uses school buses only for student transports
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	Cereal/Milk Milk and Blueberry muffins (USDA) share table
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	Binder with registration forms immediately at hand Includes District medical release Forms Staff are in radio contact with one another
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 checked="" type="checkbox"/> Other: Observation. A parent came to the school to pick a child up early and requiring the principal to intervene.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	There is an Early Sign out form for students that are picked up prior to the end of 21 st CCLC Programming Observation of who they are. Pick up Procedures emphasized during Student Registrations
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	Correspondence to parents outlining Emergency Exit Plan One call automated cancellation Call special needs.

	Area of Compliance	Supporting Documentation	Compliance Status	Comments
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 are multiple 21 st CCLC Programs in Livingston Co and the District Director along with Site Coordinators monitors expenditures closely to assure proper accounting. All centers have separate accounting numbers to assure accurate charges.
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 type="checkbox"/> Financial records <input checked="" type="checkbox"/> MUNIS/Budget reports <input 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 activity fund and are accounted for by the district.
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	There are inventory records kept of all 21 st CCLC Property. Invoices and POs are kept as documentation of 21 st CCLC expenditure and 21 st 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	Monies spent for 21 st CCLC supplies, material and equipment are utilized for 21 st CCLC After School Activities only. No 21 st CCLC monies are spent for daytime school expenses.
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 of 21 st CCLC staff are reviewed for accuracy by the Site Coordinator and 21 st CCLC Director before being submitted for payment.
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	The 21 st CCLC Director reports no incidents of supplanted fund and there was no evidence or indication of such.

	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 a 21s CCLC Advisory Council that consist of parents, school and community partners. Advisory Council minutes are kept.
VI.	Partnerships			
29.	Documentation verifies that partner/contractors have been provided the 21st CCLC program goals. How?	<input type="checkbox"/> Program handbook <input checked="" type="checkbox"/> Program brochure <input checked="" type="checkbox"/> Agreements/contracts <input checked="" type="checkbox"/> Advisory Council minutes <input checked="" type="checkbox"/> Other meetings Interagency Meeting	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Partnerships agreements/services were reviewed Also varies Program announcements
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 type="checkbox"/> Program schedule <input checked="" type="checkbox"/> Program correspondence <input checked="" type="checkbox"/> Meeting minutes/agendas <input checked="" type="checkbox"/> Other: Meeting Agendas	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Interagency meetings .1-19-11, 3/15/11, 9/16/11, 12/9/11 and 2/24/12 sign in sheets.
31.	Documentation exist that shows the Co-applicant is an active partner.	<input checked="" 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	Interview and informal discussion with Co applicant (UK Extension Office) staff regarding impressive array of activities provided and those outlined in the grant/contract.

	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: Program Schedules	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Parent- teacher conferences Dome Theatre Back to School Fair Lights On event Ipad training. Community handbook with area resources Quick Service pamphlet
33.	Also provide documentation that exist demonstrating parent education opportunities offered.	<input checked="" type="checkbox"/> Parent correspondence <input type="checkbox"/> Program Training Agenda <input type="checkbox"/> Training/activity attendance logs <input checked="" type="checkbox"/> Activity/Training evaluations <input checked="" type="checkbox"/> Program handouts	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Adult Ed GED (Handout) Gear Up (Once Upon a Time)
34.	Provide documentation on how parents of participating students are notified of experiences, achievement and behaviors in the program.	<input checked="" 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	One call Correspondence Face to face conversations Partnership with counselor and talk to parents. Fee envelopes.(notes inside) Christmas program Veteran's Day program
35.	Documentation exist that shows how program staff link with parents in the past week/month.	<input checked="" 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	December was free because local Rock Quarry was laying off and many 21 st CCLC families were affected. Christmas program One on one meetings

	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 Certificated of Attendance	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Level 1 Level 2 Level 3 Aug 17, 2011 Orientation Sept I-pad Regional Meeting Summer institution YPQA Miami...Nashville...Dept of Ed Feds Quad state On line training
37.	Documentation exists that volunteers are recruited and trained to work in the program.	<input checked="" type="checkbox"/> Volunteer sign in/timesheets <input checked="" type="checkbox"/> Advertisement/PR <input checked="" type="checkbox"/> Volunteer training agendas/plan <input type="checkbox"/> Volunteer Handbook Phone interview with Parent Volunteer	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Volunteers are typically coordinated thru FRC (Family Resource Center) Coordinator (Stephanie Henson) Archery Trainer (volunteer)
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 checked="" 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	Accomplished through 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 type="checkbox"/> Data collection system <input checked="" type="checkbox"/> Surveys	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Progress report Student grades Test scores Discovery curriculum
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	21 st CCLC has participated in YPQA
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	21 st CCLC staff are conscientious of program design and appreciate the flexibility to make a change when the data warrants tweaking activities or changing them altogether.
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 checked="" type="checkbox"/> Program schedule and/ or calendar	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Fee schedule Free Lunch - \$1/ day for family Reduced Lunch - \$3/day Full Pay - \$5/day Scholarship forms available. All fees collected are accounted through Livingston Co BOE
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	Community Buy in Vulcan \$500 donation Gear Up See attached Sustainability Plan as reported in the Continuation Progress Report (4 th and 5 th Year)

OZONE (Opportunity Zone) Livingston County – Sustainability Plan (Monitoring Report #43)

V. Sustainability Plan

In-kind funds, donations, and sliding scale fees for the program will be key to sustainability past the grant period. In-kind donations from the Livingston County Cooperative Extension Office include providing one staff 24 days per year, paying salary for part-time instructor, providing one staff 24 days per year to assist with public awareness, providing programs to assist families, and jointly sponsoring professional development for staff. The Center will utilize sliding scale fees so that families who can afford to pay for services will be asked to do so, however, no student will be denied services based on inability to pay. The Advisory Council will make every effort to keep all programs and activities cost efficient.

The following are being utilized to build and sustain the Opportunity Zone (OZONE) 21st Century Community Learning Center:

- Supplemental Grants – Calvert City Science and Technology Grant, Artist in Residence grant, Arts Inclusion Application, Art in History Charitable Foundation;
- Collaborations with other Organizations or Discretionary grants – FRYSC, Livingston County Cooperative Extension Offices, West Kentucky Community & Technical College, Senior Citizens Center, McCracken County Public Library, Community and Adult Education Centers, and Pennyrile Health Department;
- Continued involvement of partners and the recruiting of new partners with fiscal resources;
- ESS & ELL funds;
- Title V funds;
- Title I Supplemental Educational Services;
- Parent fees;
- Volunteers (including seniors, community/faith-based members);
- School-based enterprises/entrepreneurship programs (i.e., screen printing, jewelry making, webpages, video production, etc.).

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:

There were no areas of non-compliance found during this monitoring visit.

Strengths/ Highlights:

1. Staff exhibit a genuine enthusiasm for Livingston Co 21st CCLC Programs. There is a strong evidence of administrative support from the District to the School Principal to the 21st CCLC Staff and students. This support breeds program enthusiasm
2. OZONE is strong in STEM activities such as Bridge Building, Claymation, IPADs, etc. They are very attentive to Food/Nutrition and physical education which is especially important in this school age population in addressing childhood obesity and self-esteem.
3. OZONE has a healthy supply of equipment, materials and supplies which are neatly stored and inventoried as 21st CCLC Property. These materials/supplies are used for 21st CCLC Afterschool Programming for which they were purchased/intended.
4. The partnership (Co-Applicant) with the Livingston Co. UK Extension Office is strong (exhibited by numerous programs/services being brought to the 21st CCLC) and growing. The UK Extension Office has just moved into a new facility which will allow for programming at the school AND the UK Extension Office which is in a convenient location close to town.
5. There is good/positive 21st CCLC Program visibility found in numerous newspaper articles including photos. It is notable that there was also some parent (unsolicited) Facebook praises highlighting and marketing this program.
6. Program Sustainability is always a challenge but OZONE is forever conscious of this future need. OZONE is appreciative of their strong community partners like Vulcan (\$500) and has received other funding through sources like Gear Up..
7. It was certainly rewarding and enlightening to see OZONE alumni return to the school to offer services (journalism, Claymation, IPAD Instructor) .

Recommendations:

The only recommendation included a link for 21st CCLC from District Website, however, this was already in progress.