

**Kentucky State Department of Education
21st Century Community Learning Centers Compliance Monitoring Tool
2013-2014**

(Revised 8-28-11)

Program Name: Project Preparing All Students for Success (P.A.S.S.)	Fiscal Agency: Livingston Co BOE	School(s) Served: Livingston Central High School
Address: 750 US HWY 60 West * Smithland, KY 42081		
Contact Person/Program Director: Pat Moore	Telephone: 270-928-2166	Date of Site Visit/Monitoring: April 1 and 8, 2014
Participating KDE Monitor/Staff: Betty Elkins, 21 st CCLC Monitor, EKU		

LEAD PROGRAM STAFF INTERVIEWED

SCHOOL/DISTRICT/CBO/FBO STAFF INTERVIEWED

Name: Mary Dunning, District 21 st CCLC Director	Name: Scott Gray, Principal
Name: Pat Moore, Site Coordinator/Data Entry	Name: Elisha Harp, Spec. Ed Teacher (Reading/ACT Prep)
Name: Stephen Maddux, Teacher	Name: Junior Ramage, Building Maintenance
Name:	Name:

CO-APPLICANT/PARTNERS/COLLABORATING AGENCY STAFF INTERVIEWED

Name: Co-Applicant – West KY Community & Technical College (no rep)	Name:
Name: Deitra Coley, UK Extension Office/Helping Hands (per phone)	Name:
Name:	Name:
Name:	Name:

PARENTS, STUDENTS, OTHERS INTERVIEWED

Name: Caitlyn, Brandon W., Hunter, Trevor F. - Students	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 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. (Teachers enter grades weekly which generate a listing of students failing/ at risk of failing. These students/families are sought for 21 st CCLC enrollment.
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 checked="" 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. Special Ed Teachers and regular school day staff work with students on daily basis in the after school program.
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 checked="" type="checkbox"/> Students serving on Council	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Student surveys are completed and reviewed annually. Student surveys are often simple and include "What do you want to do" and when possible those may later translate into educational activities. Denise Brown (attendance) is council member. Project PASS serves a high school and has an active student council.
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 checked="" type="checkbox"/> In Progress	The 21 st CCLC programming is responsive to the goals and objectives outlined and described in the Grant Application. Other than the attendance of those participating in Project PASS the program is addressing the goals/objectives outlined in the grant application. A significant and notable decline in attendance after February.

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	http://www.apexlearning.com/ Credit Recovery
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	Steve Maddux – Science teacher Small Engine Repair Carpentry (Corn hole boards, tables, frames, wood Letters “Project Pass”) Technology – Email (Outlook) Math –T W “Read a Ruler” Meteorology Robotics
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 checked="" type="checkbox"/> Other: attendance roster	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Origami Quilt making Crocheted headbands Extra band activities/rehearsals Color Guard (did not exist prior to 21 st CCLC) Parades (pride)
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: Attendance roster	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Deitra Coley (EFNEP) – UK Extension Office provides Health and Nutrition activities bi-monthly. Activities include Zumba, Bowling, PE, open gym and outside activities (Corn hole) X-Box
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 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	Several School day staff work in the Project Pass and those that don't are still in frequent (daily) communication/contact with classroom teachers re: student needs Individualized homework is provided Site Coordinator's office is located in LCHS and the site coordinator has daily contact with Principal, teachers, and guidance counselor

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 checked="" type="checkbox"/> Student registration forms <input checked="" 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	Operation Preparation... ILP's ACT Prep Area career recruiters: Tow Boat Applications
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 provides numerous service/activities.(strongest partner) Deitra Coley" Food 4 Thought" Summer activities at Extension Office Inter-agency meetings –Adult Ed, PACS, Hospital, FRYSC, Sheriff's Office, fire department, Red Cross, Four Rivers, WKCTC (co-applicant) serves on Advisory Council and offers assistance with Operation Preparation Kevin O'Neal (WKCTC) new contact with Co-applicant with regard to students for engineering summer camp "No Boys Allowed" – an engineering camp for girls "No Girls Allowed"- an engineering camp for boys New partners also being solicited –MSU (cyber-camp) Partnerships also serve to provide programming in Drama and Health Care.
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 (outside 21 st CCLC) <input type="checkbox"/> Public service announcements <input checked="" type="checkbox"/> Lights On event <input checked="" type="checkbox"/> Community presentations	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Annual 'Lights On' Event, BOE Meetings, Parent Letters, One Call, Bulletin Board, P/T Conferences, 8 th Grade Night, Longest Day of Play, Interagency meetings, Summer Showcase Center Profile Presentation for BOE 2/10/14 On-going District Webpage (impressive) Announcements (during the school day) no less than weekly but often daily Fire Safety Last week: 5 miles of Community Trash Pick Up. (15 students)

	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	Enrolled 98 Active 34 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 checked="" 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 serve to motivate youth to stay in attendance. Keeping activities interesting and listening to their "student voice" as to activities and enrichment ideas that may attract.
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	No more than 16:1 but it is usually 12:1. The observation day noted 7:1.
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 evaluates annually. YPQA is also utilized for evaluation purposes.
17.	Documentation for vehicles used for transportation has been inspected for safety on a regular basis.	<input checked="" type="checkbox"/> Vehicle & inspection Logs <input type="checkbox"/> Transportation is provided by another entity	<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.
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 include contact info and kept in an accessible binder. Staff information is kept on file. Emergency procedure binders are found in every room. Internal phone contact and hand held radios aid in 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 Informational letters/booklet 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 checked="" type="checkbox"/> Staff meeting minutes <input checked="" type="checkbox"/> Correspondence <input checked="" type="checkbox"/> Handouts	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	The program follows regular school day policies on emergency readiness plans. Drills are conducted on a regular basis.

	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 is a separate accounting for 21 st CCLC funds. District Coordinator and Site coordinator monitor expenditures for proper accounting specific to Project PASS since there are multiple grants in Livingston Co.
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 checked="" 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. Recommend preparing a list specific to 21 st CCLC inventory 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/monitored 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 or found. 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 in Livingston County 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. Last meeting was held 2/28/2014 Next meeting 5/9/2014
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 type="checkbox"/> Other meetings	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Interagency committee meetings Co-applicant/partners are active members of the Advisory Council. Advisory Council members were given a CD containing the grant. (goals included) 21 st CCLC webpage
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 checked="" 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 (meets every other month) Last meeting March 20th, 2014 Advisory Council Meetings Last conducted 2/28/2014 Next meeting 5/9/2014
31.	Documentation exist that shows the Co-applicant is an active partner.	<input type="checkbox"/> Program schedule <input type="checkbox"/> Program correspondence <input checked="" type="checkbox"/> Meeting minutes/agendas <input checked="" type="checkbox"/> e-mails Other: please explain	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> In Progress	The co-applicant has very limited involvement with 21 st CCLC and last attended Adv Council mtg 11/22/13. The Site Coordinator has reached out to WKCTC and has had recent response from another individual (O'Neill). WKCTC has upcoming Career Craze Camps which is a great activity for Project PASS. Please continue to efforts to strengthen and re-energize this relationship.

	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 checked="" type="checkbox"/> Parent handbook <input checked="" 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 Back to School Fair Open House Lights On Event Handbook 8 th Grade Night (Parents attend too)
33.	Also provide documentation that exist demonstrating parent education opportunities offered.	<input type="checkbox"/> Parent correspondence <input type="checkbox"/> Program Training Agenda <input checked="" 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 Flyers noted from the UK Extension Office Recent activity re: diabetes
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 checked="" 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	Phone calls, P/T conferences, emails, showcases
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 type="checkbox"/> Parent contact log	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Parent correspondence re: 8 th grade transition

	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 type="checkbox"/> Professional Dev. Plan <input checked="" 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, Level II, Level III A & B Trainings ipad Training GeoMotion Training Kid's College/Stride Academy ILP Regional meetings Quad State Summer Part I & II Summer Institutes (Miami & Nashville) YPQA I & II Fall Institutes Multi State Conferences A+ Training (Intro. & Advanced) Spring Institutes Site Staff Orientation
37.	Documentation exists that volunteers are recruited and trained to work in the program.	<input checked="" type="checkbox"/> Volunteer sign in/timesheets <input type="checkbox"/> Advertisement/PR <input type="checkbox"/> Volunteer training agendas/plan <input type="checkbox"/> Volunteer Handbook	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Approved Volunteer lists are coordinated with FRYSC Volunteer Handbook/guidelines Approved volunteer list (Numerous retired teachers) There is a teacher that serves as a strong volunteer in Archery.
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	District Professional Development Restraint/Seclusion Suicide Prevention

	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 type="checkbox"/> Other (ie: Apex)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	Progress Reports – Student grades Test Scores APlus Reports
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 2013 Next Internal Assessment to be conducted in March with Improvement Plan to be completed by April/May.
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 checked="" 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.
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	Food 4 Thought - UK Extension Office (Deitra Cooley, EFNEP) Bank – pencils Archery Donation Sister Rose Dominique Woods
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

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 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, Senior Citizens Center, Livingston 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);

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.

Strengths/ Highlights:

1. Project PASS staff were very welcoming with student. The Site Coordinator (Pat Moore) knew students by name and knew their academic weaknesses and strength. She was quick to confront students who reported “I don’t have any homework!” with “I know you have a math test tomorrow and they are studying for that math test in Room”
2. The Site Coordinator used initiative and community connections to help remove family barriers. When transportation was a problem for a family – she reached out to PACS who happened to have to additional transportation money to solve the dilemma. In doing so, the site coordinator seeks to expand community partnerships and 21st CCLC Project PASS visibility.
3. When there seem to be a lull in the community (even co-applicant) contributions, the site coordinator continued to pursue and revitalize the partnership by simply finding another representative to serve the program.
4. Livingston County 21st CCLC programs have a very nice, informative parent/student handbook. Hard copies are available and there is a copy located on the 21st CCLC website.

Recommendations:

1. The attendance numbers were very low at the time of this monitoring visit, however, this visit occurred during what would have been their Spring Break but was scheduled over with makeup (snow) days. A review of numerous attendance rosters revealed that the attendance numbers were much better in the fall. Every students entered 21st CCLC area for snack announcing “Where is everybody??” In an effort to boost attendance, perhaps there could be a consideration requiring make up tests be completed during 21st CCLC programming time so as not to take away from classroom time.
Other efforts to address the low attendance and perhaps 21st CCLC visibility /marketing might be to communicate thru massive email to Livingston Co Schools parents/families.
2. Project PASS has operates for 90 days and ends mid April. Mid April simply seems incredibly early but is compliant with the grant application.

3. Nearly all teachers offer some sort of credit for assignments completed in afterschool programming, even when the assignment is late. Understanding that perhaps students will not receive full credit for submitting late assignments, it is certainly hoped that ALL students will receive some sort of credit for work completed in Project PASS.
4. The 21st CCLC space is concerning. It is small, cramped, crowded. There is really no space for conversations with students and/or parents. The monitoring could not even be completed in the 21st CCLC space. Project PASS property is located all around the school making it challenging to access and keep track of. If there is ANY space that may be more conducive to 21st CCLC programming, I hope it may be given very high consideration.