

## FRYSC Continuation Program Plan (CPP) Checklist FYs 17-18

Center Name: **FRIENDS FRC**

School District: **Henderson County Schools**

As you complete the information necessary for each section of the Continuation Program Plan, please place a check in the box and have the center coordinator initial each line next to the check box. This will indicate to the Division of FRYSC staff and Regional Program Managers that all necessary information is included in the continuation plan. Coordinators, please check and initial on the lines provided:

☒ JB

Submitted Free/Reduced Lunch numbers on the Green System Center Information Page (no later than Dec. 21, 2015)

**Note:** All files below are to be uploaded to the green system center information page INDIVIDUALLY. Only documents requiring signatures should be scanned (checklist and assurances pages). All other documents should be completed and uploaded in their original format (Word or Excel). Please note the suggested file descriptions. Please use these descriptions (or similar) as files are uploaded to the green system.

☒ JB

Checklist (scan) (CPP 17-18 Checklist)

☒ JB

Center Operations Information (CPP 17-18 Center Operations)

☒ JB

attach job descriptions for all center staff (CPP 17-18 Job Desc)

☒ JB

Advisory Council Membership (CPP 17-18 AC Membership)

☒ JB

Center Inventory (CPP 17-18 Inventory)

☒ JB

Needs Assessment Data Sheet (CPP 17-18 Needs Assessment Data)

☒ JB

Action Component spreadsheet (CPP 17-18 Action Components)  
completed for each core and optional component (2-year planning cycle)

The assurances pages may be scanned together as one document or separately. (CPP 17-18 Assurances ALL)

☐ \_\_\_\_\_

School District Assurances and Certification (scan) (CPP 17-18 Assurances DISTRICT)

☒ JB

SBDM Council/Principal Policy Agreement (scan) (CPP 17-18 Assurances SBDM)

☒ JB

Advisory Council Assurances and Certification (scan) (CPP 17-18 Assurances AC)

The budget will be submitted at a later date.

Aura Scott  
Advisory Council Chairperson's Signature

2/1/16  
Date

The Continuation Program Plan is due no later than March 1, 2016.

# CENTER OPERATIONS INFORMATION

## (FYs 17-18)

School District: Henderson County Schools Center Name: FRIENDS FRC Date: 2/1/16

☒ Original ☐ Revision # \_\_\_\_\_

### Program Site

Please provide the center hours of operation. Describe the physical location of the center and space allocated specifically for center services for each school served. School districts are required to provide space and maintenance for the center. Center allocation cannot be used to pay for center space.

**Hours of Operation:** 7:30 am to 4:00 pm

**Description of Center Site:** Jefferson Elementary- The FRC office is centrally located in the school, inside the main office. As you enter the Jackson St. front entrance of the school, enter the main office through the wooden door to the left of the secretary window. Pass through the secretary area and turn left into the hallway. The FRC office is the first door on your right.

A.B. Chandler Elementary- The FRC office is centrally located in the school. As you enter the school from the front entrance, go to the cross hallway and turn left. The FRC is the second door on the left which is connected to the Guidance office.

### Staffing Pattern

Describe the center's staffing pattern. Please list each position that will be charging salary to the center's operating budget. **Note: Any change in staffing pattern must be approved by the DFRYSC prior to the change. Vacancy of any center staff position should be reported to the FRYSC Regional Program Manager within 10 days.** Attach current job descriptions for all center staff paid with FRYSC funds.

Center Staff		
Name: Tiffany Beck Position/Function: Coordinator/Director Wage Source(s): FRYSC Grant Direct Supervisor: Nancy Gibson, Crissy Sandefur, Brandy Haley	Hire Date: Aug. 2014 Weekly Hours: 40 # Days Per Year: 240 % of salary from each wage source: 100%	<input type="checkbox"/> Certified <input checked="" type="checkbox"/> Classified
Name: Position/Function: Wage Source(s): Direct Supervisor:	Hire Date: Weekly Hours: # Days Per Year: % of salary from each wage source:	<input type="checkbox"/> Certified <input type="checkbox"/> Classified
Name: Position/Function: Wage Source(s): Direct Supervisor:	Hire Date: Weekly Hours: # Days Per Year: % of salary from each wage source:	<input type="checkbox"/> Certified <input type="checkbox"/> Classified
Name: Position/Function: Wage Source(s): Direct Supervisor:	Hire Date: Weekly Hours: # Days Per Year: % of salary from each wage source:	<input type="checkbox"/> Certified <input type="checkbox"/> Classified
Name: Position/Function: Wage Source(s): Direct Supervisor:	Hire Date: Weekly Hours: # Days Per Year: % of salary from each wage source:	<input type="checkbox"/> Certified <input type="checkbox"/> Classified

For multiple schools, please describe staff coverage for each location (regular schedule for all staff members, hours at each location, etc).

The coordinator's schedule is Monday, Tuesday and Wednesday mornings at Jefferson Elementary; and Wednesday afternoon, Thursday and Friday at A.B. Chandler Elementary. The schedule is flexible if the coordinator is needed at the other school on a non-scheduled day.

## CENTER OPERATIONS INFORMATION

Continued

### Comprehensive School Improvement Plan Involvement

Please describe how the center is involved in the Comprehensive School Improvement Plan process for each school served (including committee representation and center responsibilities). **DO NOT attach copies of the Comprehensive School Improvement Plan.**

At both schools, the FRC serves as a school to home liason, focusing on outreach to the students and families, assisting them to overcome any barriers to their education. FRC assist in planning activities to bring parents in to the school to promote literacy and Parents and children learning together. By assisting to overcome barriers, promoting parent participation in the school, and helping with minority services, FRC is able to help school improve scores in writing, reading, and math, as outlined in the CSIP goals.

**Class Code:**

**7490**

## **LOCAL DISTRICT CLASSIFICATION PLAN**

**CLASS TITLE: FAMILY RESOURCE CENTER COORDINATOR IV**

### **BASIC FUNCTION:**

Plan, organize, implement and coordinate a project, program or activity having significant impact on the District routinely affecting more than one major unit or department; involves diversified but generally standardized choice of action defined by a wide range of established rules and procedures; decisions routinely and generally have short-term impact; contact outside the unit requires judgment to modify conditions and resolve misunderstandings; refer unusual matters to supervisor.

### **DISTINGUISHING CHARACTERISTICS:**

The Coordinator series applies to professional-level, supervisory positions which have responsibility for an on-going activity or function in any area of specialty (instruction or administrative). The levels of Coordinator are distinguished by the overall impact on the district, complexity of the activity supervised, the nature of contacts outside the unit and the independence of action required. There are six levels of the series identified according to these criteria.

### **REPRESENTATIVE DUTIES:**

- Plan, organize, implement and coordinate a project, program or activity and evaluate staff as assigned involved in activities with significant impact on the District routinely affecting more than one more unit or department.
- Develop, establish or administer project, program or activity.
- Serve as liaison with other units, departments or outside agencies as required.
- Make recommendations regarding implementation of project, program or activity and evaluate effectiveness as assigned.
- Maintain communication and work closely with district staff, local school staff and the community regarding information, developments and implementation of project, program or activity.
- Prepare and assist in preparation of reports, records and other documentation as required.
- Accumulate and research data, documents and other pertinent information as required.
- Assure compliance with federal, State and District policy, administrative procedures and negotiated agreements as applicable to assignment.
- Prepare, deliver or assist with training opportunities as appropriate.
- Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Subject matter in area of assignment.
- Short and long-range planning techniques applicable to area of specialty.
- In-service materials, subject matter and methods in area of specialty.
- Record-keeping techniques.



**KNOWLEDGE OF - continued:**

- Oral and written communication skills.
- Public speaking techniques.
- Research methods and report writing techniques.
- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience and courtesy.
- Principles of training and providing work direction.
- Technical aspects of field of specialty.

**ABILITY TO:**

- Provide leadership to an activity with significant District impact routinely affecting more than one unit or department and involving diversified problem solving with significant outside contacts involving problem resolution while working under general supervision.
- Provide technical assistance to District and school personnel in area of proper specialty.
- Oversee the work of committees and task forces.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Compile and verify data and prepare reports.
- Prioritize and schedule work.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Maintain current knowledge of technological advances in the field.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Plan and organize work.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Master's degree and three years experience in area of assignment.

# ADVISORY COUNCIL MEMBERSHIP

Date: 2/1/2016

Center Name: FRIENDS Family Resource Center

School District Name: Henderson Co.

<i>Name</i>	<i>Representing</i>	<i>Appointment Date</i>
1. Laura Scott, Chair	School/Social Worker	2/2016 Chair 9/2014 member
2. Crissy Sandefur	School/principal	7/2012
3. Brandy Haley	School/principal	7/2015
4. Amy Jameson	School/guidance counselor	7/2002
5. Amy Mathis	Community- DCBS	9/2015
6. Kaycee Burrough	Community- DCBS, Lighthouse Counseling	1/2010
7. Pamela Wilson	Community- Henderson Community Colleg	2/2016
8. Tina McFarland	Community- Public Defender's Office	7/2013
9. Angela Talley	Parent	8/2015
10. Rachel Trout	Parent	9/2014
11. Jamie Hargiss	Parent	8/2015
12. Angela Talley	Parent	8/2015
13. Nicole Bachman	Parent	8/2015
14.		
15.		
16.		
17.		
18.		
19.		
20.		

Council composition must include *at least* 1/3 parents, *not more than* 1/3 school district staff and *at least* two youth on YSC and FRYSC councils. Parents must be representative of parent population served by the center and may not be employees of the school district. The remainder of the Advisory Council membership shall include appropriate community representation. When calculating the 1/3 membership ratio, please remember that 1/3 = 33.333%.

(Example: A council with 11 members must have 4 parents)

LEGEND: P=Parent Y=Youth S\*=School District Staff C\*=Community

\*Must indicate agency or group represented.

# FRYSC Inventory Tracking Form

Sept. 2015

Center Name: FRIENDS FRC- Jefferson site

Date: 2/1/16

Name and Description of item	Property tag number/serial number	Value of item/lease cost	Date of purchase or lease	Fund source	Location of item (include address if different)	Responsible person
Dell Computer with monitor, keyboard, mouse, and speakers	No tag/No serial number known	\$500 estimate	Unknown	Distict Technology	FRC office- Jefferson	FRC/Technology Coordinator
HP printer	No tag/No serial number known	\$200	Unknown	Distict Technology	FRC office- Jefferson	FRC/Technology Coordinator
Polycom phone	No tag/No serial number known	\$100 estimate	Unknown	Distict Technology	FRC office- Jefferson	FRC/Technology Coordinator
Computer table/desk with keyboard shelf	No tag/No serial number known	\$200 estimate	Unknown	Distict- Jefferson	FRC office- Jefferson	FRC Coordinator
Desk chair for computer	No tag/No serial number known	\$100	Unknown	Distict- Jefferson	FRC office- Jefferson	FRC Coordinator
Desk chair for computer (old one)	No tag/No serial number known	\$50 estimate	Unknown	Distict- Jefferson	FRC office- Jefferson	FRC Coordinator
2 Drawer filing Cabinets	No tag/No serial number known	\$75	August 2014	FRYSC state funds	FRC office- Jefferson	FRC Coordinator
3 Shelf Bookcase	No tag/No serial number known	\$50	August 2014	FRYSC state funds	FRC office- Jefferson	FRC Coordinator
2 Shelf storage table	No tag/No serial number known	\$50	August 2014	FRYSC state funds	FRC office- Jefferson	FRC Coordinator
4 shelf wire shelving unit	No tag/No serial number known	\$150	August 2014	FRYSC state funds	FRC office- Jefferson	FRC Coordinator
7 canvas storage bins	No tag/No serial number known	\$40	August 2014	FRYSC state funds	FRC office- Jefferson	FRC Coordinator
Paper shredder	No tag/No serial number known	\$50	Unknown	FRYSC state funds	FRC office- Jefferson	FRC Coordinator
Miscellaneous office supplies (folders, pens, pencils, paper, scissors, tape, etc.)	No tag/No serial number known	\$50 estimate	Unknown	FRYSC state funds	FRC office- Jefferson	FRC Coordinator
Bulk school supplies (folders, paper, markers, crayons, glue, boxes, etc.)	No tag/No serial number known	\$250 estimate	July 2015	FRYSC state funds	FRC storage closet- Jefferson	FRC Coordinator
Girl's clothing sizes 4-16, 5 plastic tubs full (includes shoes and coats)	No tag/No serial number known	\$300 estimate	Unknown	FRYSC state funds, donations	FRC storage closet- Jefferson	FRC Coordinator
Boy's clothing sizes 4-16, 5 plastic tubs full (includes shoes and coats)	No tag/No serial number known	\$300 estimate	Unknown	FRYSC state funds, donations	FRC storage closet- Jefferson	FRC Coordinator

## Date: 2/1/16

**Sept. 2015**

[illegible]

## CPP Needs Assessment Data Sheet

## FRC

FY 17-18

School District: Henderson County		Center Name: FRIENDS FRC
Required Data	Possible Sources	Result
1.) % of children in your school NOT prepared for Kindergarten according to the Kindergarten screening tool (i.e., Brigance)	School Principal	<u>AB Chandler</u> - 55% of our Kindergarteners were not ready for Kindergarten.  <u>Jefferson</u> - 54.2% of our Kindergarteners were not ready for Kindergarten.
2.) Lowest 3 skill areas identified through the Kindergarten screening tool	School Principal	<u>AB Chandler</u> : Math- addition and subtraction with whole numbers, Whole Numbers: represent and solve word problems, and Number sentences/equations/equivalence. Reading- Ending punctuation in language and writing, Planning/developing/editing writing, and listening comprehension.  <u>Jefferson</u> : Academic/Cognitive ability, self- help, and physical development.
3.) Attendance rates for each school served	Attendance Clerk, School Report Card	<u>AB Chandler</u> : Current monthly (Jan. 2016) = 96.18% Average for 15-16 school year August 2015- January 2016 = 96.3% Yearly average for 14-15 school year = 96%  <u>Jefferson</u> : Current monthly (Jan. 2016) = 95.93% Average for 15-16 school year August 2015- January 2016 = 96.34% Yearly average for 14-15 school year = 95.62%
4.) Average number of minutes parents spend reading with their child(ren) each week	Parent Survey	There were 247 Parent surveys returned. The average number of time spent reading with their children each week was 30-60 minutes.
5.) % of students reading at grade level	Principal, School Report Card	<u>AB Chandler</u> : 69%  <u>Jefferson</u> : 62%

6.) Top 3 health issues that interfere with learning as reported by teachers and parents	Teacher Survey, Parent Survey	Medical issues (physical health and illness), head lice prevention/treatment, and healthy living/nutrition.
7.) Number (or %) of adults lacking a GED in your community	KIDS COUNT, Adult Ed.	According to the American Census Survey, there are 4,140 adults age 18-64 in Henderson County who do not have their GED.
8.) Type and number of behavior/discipline violations in your school(s) during the previous year	PBIS, Guidance Counselor, Infinite Campus	<u>AB Chandler:</u> 2014-2015 Total Office Referrals: 55 TOP 3: Aggression- 29 Bus Disturbance- 13 Disrespect- 3  <u>Jefferson:</u> 2014-2015 Total Office Referrals: 154 TOP 3: Aggression towards Adults- 45 Aggression towards Peers- 43 Defiance- 23
9.) Top 3 social/emotional issues as reported by staff	Teacher survey, Guidance Counselor	Peer Pressure, Self Esteem, Anger Conflict/Resolution
10.) What are the biggest academic needs for your school, according to the most recent K-PREP results?	Principal, K-PREP	<u>AB Chandler:</u> Increase Reading scores, while at least maintaining writing and math.  <u>Jefferson:</u> Increase Reading and Writing scores.
11.) Number of parents polled who indicate a need for more after-school or summer enrichment?	Parent survey	There were 247 Parent surveys returned. 115 parents reported they were satisfied with the current programs offered in this area. 107 parents did not respond to the question.
12.) Number of child care providers serving children 0-5? How many of those providers are rated 2 STARS or below?	Child Care Council, KIDS COUNT, CCR&R	According to the CHFS Kentucky Integrated Child Care System, there are 9 child care providers in Henderson serving children age 0-5. There are 6 of these providers rated 2 STARS or below.

### Local Supporting Data (FRC)

#### SCHOOL DATA:

##### Examples:

According to the school report card 46.9% of students scored proficient or distinguished on the reading assessment.

The number of absences due to basic needs issues has increased by 6% since last year, according to the guidance counselor.

Based on school nurse documentation, the nurse averaged 20 student visits a day during the 2013-2014 school year. Head lice and bed bugs accounted for approximately 20% of those referrals.

According to the 2014-2015 school report card, AB Chandler scored the following on the K-PREP 58.5% in reading, 61.0% in mathematics, 62.5% in writing. 78.9% of students scored a proficient/distinguished.

According to the 2014-2015 school report card, Jefferson scored the following on the K-PREP 58.7% in reading, 58.4% in mathematics, 49.7% in writing. 68.7% of students scored a proficient. Jefferson was named a proficient progressing

Based on monthly attendance data, Both schools are above the District average for attendance for the 2015-2016 school year.

#### COUNTY/DISTRICT DATA:

##### Examples:

*The local ADD office (Department of Aging) reports that the number of grandparents in this county having custody of grandchildren increased by 20% within the last two years.*

*A recent county health department report states that 65% of our children receive little or no dental care.*

According to kids count data in 2014, the unemployment rate for Henderson County was 6.1.

Kids Count Data from 2009-2014 indicated that 32% of children are being raised in single parent homes.

From 2008-2012, Kids Count Data indicated that 7% of children did not have health insurance.

#### FRYSC DATA:

##### Examples:

*The 2015 Parent Survey indicated that 55% of parents responding do not feel welcome in the school.*

*The 2015 Parent Survey indicated that 40% of parents responding would like to know more about how to help their child(ren) with homework.*

The FY 16-18 parent survey indicated that 15% of parents would like to have a separate child care at AB Chandler Elementary.

Overall, the FY 16-18 parent survey indicated that over 70% of parents responding were knowledgeable of services provided by FRC and over 40% were satisfied with the amount of enrichment services provided.

The FY 16-18 teacher/staff survey indicated that over 60% of the staff is satisfied with services provided by the FRC.

#### OTHER DATA:

**FRYSC Continuation Program Plan  
Action Components and  
Implementation and Results ( I and R)**

**FY 17-18**

School District: Henderson County Schools

Center Name: FRIENDS FRC

**Action Component**

**Full-time Preschool Child Care for Children 2 and 3 years of age**

**Goal of Component:**

To provide access to full-time quality child care, centers will identify, coordinate and/or develop resources for child care. Early learning experiences promote growth, education and successful transition into school for children. Access to quality care may help families continue employment and/or education.

Strengthening Families Protective Factors	Place an X below all Strengthening Families Protective Factors addressed through this component					
	Parental Resilience	Social Connections	Knowledge of Child Development	Concrete Support in Times of Need	Social and Emotional Competence of Children	Nurturing and Attachment
	X	X	X	X	X	X
<b>Needs Assessment Data Summary</b> (Reviewing the data from your CPP Needs Assessment Coversheet, what are the top needs of your school(s) relating to the goal of this component)	Increase awareness of Pre school childcare options					
	Improve Kind readiness skills for incoming students.					
	Increase parental knowledge of resources and programs					
Desired Outcome (Expected Benefit)	Activities with Timelines		Collaborative Partners (w/ fund source and cost)			
Enter desired outcomes, numbered 1, 2, 3, etc. See example tab.	Enter activity (with timelines in parentheses). Leave a gray Implementation row between each activity. Label A, B, C, etc. See example tab.		List partners (fund source and cost in parentheses).			
1.) To provide a Preschool Childcare program for those students at the Early Learning Center.	A.) Childcare will be available for preschool students before and after preschool to allow for a full day of care from Aug. 2016-June 2018		Henderson Co. TBJ Early Learning Center; Parent Fees, Childcare Assistance			



## FRYSC Continuation Program Plan Action Components and Implementation and Results (I and R)

Desired Outcome (Expected Benefit)	Activities with Timelines	Collaborative Partners (w/ fund source and cost)
	I, NI, PI If not implemented, briefly, why? Did this activity have the intended impact (Y/N)?	Evaluated (Y/N)?
2.) Children Ages 2 and 3 will be identified for preschool related programs and/or preschool childcare.	These children will be identified during home visits, when working with families of elementary age students that have younger children at home, and during 4C Play and Learn Groups. Referral to Child Find program will be made as needed.	FRYSC, Henderson Co. Schools, Child Find Liason
	I, NI, PI If not implemented, briefly, why? Did this activity have the intended impact (Y/N)?	Evaluated (Y/N)?
3.) An increase in school readiness and a strengthened school to home relationship will be available for preschool aged children and their families.	The Early Learning Center will help better prepare their students for when they come to kindergarten at the elementary schools from August 2016-June 2018. Incoming Kindergarten families will be invited to explore elementary schools through educational activities prior to school year starting.	Henderson Co. TBJ Early Learning Center
	I, NI, PI If not implemented, briefly, why? Did this activity have the intended impact (Y/N)?	Evaluated (Y/N)?
	I, NI, PI If not implemented, briefly, why? Did this activity have the intended impact (Y/N)?	Evaluated (Y/N)?
	I, NI, PI If not implemented, briefly, why? Did this activity have the intended impact (Y/N)?	Evaluated (Y/N)?
	I, NI, PI If not implemented, briefly, why? Did this activity have the intended impact (Y/N)?	Evaluated (Y/N)?

FRYSC Continuation Program Plan  
Action Components and  
Implementation and Results ( I and R)

Desired Outcome (Expected Benefit)	Activities with Timelines	Collaborative Partners (w/ fund source and cost)
	Did this activity have the intended impact (Y/N)?	
	<div>I, NI, PI</div> <div>Evaluated (Y/N)?</div> <div>If not implemented, briefly, why?</div> <div>Did this activity have the intended impact (Y/N)?</div>	
	<div>I, NI, PI</div> <div>Evaluated (Y/N)?</div> <div>If not implemented, briefly, why?</div> <div>Did this activity have the intended impact (Y/N)?</div>	
	<div>I, NI, PI</div> <div>Evaluated (Y/N)?</div> <div>If not implemented, briefly, why?</div> <div>Did this activity have the intended impact (Y/N)?</div>	
	<div>I, NI, PI</div> <div>Evaluated (Y/N)?</div> <div>If not implemented, briefly, why?</div> <div>Did this activity have the intended impact (Y/N)?</div>	
	<div>I, NI, PI</div> <div>Evaluated (Y/N)?</div> <div>If not implemented, briefly, why?</div> <div>Did this activity have the intended impact (Y/N)?</div>	
	<div>I, NI, PI</div> <div>Evaluated (Y/N)?</div> <div>If not implemented, briefly, why?</div> <div>Did this activity have the intended impact (Y/N)?</div>	

**FRYSC Continuation Program Plan  
Action Components and  
Implementation and Results ( I and R)**

**FY 17-18**

**Action Component:**

School District: Henderson County Schools  
Center Name: FRIENDS FRC  
**After-school child care for children ages four (4) through twelve (12), with the child care being full-time during the summer and on other days when school is not in session.**

**Goal of Component:**

To identify, coordinate and/or develop resources to ensure children have access to quality out-of-school time child care and enrichment activities.  
This will reduce unsupervised time, increase interpersonal skills, and promote continuation of learning during out-of-school time. (i.e. before/after school hours, seasonal breaks, etc.)

Place an X below all Strengthening Families Protective Factors addressed through this component	
Strengthening Families Protective Factors	<div>Parental Resilience</div> <div>Social Connections</div> <div>Knowledge of Child Development</div> <div>Concrete Support in Times of Need</div> <div>Social and Emotional Competence of Children</div> <div>Nurturing and Attachment</div>
	<div>X</div> <div>X</div> <div></div> <div>X</div> <div>X</div> <div>X</div>
<b>Needs Assessment Data Summary</b> (Reviewing the data from your CPP Needs Assessment Coversheet, what are the top needs of your school(s) relating to the goal of this component)	Increase Student feelings of safety and attachment to school. Increase student self-esteem and view of self worth. Improve and enhance social skills of students. Increase parental knowledge of child care program components and child care options. Improve student ability and increase willingness to complete homework in a timely manner.
Desired Outcome (Expected Benefit)	Activities with Timelines
Enter desired outcomes, numbered 1, 2, 3, etc. See example tab.	Enter activity (with timelines in parentheses). Leave a gray Implementation row between each activity. Label A, B, C, etc. See example tab.
Collaborative Partners (w/ fund	List partners (fund source and cost in parentheses).

## FRYSC Continuation Program Plan Action Components and Implementation and Results (I and R)

Desired Outcome (Expected Benefit)	Activities with Timelines	Collaborative Partners (w/ fund)
1.) To provide a safe and positive environment that will help enhance self esteem and improve the social skills of the students.	A.) A licensed school age childcare program will be available for families on site at Jefferson to serve both Jefferson and A.B. Chandler students from August 2016-June 2018.	FRYSC-\$1,000, Parent fees/childcare assistance, \$120,000 Henderson Co. Schools Child Care
	I, NI, PI <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Evaluated (Y/N)? <input type="checkbox"/>	
	If not implemented, briefly, why? <input type="text"/>	
	Did this activity have the intended impact (Y/N)? <input type="checkbox"/>	
2.) At least 75 Chandler/Jefferson students will be enrolled in the licensed after school/summer childcare program	A.) Childcare will be available for families at Jefferson and Chandler as spots become available for the 2016-2017 and 2017-2018 school years.	FRYSC, Henderson Co. Schools, Housing Authority, Childcare Assistance
	I, NI, PI <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Evaluated (Y/N)? <input type="checkbox"/>	
	If not implemented, briefly, why? <input type="text"/>	
	Did this activity have the intended impact (Y/N)? <input type="checkbox"/>	
3.) To improve the homework/completed work of those students in the after school program.	A.) Students who attend after school programs during the 2016-2017 and 2017-2018 school years will have homework completed and ready for the next day. They will receive assistance as needed from daycare workers or JACKS staff.	FRYSC, Henderson Co. Schools, Housing Authority and JACKS 21st Century Program.
	I, NI, PI <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Evaluated (Y/N)? <input type="checkbox"/>	
	If not implemented, briefly, why? <input type="text"/>	
	Did this activity have the intended impact (Y/N)? <input type="checkbox"/>	
4.) Families will be informed of additional childcare programs that promote self esteem and age appropriate social behaviors when requested, pending school childcare is full.	A.) A full list of local childcare programs and sites will be made available upon request to all families July 2016 to June 2018.	FRYSC, YMCA, Housing Authority, Audubon Area and Local Childcare providers.
	I, NI, PI <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Evaluated (Y/N)? <input type="checkbox"/>	
	If not implemented, briefly, why? <input type="text"/>	
	Did this activity have the intended impact (Y/N)? <input type="checkbox"/>	

**FRYSC Continuation Program Plan  
Action Components and  
Implementation and Results ( I and R)**

Desired Outcome (Expected Benefit)	Activities with Timelines	Collaborative Partners (w/ fund)
5.) Referrals and information regarding summer camps and programs for all children will be made readily available to families and students as requested.	A.) FRC will provide information to any family regarding Summer programs and camps to provide children with activities over summer break.	Public Library, YMCA, Audubon Park, Henderson Co. Schools, FRYSC, Salvation Army
	<div style="border: 1px solid black; padding: 2px;">I, NI, PI <input style="width: 50px;" type="text"/></div> <div style="border: 1px solid black; padding: 2px;">If not implemented, briefly, why? <input style="width: 150px;" type="text"/></div> <div style="border: 1px solid black; padding: 2px;">Did this activity have the intended impact (Y/N)? <input style="width: 50px;" type="text"/></div>	<div style="border: 1px solid black; padding: 2px;">Evaluated (Y/N)? <input style="width: 50px;" type="text"/></div>
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FRYSC Continuation Program Plan  
Action Components and  
Implementation and Results ( I and R)

Desired Outcome (Expected Benefit)	Activities with Timelines	Collaborative Partners (w/ fund															
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**FRYSC Continuation Program Plan  
Action Components and  
Implementation and Results ( I and R)**

**FY 17-18**

School District: Henderson County Schools  
Center Name: FRIENDS FRC

**Action Component:**

**Families in Training, which shall consist of an integrated approach to home visits, group meetings, monitoring child development for new and expectant parents.**

**Goal of Component:**

To ensure a productive start in life for every child ages prenatal – 5 (with emphasis on prenatal – age 3), and promote a strong foundation for future school success.

Centers will:

1. Recruit, engage and educate parents on early child development and parenting skills through consistent and ongoing contact\* ;
2. Assist families in identifying developmental concerns;
3. Collaborate with community partners and link families to appropriate prevention and intervention services.

*\* Consistent and ongoing contact includes interactive home visits and group meetings with parents and parents and children together, with an emphasis on expectant parents, infants and toddlers and children not yet in school. Topics should include: Early brain development, child abuse prevention, appropriate developmental experiences and the importance of education.*

<b>Strengthening Families Protective Factors</b>		<b>Place an X below all Strengthening Families Protective Factors addressed through this component</b>					
		<b>Parental Resilience</b>	<b>Social Connections</b>	<b>Knowledge of Child Development</b>	<b>Concrete Support in Times of Need</b>	<b>Social and Emotional Competence of Children</b>	<b>Nurturing and Attachment</b>
		<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Needs Assessment Data Summary</b> (Reviewing the data from your CPP Needs Assessment Coversheet, what are the top needs of your school(s) relating to the goal of this component)		Increase parental involvement and attendance at school functions. Increase parental knowledge of age appropriate child development. Improve school to home communication and relationships through family engagement. Increase participation in new parent education programs.					
<b>Desired Outcome (Expected Benefit)</b>	<b>Activities with Timelines</b>	<b>Collaborative Partners (w/ fund source and cost)</b>					
Enter desired outcomes, numbered 1, 2, 3, etc. See example tab.	Enter activity (with timelines in parentheses). Leave a gray implementation row between each activity. Label A, B, C, etc. See example tab.	List partners (fund source and cost in parentheses).					

**FRYSC Continuation Program Plan  
Action Components and  
Implementation and Results ( I and R)**

Desired Outcome (Expected Benefit)	Activities with Timelines	Collaborative Partners (w/ fund source and cost)
1.) At least 70% of families will be represented at one informational and/or family related activity.	A.) Family Fun Nights (back to school bashes, movie night, literacy night, fall festival, and etc.) to promote family time/parent involvement. An informational class and/or seminar will be offered at each school that may include budgeting, Leader In Me, or parenting class.	FRYSC 3,000, Henderson Co. Schools 1,000, PTA and Title 1
	I, NI, PI <input type="checkbox"/>	Evaluated (Y/N)? <input type="checkbox"/>
	If not implemented, briefly, why? <input type="text"/>	
	Did this activity have the intended impact (Y/N)? <input type="checkbox"/>	
2.) At least 20 parents will attend an educational session or parent activity which targets new or expectant parents in some capacity.	A.) Weekly or monthly classes, programs, and activities will be offered thru 4C Learn and Play, World's Greatest Baby Shower, Literacy Events, Public Library reading groups, 1st Steps and HANDS programs.	FRYSC 3,000, Henderson Co. Schools, Henderson Public Library, and Green River Health Department.
	I, NI, PI <input type="checkbox"/>	Evaluated (Y/N)? <input type="checkbox"/>
	If not implemented, briefly, why? <input type="text"/>	
	Did this activity have the intended impact (Y/N)? <input type="checkbox"/>	
3.) Home visits will be conducted throughout the year to build rapport, gain trust and inform families of the FRC services and community programs. The goal is to break down barriers and increase family involvement at family/parent activities.	A.) At least 80 home visits will be made each school year between July 2016-June 2018.	FRYSC- \$400 (gas), Guidance Counselor, principal
	I, NI, PI <input type="checkbox"/>	Evaluated (Y/N)? <input type="checkbox"/>
	If not implemented, briefly, why? <input type="text"/>	
	Did this activity have the intended impact (Y/N)? <input type="checkbox"/>	
4.) To refer new or expectant parents to services necessary for proper child development or care during pregnancy. These parents will be identified through home visits and in-office visits.	A.) FRC will refer any new or expectant parents to a service or program within the community if needed. These programs would include: World's Greatest Baby Shower, Child Find, HANDS, or give information regarding prenatal care.	FRYSC, Child Find, Henderson Co. Schools, Green River Health Department.
	I, NI, PI <input type="checkbox"/>	Evaluated (Y/N)? <input type="checkbox"/>
	If not implemented, briefly, why? <input type="text"/>	



FRYSC Continuation Program Plan  
Action Components and  
Implementation and Results ( I and R)

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FRYSC Continuation Program Plan  
Action Components and  
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**FRYSC Continuation Program Plan  
Action Components and  
Implementation and Results ( I and R)**

**FY 17-18**

School District: Henderson County Schools  
Center Name: FRIENDS FRC

**Action Component:**

**Family Literacy Services is a literacy program designed to break the intergenerational cycle of "under education" in Kentucky by providing opportunities for parents and their children (birth - 18) to learn together, thereby creating a desire for life-long learning.**

**Goal of Component:**

To move families toward self-sufficiency and work to break the cycle of poverty by providing a comprehensive family literacy program through on-going center, school and community activities that must include:

1. Child time: Developmentally-appropriate educational activities for children;
2. Parent time: Instruction in parenting; strategies for families to support their child's education and enhance the home-school relationship;
3. Parent and child together time: Quality educational interaction between parents and their children that promotes lifelong learning and supports parents in their role as their child's first teacher;
4. Adult education: Parent instruction in academic and employability skills; assisting parents to obtain their GED or post-secondary education goals.

Place an X below all Strengthening Families Protective Factors addressed through this component	
Strengthening Families Protective Factors	<div>Parental Resilience</div> <div>Social Connections</div> <div>Knowledge of Child of Development</div> <div>Concrete Support in Times of Need</div> <div>Social and Emotional Competence of Children</div> <div>Nurturing and Attachment</div>
	<div>X</div> <div>X</div> <div>X</div> <div>X</div> <div>X</div> <div>X</div>
<b>Needs Assessment Data Summary</b> (Reviewing the data from your CPP Needs Assessment Coversheet, what are the top needs of your school(s) relating to the goal of this component)	Improve parent knowledge and skills in General Education. Increase number of parents who have acquired their GED. Increase school wide academics, including Kindergarten readiness, writing, reading and math scores. Increase parent involvement in the school.
Desired Outcome (Expected Benefit)	<div>Activities with Timelines</div> <div>Collaborative Partners (w/ fund source and cost)</div>
Enter desired outcomes, numbered 1, 2, 3, etc. See example tab.	Enter activity (with timelines in parentheses). Leave a gray Implementation row between each activity. Label A, B, C, etc. See example tab.
	List partners (fund source and cost in parentheses).

FRYSC Continuation Program Plan  
Action Components and  
Implementation and Results ( I and R)

Desired Outcome (Expected Benefit)	Activities with Timelines	Collaborative Partners (w/ fund source and cost)
1.) Parents will attempt to further their education or improve their education skills which will provide better employment opportunities and an overall better lifestyle for their family.	A.) GED classes are available through the Henderson Community College. Henderson County High School's Night School is available as well. Referrals and resources are readily available from the FRC. B.) Offer Computer Skills or Budgeting classes for parents at both Jefferson and A.B. Chandler.	Henderson Comm. College and Henderson Co. Schools, FRYSC
	I, NI, PI	Evaluated (Y/N)?
	If not implemented, briefly, why?	
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2.) Families will have the opportunity to attend a minimum of 2 parent/child PACE activities.	A.) Moms and Muffins and Dad's and Donuts are offered each school year, Family Literacy Nights will occur in Fall and Spring of the 2016-2017 and 2017-2018 school years.	FRYSC-\$1,000, Henderson Co. Schools-\$500, Early Childhood- \$500, Community Partners
	I, NI, PI	Evaluated (Y/N)?
	If not implemented, briefly, why?	
	Did this activity have the intended impact (Y/N)?	
3.) There will be an increase in reading scores at both schools and parents will have the ability to read with their child at home.	A.)Every child will be given a birthday book at each school for his/her birthday. In addition, mentors from RSVP, Lead 2 Read and area churches will be paired with those students that read below grade level to help get them on grade level by the end of their 3rd grade year.	FRYSC-\$1,000, Henderson Co. Schools, Community Partners
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**FRYSC Continuation Program Plan  
Action Components and  
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Desired Outcome (Expected Benefit)	Activities with Timelines	Collaborative Partners (w/ fund source and cost)									
4.) There will be an increase of kindergarteners who enter school being able to read and have a better understanding of books.	A.) Children ages 0-5 can receive age appropriate books in their homes each month from the Imagination Library Program. FRC has pamphlets in the office to give to families. The Henderson Co. School's Child Find Liaison will help identify those students with a possible delay or learning disability at an early age to receive services at the Early Learning Center. FRC will help refer students to this program as well.	FRYSC, Imagination Library, Henderson Co. Schools Child Find Program									
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5.) There will be an increase in test scores due to having work available over the summer months to keep students on track.	A.) Jefferson Elementary will host a summer reading camp for 1st and 2nd grade students in June. In addition, the JACKS 21st Century after school and summer program will be available for those 3rd-5th grade students to help with science, math and reading.	FRYSC, Title-1, Henderson Co. Schools, 21st Century Grant									
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FRYSC Continuation Program Plan  
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**FRYSC Continuation Program Plan  
Action Components and  
Implementation and Results ( I and R)**

**FY 17-18**

School District: Henderson County Schools  
Center Name: FRIENDS FRC

**Action Component:**

**Health Services or Referrals to Health Services, or both**

**Goal of Component:**

To improve the overall health and well-being of students and increase their ability to succeed in school by addressing the coordinated school health components\*, safety and oral health, thereby promoting a lifetime of personal wellness.

\*Coordinated school health components include:

- Physical Education
- Health Services
- Nutrition
- Counseling/Psychological Services
- Social Services
- Health Promotion for Staff
- Family/Community Involvement

Place an X below all Strengthening Families Protective Factors addressed through this component		
Strengthening Families Protective Factors	Parental Resilience	
	Social Connections	
	Knowledge of Child Development	
	Concrete Support in Times of Need	
	Social and Emotional Competence of Children	
	Nurturing and Attachment	
	X	
	X	
	X	
	X	
	X	
	X	
<b>Needs Assessment Data Summary</b> (Reviewing the data from your CPP Needs Assessment Coversheet, what are the top needs of your school(s) relating to the goal of this component)		
Increase parent knowledge of medical health services provided by school, including dental, vision, and hearing also. Improve parent and student access to health services. Increase knowledge of available services for families without health insurance.		
Desired Outcome (Expected Benefit)	Activities with Timelines	Collaborative Partners (w/ fund source and cost)
Enter desired outcomes, numbered 1, 2, 3, etc. See example tab.	Enter activity (with timelines in parentheses). Leave a gray Implementation row between each activity. Label A, B, C, etc. See example tab.	List partners (fund source and cost in parentheses).
1.) All Henderson Co. Students have the opportunity to start the school year with proper immunizations, physicals, and health screenings, improving school readiness by 5%.	A.) Readifest offered in July 2016-2018. Vision and Dental Screenings through local providers, Lions club offers free vision care for the uninsured. FRC makes referrals.	FRYSC-1,000, Methodist Hospital Primary Care-\$9,000, Lions club, Health Dept, School Smiles.

**FRYSC Continuation Program Plan**  
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Desired Outcome (Expected Benefit)	Activities with Timelines	Collaborative Partners (w/ fund source and cost)
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2.) All students without medical insurance have access to a doctor for free medical care and free vision exams/eye glasses.	A.) The CATCH program provides services on site and at a centrally located clinic. Free healthcare for those without insurance. In addition, Lions club offers free screenings and glasses for those without vision insurance.	Methodist Hospital CATCH-undisclosed amount, Henderson Lions Club, FRYSC Referrals.
	I, NI, PI <input type="text"/> Evaluated (Y/N)? <input type="text"/>	
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3.) Information will be given to the parents of children without medical insurance regarding ways to obtain insurance. This will increase physical and mental well being, which will improve overall attendance.	A.) FRC will provide resources to parents/families in order to obtain medical coverage necessary to meet the mental and medical needs of the students. This will include medicaid, KCHIP, and where to go if uninsured. July-June 2016-2018.	DCBS, CATCH, local doctors.
	I, NI, PI <input type="text"/> Evaluated (Y/N)? <input type="text"/>	
	If not implemented, briefly, why? <input type="text"/>	
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4.) All 5th grade students will receive information regarding puberty and hygiene increasing overall health experience at school.	A.) FRC, Guidance Counselor, and/or nurse will do one lesson with each class of 4th and 5th grade students regarding hygiene. Hygiene items are in the family resource center whenever the students need them. July 2016- June 2018.	FRYSC-\$200, Henderson Co. Schools, Guidance Counselor, Health Dept.
	I, NI, PI <input type="text"/> Evaluated (Y/N)? <input type="text"/>	
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	Did this activity have the intended impact (Y/N)? <input type="text"/>	
5.) Families and Children will be provided with information regarding the dangers and risk associated with drugs and alcohol.	A.) All 5th grade students participate in the DARE program and all students participate in Red Ribbon Week Activities in October 2016-2018.	FRYSC-\$1000, Henderson Co. Police Dept., Henderson Co. Schools, and Guidance Counselor.
	I, NI, PI <input type="text"/> Evaluated (Y/N)? <input type="text"/>	



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Implementation and Results ( I and R)

Desired Outcome (Expected Benefit)	Activities with Timelines	Collaborative Partners (w/ fund source and cost)
	<div>If not implemented, briefly, why?</div> <div>Did this activity have the intended impact (Y/N)?</div>	
	<div>I, NI, PI</div> <div>If not implemented, briefly, why?</div> <div>Did this activity have the intended impact (Y/N)?</div>	<div>Evaluated (Y/N)?</div>
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FRYSC Continuation Program Plan  
Action Components and  
Implementation and Results ( I and R)

Desired Outcome (Expected Benefit)	Activities with Timelines	Collaborative Partners (w/ fund source and cost)
	I, NI, PI <input type="text"/>	Evaluated (Y/N)? <input type="text"/>
	If not implemented, briefly, why? <input type="text"/>	
	Did this activity have the intended impact (Y/N)? <input type="text"/>	

**FRYSC Continuation Program Plan  
Action Components and  
Implementation and Results (I and R)**

**FY 17-18**

School District: Henderson County Schools  
Center Name: FRIENDS FRC

**Action Component:**

**Family Life to Success**

**Goal of Component:**

To improve the student's academic performance by meeting their basic needs as well as the basic needs of the family.

Strengthening Families Protective Factors	Place an X below all Strengthening Families Protective Factors addressed through this component					
	Parental Resilience	Social Connections	Knowledge of Child Development	Concrete Support in Times of Need	Social and Emotional Competence of Children	Nurturing and Attachment
	X	X		X	X	X

<b>Needs Assessment Data Summary</b> (Reviewing the data from your CPP Needs Assessment Coversheet, what are the top needs of your school(s) relating to the goal of this component)	Improve back to school readiness by providing resources for the family. Promote positive attitudes about school year. Increase parent willingness to partner with school. Decrease classroom teacher out of pocket expense for supplies.	
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Desired Outcome (Expected Benefit)	Activities with Timelines	Collaborative Partners (w/ fund source and cost)
Enter desired outcomes, numbered 1, 2, 3, etc. See example tab.	Enter activity (with timelines in parentheses). Leave a gray Implementation row between each activity. Label A, B, C, etc. See example tab.	List partners (fund source and cost in parentheses).
1.) All students at both sites will have the opportunity to receive back to school supplies and medical assistance.	A.) Back to School Readifest- Summer 2016-2018. In addition school supplies are on hand at both locations July 2016-2018.	FRYSC-\$3,000; Local Agencies, Methodist Hospital, and Housing Authority.

I, NI, PI		Evaluated (Y/N)?	
If not implemented, briefly, why?			
Did this activity have the intended impact (Y/N)?			

**FRYSC Continuation Program Plan  
Action Components and  
Implementation and Results ( I and R)**

Desired Outcome (Expected Benefit)	Activities with Timelines	Collaborative Partners (w/ fund source and cost)
2.) Children will have access to food, clothing, medical, dental, eye exams, and holiday assistance to help meet their basic needs and improve overall academic performance.	A.) FRC Coordinator will collaborate and connect families to resources that best meets their needs, as well as assist in providing these basic needs. July 2016-June 2018.	FRYSC-\$2,000, Local Churches, Goodfellows, Lion's Club, Salvation Army, Christian Comm. Outreach, Local Physicians.
	I, NI, PI <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Evaluated (Y/N)? <input type="checkbox"/>	
	If not implemented, briefly, why? <input type="text"/>	
	Did this activity have the intended impact (Y/N)? <input type="checkbox"/>	
3.) Test scores and MAP scores will increase for those students on Free/Reduced lunch due to basic needs being met.	A.) Weekly Backpack club will be made available to selected students at both schools, Readifest, School Supplies, and Emergency Assistance. (Rent, Utilities, ETC.)	FRYSC-\$4,000, Local Churches and Agencies.
	I, NI, PI <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Evaluated (Y/N)? <input type="checkbox"/>	
	If not implemented, briefly, why? <input type="text"/>	
	Did this activity have the intended impact (Y/N)? <input type="checkbox"/>	
4.) Students at both schools will have access to winter coats, hats, and gloves during the cold winter months to improve attendance.	A.) FRC will collaborate with Volunteer and Information Center and other local organizations to get coats for children in need during winter months.	FRYSC-\$150, Rotary Club, Volunteer and Information Center, Local Donations.
	I, NI, PI <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Evaluated (Y/N)? <input type="checkbox"/>	
	If not implemented, briefly, why? <input type="text"/>	
	Did this activity have the intended impact (Y/N)? <input type="checkbox"/>	
	I, NI, PI <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Evaluated (Y/N)? <input type="checkbox"/>	
	If not implemented, briefly, why? <input type="text"/>	
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FRYSC Continuation Program Plan  
Action Components and  
Implementation and Results ( I and R)

Desired Outcome (Expected Benefit)	Activities with Timelines	Collaborative Partners (w/ fund source and cost)
	<div>If not implemented, briefly, why?</div> <div>Did this activity have the intended impact (Y/N)?</div>	
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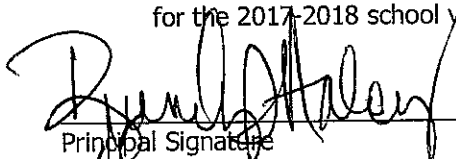
**FRYSC  
SBDM/Principal Agreement**

Center Name: FRIENDS FRC School District: Henderson Co.  
 School Name: AB Chandler Elementary

Upon submission of the FY 17-18 FRYSC Continuation Program Plan, the SBDM Council hereby assures compliance with all FRYSC-related statutes, and any policies, procedures, and/or requirements as they relate to this application.

Prior to receiving the center allocation, the SBDM Council/Principal shall certify that council/school policies are consistent with the following:

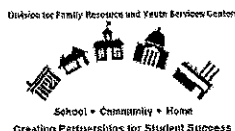
1. Adherence to the locally developed FRYSC Program Plan including budget, action components and designation of center space as contained in the approved application;
2. Assurance that center funds will be utilized for approved center budget and action component activities;
3. Assurance that all job responsibilities of staff funded by this plan will be 100% devoted to center goals, objectives and program activities;
4. Adequate and appropriate record keeping and storage, which includes provisions for the maintenance, custody, security and confidentiality of child and family records;
5. Service priority for children and families with the most urgent needs;
6. Attendance of center coordinators and principals at any required Division of FRYSC training sessions and meetings designed specifically for these individuals;
7. Support for the development of collaborative relationships among the center advisory council, principal, the SBDM Council and other school district programs;
8. The center Advisory Council will have a shared role in the hiring of the center coordinator by recommending an applicant to the SBDM if one is in place and/or the Superintendent.
9. The SBDM Council/Principal will follow the space guidelines outlined in the FRYSC School Administrators Guidebook.
10. Center staff has access to Infinite Campus.
11. Permanent representation in the Comprehensive School Improvement Planning process effective for the 2017-2018 school years for each school served by the center.

  
Principal Signature

2/19/16  
Date

- ☒ This document was reviewed and recorded in the SBDM minutes on 2/19/16.  
☐ There is no SBDM Council at this school.

***All centers serving 2 or more schools are considered district programs; however, this form must be submitted by every school served by the center.***



**FRYSC  
SBDM/Principal Agreement**

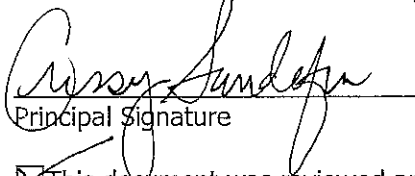
Center Name: FRIENDS FRC School District: Henderson Co.

School Name: Jefferson Elementary

Upon submission of the FY 17-18 FRYSC Continuation Program Plan, the SBDM Council hereby assures compliance with all FRYSC-related statutes, and any policies, procedures, and/or requirements as they relate to this application.

Prior to receiving the center allocation, the SBDM Council/Principal shall certify that council/school policies are consistent with the following:

1. Adherence to the locally developed FRYSC Program Plan including budget, action components and designation of center space as contained in the approved application;
2. Assurance that center funds will be utilized for approved center budget and action component activities;
3. Assurance that all job responsibilities of staff funded by this plan will be 100% devoted to center goals, objectives and program activities;
4. Adequate and appropriate record keeping and storage, which includes provisions for the maintenance, custody, security and confidentiality of child and family records;
5. Service priority for children and families with the most urgent needs;
6. Attendance of center coordinators and principals at any required Division of FRYSC training sessions and meetings designed specifically for these individuals;
7. Support for the development of collaborative relationships among the center advisory council, principal, the SBDM Council and other school district programs;
8. The center Advisory Council will have a shared role in the hiring of the center coordinator by recommending an applicant to the SBDM if one is in place and/or the Superintendent.
9. The SBDM Council/Principal will follow the space guidelines outlined in the FRYSC School Administrators Guidebook.
10. Center staff has access to Infinite Campus.
11. Permanent representation in the Comprehensive School Improvement Planning process effective for the 2017-2018 school years for each school served by the center.

  
Principal Signature

2/22/16  
Date

- ☒ This document was reviewed and recorded in the SBDM minutes on 2/22/16.
- ☐ There is no SBDM Council at this school.

***All centers serving 2 or more schools are considered district programs; however, this form must be submitted by every school served by the center.***



**FRYSC Advisory Council  
Assurances Page  
FYs 17-18**

**Center Name:** FRIENDS FRC **School District:** Henderson Co.

I assure that the local advisory council was actively involved in the planning and development of this Continuation Program Plan and, upon funding, shall assume and perform the following roles and responsibilities:

1. The Advisory Council must have a shared role in the hiring of the center coordinator by recommending an applicant to the SBDM if one is in place and/or the Superintendent;
2. Oversight of center purchase requests through approval of annual budget and amendments to the center operating budget over 10% or \$100, whichever is greater, cumulative within the fiscal year;
3. Written documentation of Advisory Council approval for purchases over \$500 and/or contracts over \$1,000;
4. Review of out-of-state travel requests for center staff;
5. Oversight of center expenditures at least every other month;
6. Strive for a collaborative relationship with the principal(s) and the School Based Decision Making Council(s), if in place;
7. Oversight of the center's action component plans and any revisions with regard to achievement of goals, activities, their implementation and impact, as reflected in the minutes;
8. Brainstorming and planning for new and innovative services, activities and programs for the center, based upon current needs as assessed;
9. Assistance in public relations and public awareness for the center through advocacy;
10. Assistance in outreach to other community representatives for services and support through the center;
11. All advisory council meetings and special called meetings shall be advertised and conducted in accordance with KRS 061.805-850; and,
12. The advisory council will meet at a minimum every other month year-round.

Laura Scott  
Advisory Council Chairperson

2/1/16  
Date

This document was approved and recorded in the Advisory Council minutes on 2-1-16.