

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

Center Name: **South Heights 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:



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.



Checklist (scan) (CPP 17-18 Checklist)



Center Operations Information (CPP 17-18 Center Operations)



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



Advisory Council Membership (CPP 17-18 AC Membership)



Center Inventory (CPP 17-18 Inventory)



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



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)



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



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

The budget will be submitted at a later date.

Advisory Council Chairperson's Signature

Date

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

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

Center Name: South Heights FRC

School District: Henderson County Schools

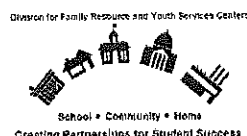
I assure that the local advisory council was actively involved in the planning and development of this Continuation Program Plan and, upon funding, shall assume and perform the following roles and responsibilities:

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.

Advisory Council Chairperson

Date

This document was approved and recorded in the Advisory Council minutes on 2/29/16.



FRYSC SBDM/Principal Agreement

Center Name: South Heights FRC School District: **Henderson County Schools**

School Name: **South Heights Elementary School**

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:

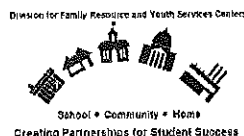
1. Adherence to the locally developed FRYSC Program Plan including budget, action components and designation of center space as contained in the approved application;
2. Assurance that center funds will be utilized for approved center budget and action component activities;
3. Assurance that all job 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

2-29-16
Date

- ☒ This document was reviewed and recorded in the SBDM minutes on 3/16/16.
- ☐ 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.



Family Resource and Youth Services Centers

School District Assurance Certification FYs 17-18

I certify that, to the best of my knowledge, the information submitted as documentation for Family Resource and Youth Services Center Continuation Program Plan is correct and complete. The school district has authorized me as its representative to obligate this school district to conduct any ensuing program or activity in accordance with all applicable Federal and State laws and regulations and the following program assurances:

- Compliance with all FRYSC-related statutes and any policies or procedures set forth by the Cabinet for Health and Family Services through its Contract with the school district;
- District Contact/Designee representation at required FRYSC meetings designed specifically for these individuals;
- The center 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;
- Student and family records will be kept following the guidelines set forth in the FRYSC School Administrators Guidebook;
- Each Center will maintain written documentation verifying:
 - The number of children eligible to receive free school meals on Dec. 1, 2015 at each school served by the center for FY 17 and Dec. 1, 2016 for FY 18;
 - Permanent representation in the Comprehensive School Improvement Planning process effective for the 2017-2018 school years for each school served by the center;
 - The development of Action Component Plans for each core and optional component provided by the center (with evidence of collaboration with other school district programs);
 - Current needs assessment data that supports programs and activities included in the center's Action Components;
 - An active Advisory Council as outlined in the Contract; and
 - Center staff has access to Infinite Campus
 - Center staff receives monthly detailed MUNIS reports and/or desktop access to MUNIS.

It is understood that the submission of this certification and accompanying center budget constitutes an offer, and if accepted by the Cabinet for Health and Family Services or negotiated to acceptance, a contract will form a binding agreement.

School District

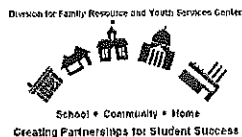
Board Item No. & Date

Superintendent Signature

Date

Board of Education Chairperson Signature

Date



CENTER OPERATIONS INFORMATION (FYs 17-18)

School District: Henderson County Schools Center Name: South Heights FRC Date: 2/10/16

☒ 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: 7:00 am to 3:00 pm. Other hours as necessary by appointment.

Description of Center Site: FRC Office is located off the main hallway of the school in room 303. Office is approx. 12x16 and has an adjoining restroom. Clothes closet and restroom are approx. 13'11 x 5'9". Food pantry area is located in the Under the Sea Café and measures approx. 22'x5'.

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: Sandi Hazelwood Position/Function: Coordinator/Director Wage Source(s): FRC Grant Direct Supervisor: Rob Carroll	Hire Date: July 1, 1998 Weekly Hours: 40 # Days Per Year: 240 % of salary from each wage source: 100%	<input type="checkbox"/> Certified <input checked="" type="checkbox"/> Classified
Name: Amy Lewis Position/Function: Clerk II - FRC Asst. Wage Source(s): FRC Grant Direct Supervisor: Sandi Hazelwood	Hire Date: Jan 2, 2015 Weekly Hours: 20 # Days Per Year: 181 % 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

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

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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.**

FRC Coordinator consults with the Curriculum Specialist, the SBDM and the principal in writing the CSIP making certain FRC is included in the plan. FRC is included in the CSIP in the following areas: Family Literacy Nights, Back to School Read-fest, United Way Born Learning Academy Driven by Toyota, School Smiles and School Wellness. Thus being responsible for numerous activities that contribute to the CSIP goals of at least 73.8% of 3rd thru 5th graders proficient in math and 75.9% of 3rd thru 5th graders proficient in reading by 2019. FRC Coordinator is also a member of the Student, Family and Community Support Committee.

LOCAL DISTRICT CLASSIFICATION PLAN

CLASS TITLE: FAMILY RESOURCE CENTER COORDINATOR III

BASIC FUNCTION:

Plan, organize, implement and coordinate a project, program or activity having significant impact on the District routinely affecting more than one unit or department; requires adaptation and interpretation of standard practices and procedures; contacts outside the unit require exercise of judgment to obtain approval.

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.
- 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.
- Oral and written communication skills.
- Public speaking techniques.
- Research methods and report writing techniques.

KNOWLEDGE OF - continued:

- 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 having significant impact on the District, requiring interpretation of standard practices with significant contacts outside the unit 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: bachelor's degree with some graduate study in area of specialty and four years successful experience in area of assignment.

LOCAL DISTRICT CLASSIFICATION PLAN**CLASS TITLE: CLERICAL ASSISTANT II****BASIC FUNCTION:**

Perform a variety of responsible clerical duties involving typing, filing and maintaining records or reports in support of a school or District function, including instructional programs, school sites, personnel, mail services, food services and financial services; apply and explain procedures and policies of assigned program or department.

DISTINGUISHING CHARACTERISTICS:

Clerical Assistant II incumbents perform a variety of responsible clerical support duties including typing, filing, recording and processing information, answering telephones and providing information to parents, students, faculty and others. Clerical Assistant I incumbents are assigned routine and repetitive general clerical duties requiring no previous experience. Clerical Assistant III incumbents perform specialized clerical duties or provide sole clerical support for an assigned function. Incumbents are required to exercise independent judgment and may be assigned lead duties.

REPRESENTATIVE DUTIES:

- Perform a variety of clerical duties including typing, filing, record keeping, proofreading and processing information.
- Type letters, memoranda, bulletins, reports, schedules, lists, forms or other materials from straight copy or rough draft on a typewriter or computer terminal.
- Maintain a variety of logs, records and files related to assigned office; compile information from a variety of sources and prepare summaries and reports including attendance and enrollment data.
- Receive visitors; answer telephone and refer telephone calls and visitors to appropriate personnel; answer questions and provide information and directions or explain policies and procedures; schedule meetings and appointments.
- Assist the public and District employees in completing forms, applications and other District, State and federal forms and documents.
- Maintain and update records, inventories, index and cross reference files; maintain inventories of assigned materials, documents and equipment; compile and verify information; produce periodic reports, lists and records as assigned.
- Maintain attendance, academic and health records; update computer information databases.
- Perform basic arithmetic calculations; receive and process various forms and documents, including financial and statistical documents; conduct research duties as assigned.
- Maintain supply and material inventory of assigned area as required; assist with ordering, receiving and distributing materials, equipment and supplies according to established procedures; coordinate purchasing efforts with the Purchasing department.

REPRESENTATIVE DUTIES - continued:

- Receive shipments of materials; inspect and verify for accuracy of quality, quantity and type of materials; notify vendors or supervisor of discrepancies or damage.
- Operate a variety of office equipment, such as typewriter, calculator, copiers, computer terminal and other machines as required; enter data in a computer terminal or microcomputer as assigned.
- Provide first aid to ill and injured students as assigned; contact parents, guardians, nurse or public service agencies in accordance with established guidelines.
- Assure the timely duplication and distribution of a variety of records, reports and other materials as directed.
- Schedule appointments, conferences and meetings; maintain various schedules and calendars.
- Perform clerical work such as posting records, making arithmetic computations and securing information from clearly indicated sources.
- Sort and distribute incoming U.S. and intra-District mail.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Rules, regulations, policies and laws related to assigned function or department.
- Modern office practices, procedures and equipment.
- Operation of standard office machines, including computer terminals.
- Record storage, retrieval and management systems.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.
- Basic first aid techniques and procedures.
- Basic math.
- Basic record-keeping techniques.

ABILITY TO:

- Perform a variety of responsible clerical duties involving typing, filing and maintaining records or reports in support of a school or District function.
- Learn and apply laws, rules, regulations involved in assigned clerical activities.
- Make arithmetic calculations quickly and accurately.
- Understand and follow oral and written directions.
- Type at 40 words net per minute from clear copy.
- Operate a variety of office equipment including computer terminal as required by the assignment.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year of clerical experience including some experience with automated office equipment.

FY 17-18 ADVISORY COUNCIL MEMBERSHIP

Date: 2/26/16

Center Name: South Heights FRC

School District: Henderson County Schools

Name	Representing LEGEND: P=Parent Y=Youth S*=School District Staff C*= Community *Must indicate agency or group represented.	Original Appointment Date
1. Susan Overton CHAIR	S - SHS Media Center	2015
2. Keisha Perkins	Parent	2015
3. Courtney Valdez	Parent	2016
4. Ron Alexander	Parent	2016
5. Ann Carter	C- Field & Main Bank	2015
6. Michelle Stone	C- One Life Church	2016
7.		
8.		
9.		
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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)

FRYSC Inventory Tracking Form

Center Name: South Heights FRC

Date: 2/8/16

Sept. 2015

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
HP Laser Jet Pro 400 Color M451DN – used by FRC staff only	CNDF222695	\$505	8/22/13	FRC	FRC Office	FRC Coordinator
Dell Optiplex 3010 Computer & Monitor- used by FRC Coordinator only	21750 SN=JCR6DX1	\$550		District	FRC Office	FRC Coordinator
Toshiba 1370 Copier – used by FRC staff only	CWD091230	\$1,114	2/13/01	FRC	FRC Office	FRC Coordinator
Copier Stand – used by FRC staff for copier to sit on	FRC003	\$100	2/9/01	FRC	FRC Office	FRC Coordinator
Dell LatitudeE6530 Laptop w/ docking station – used by FRC staff only	27721 FRC004	\$1,262	2/2014	FRC	FRC Office	FRC Coordinator
2 Polycom Phones – one used by FRC Coordinator and one by assistant	0004F249F169 0004F24C6E8D	\$140	08/2015	District	FRC Office	FRC Coordinator & Assistant
Small grey metal desk with shelf – used by FRC Assistant	FRC005	\$300	07/2011	FRC	FRC Office	FRC Coordinator & Assistant
Large grey metal desk – used by FRC Coordinator only	FRC006	\$500	07/2011	FRC	FRC Office	FRC Coordinator
Wooden computer desk w/sliding keyboard shelves and shelf hutch – used by FRC Coordinator only	FRC007	\$100	Unknown	FRC	FRC Office	FRC Coordinator
2 blue tweed desk chairs with arms and wheels by Haworth – used by FRC staff only	FRC008 FRC009	\$300	7/19/11	FRC	FRC Office	FRC Coordinator
2 blue tweed office chairs – used by FRC visitors	FRC010 FRC011	\$285	7/19/11	FRC	FRC Office	FRC Coordinator
Fellows Shredder PS80C-2 – used by FRC staff only	FRC012	\$120	Unknown	FRC	FRC Office	FRC Coordinator
4 drawer file cabinet HON – used by FRC staff only	FRC013	\$140	5/10/95	FRC	FRC Office	FRC Coordinator
Heavy Duty Stapler HD12-F – used by FRC staff and some teachers when needed	FRC014	\$90	04/14/97	FRC	FRC Office	FRC Coordinator
Plastic brochure holder – used by FRC staff only	FRC015	\$50	Unknown	FRC	FRC Office	FRC Coordinator
Sharp Compet Adding Machine – used by FRC staff only	FRC016	\$60	Unknown	FRC	FRC Office	FRC Coordinator

Dymo Letra Tag Label Maker – used by FRC Coordinator only	FRC017	\$45	Unknown	FRC	FRC Office	FRC Coordinator
Premier Paper Cutter – used by all staff in the work room	FRC018	\$85	1991	FRC	Media Center – work room	Media Center Specialist
Bositch Electric Pencil Sharpener – used by FRC staff only	FRC019	\$40	Unknown	FRC	FRC Office	FRC Coordinator
2 staplers – one used by FRC Coordinator and one used by Assistant	FRC020 FRC022	\$30	Unknown	FRC	FRC Office	FRC Coordinator & Assistant
2 tape dispensers – used by FRC staff only	FRC021 FRC023	\$40	Unknown	FRC	FRC Office	FRC Coordinator & Assistant
Lorell Mini Refrigerator – used by FRC staff only	FRC024	\$145	07/2013	FRC	FRC Office	FRC Coordinator & Assistant
White Oscillating Fan – used by FRC staff only	FRC025	\$19	08/05/13	FRC	FRC Office	FRC Coordinator
White folding 2 step stool – used by FRC staff only	FRC026	\$25	Unknown	FRC	FRC Office	FRC Coordinator
Kodak Digital Camera C195 – used by FRC staff only	FRC027	\$100	3/16/11	FRC	FRC Office	FRC Coordinator
Nexel Steel Storage Shelving – used by FRC staff only	FRC028	\$232	5/24/11	FRC	FRC Office	FRC Coordinator
21 industrial storage bins with lids – used by FRC staff only	FRC029-FRC050	\$289	5/24/11	FRC	FRC Office & Clothes Closet	FRC Coordinator
3 Find It Games – used by students visiting FRC Office	FRC051,FRC052,FRC053	\$40	4/11/11	FRC	FRC Office	FRC Coordinator
41 boxes of certificate paper by Baudville – used by FRC Coordinator only	FRC054	\$624	Various dates	FRC	FRC Office	FRC Coordinator
Gooseneck lamp- used by nurse for head lice checks and other medical	FRC055	\$65	2/14/02	FRC	Nurse's Office	Nurse
2 Travis brand blue vinyl covered benches – one used in Nurse's Office and one used in discipline office	FRC056 FRC057	\$400	7/26/07	FRC	Nurse's Office & Discipline Office	Nurse & Social Worker
30 instant easels folding easels – used by FRC staff only	FRC058	\$200	04/2014	Born Learning	FRC Office	FRC Coordinator
Crayola Washable Marker Classpack – used by participants in Born Learning and other family nights	FRC059	\$100	9/2014	FRC	FRC Office	FRC Coordinator
23 mounted photos –used by FRC Coordinator	N/A	\$500	05/2015	Born Learning	FRC Office	FRC Coordinator
50 pairs of hats and gloves – to be given to children in need	Bin FRC031	\$300	Unknown – donated	Donated	FRC Office	FRC Coordinator

10 packs of hygiene wipes – to be used by children you have accidents	Bin FRC033	\$70	02/02/16	FRC	FRC Office	FRC Coordinator
Misc holiday decorations – used by center staff only	Bin FRC030	\$100	Various	FRC & donated	FRC Office	FRC Coordinator
10 new backpacks – to be given to students in need	N/A	\$70	07/2015	FRC	FRC Office	FRC Coordinator
25 Lice Treatment Kits – to be given to parents whose children have head lice only by FRC staff or Nurse	Bin FRC036	\$500	02/02/16	FRC	FRC Office	FRC Coordinator
Dell Laptop power supply and carrying case – used by FRC Coordinator only	Bin FRC038	\$100	02/2014	FRC	FRC Office	FRC Coordinator
Toothbrushes, paste and floss – to be given to students who need those supplies	Bin FRC037	\$100	Donated	School Smiles	FRC Office	FRC Coordinator
Shampoo, lotion, deodorant, combs & brushes – to be given to students who need them	Bin FRC037	\$100	Various & Donated	FRC & donated	FRC Office	FRC Coordinator
7 reams of colored paper – used by FRC staff only	Bin FRC039 & FRC040	\$125	8/20/15	FRC	FRC Office	FRC Coordinator
50 girls shirts – clothes closet	Bin FRC041	\$100	Donated	Donated	FRC Clothes Closet	FRC Coordinator & Assistant
50 girls pants – clothes closet	Bin FRC047	\$200	Donated	Donated	FRC Clothes Closet	FRC Coordinator & Assistant
25 boys pants – clothes closet	Bin FRC050	\$100	Donated	Donated	FRC Clothes Closet	FRC Coordinator & Assistant
75 boys shirts – clothes closet	Bin FRC044	\$250	Donated	Donated	FRC Clothes Closet	FRC Coordinator & Assistant
10 packs of socks – clothes closet	Bin FRC046	\$100	Donated	Donated	FRC Clothes Closet	FRC Coordinator & Assistant
12 packs of underwear – clothes closet	Bin FRC042 & FRC043	\$100	Various	FRC	FRC Clothes Closet	FRC Coordinator & Assistant
25 pair of shoes – clothes closet	Bin FRC048 & FRC049	\$100	Donated	Donated	FRC Clothes Closet	FRC Coordinator & Assistant
25 Hoodies – clothes closet	N/A	\$300	Donated	Donated	FRC Clothes Closet	FRC Coordinator & Assistant
25 Coats – clothes closet	N/A	\$500	Donated	Donated	FRC Clothes Closet	FRC Coordinator & Assistant
Misc Food Items – for Weekend Backpack Program	N/A	\$600	Various	Donated & FRC	FRC Food Pantry	FRC Coordinator & Assistant
United Way/Toyota Born Learning Training Material	FRC060	\$400	07/2013	Born Learning	FRC Office	FRC Coordinator

Misc Office Supplies – pens, paper, pencils, paperclips, markers, etc – used by FRC staff only	N/A	\$300	Various	FRC	FRC Office	FRC Coordinator
FRC Door Wreath – used by FRC only	FRC061	\$25	07/2015	FRC	FRC Office	FRC Coordinator
500 plastic drawstring bags –for Weekend Backpack Program	N/A	\$300	11/2015	FRC	FRC Office	FRC Coordinator & Assistant
2 boxes of disposable gloves – used by FRC staff and other staff when needed to for hygiene when helping change a child	Bin FRC033	\$20	07/2015	FRC	FRC Office	FRC Coordinator
2 containers Cavi Wipes- used only by FRC Staff	Bin FRC033	\$30	07/2015	FRC	FRC Office	FRC Coordinator
Misc School Supplies – spiral notebooks, crayons, markers, pencils, etc .. – to be given to students who need supplies	N/A	\$100	07/2015	FRC	FRC Office	FRC Coordinator
3 Heavy Duty Rubbermaid Carts – to be used by FRC office staff for Weekend Backpack Program	FRC067, FRC068, FRC069	\$600	08/2000	Child Care/ FRC	FRC Food Pantry	FRC Coordinator & Assistant
30 Medals with Ribbons – to be given to students at Graduation	N/A	\$150	11/2015	FRC	FRC Office	FRC Coordinator
15 various training manuals/binders – used by FRC Coordinator only	N/A	\$300	Various	Various	FRC Office	FRC Coordinator
Faux wood bookcase- used by FRC staff only	FRC062	\$100	Unknown	FRC	FRC Office	FRC Coordinator
Metal mesh file organizer- used by FRC Coordinator only	FRC063	\$45	07/2011	FRC	FRC Office	FRC Coordinator
3 Giant Rubbermaid Containers with lids – used by FRC Assistant only for storing food for Weekend Backpack Program	FRC064, FRC065, FRC066	\$150	10/2013	FRC	Food Pantry	FRC Coordinator

CPP Needs Assessment Data Sheet

FRC

FY 17-18

School District: Henderson County

Center Name: South Heights 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	32% according to Brigance 53% according to Fall MAP Scores
2.) Lowest 3 skill areas identified through the Kindergarten screening tool	School Principal	Vocabulary use & functions Concepts of Print Foundational Skills
3.) Attendance rates for each school served	Attendance Clerk, School Report Card	95.4% for the first 5 months of 15/16 94.9% for 14/15 school year
4.) Average number of minutes parents spend reading with their child(ren) each week	Parent Survey	211.2 minutes per week (3.52 hours)
5.) % of students reading at grade level	Principal, School Report Card	58% according to Winter MAP scores
6.) Top 3 health issues that interfere with learning as reported by teachers and parents	Teacher Survey, Parent Survey	Parents = ADHD, Dental, & Vision Teachers = ADHA, Medication Issues, Head Lice
7.) Number (or %) of adults lacking a GED in your community	KIDS COUNT, Adult Ed.	4,140 adults age 18-64 in Henderson County do not have GED
8.) Type and number of behavior/discipline violations in your school(s) during the previous year	PBIS, Guidance Counselor, Infinite Campus	461 total discipline violations in 14/15 Top 4 violations = 1)Refusing to comply 2)Aggression toward peers 3)Disruptive 4)Disrespect
9.) Top 3 social/emotional issues as reported by staff	Teacher survey, Guidance Counselor	1)Bullying 2)Lack of Self Esteem 3)Lack of Parent Involvement
10.) What are the biggest academic needs for your school, according to the most recent K-PREP results?	Principal, K-PREP	Increase proficiency in math and reading
11.) Number of parents polled who indicate a need for more after-school or summer enrichment?	Parent survey	179 parents indicated a need for more after-school or summer enrichment.
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	There are 9 providers in Henderson serving children 0-5. Of those, 6 are 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.

Average Daily Attendance for South Heights for 15/16 was 95.1% according to DPP. Nurse sees over 20 children per week for head lice issues and approx. 18 are sent home for at least one day.

Over 100 students at South Heights receive dental care through School Smiles on site through the FRC. KREP Scores for 2015 = 58.3% Reading 46.1% Math 92.5% Social Studies 59.7% On Demand Writing 75% Language Mechanics. This represents an overall 22.8 % growth from 2014.

According to Curriculum Specialist, 117 students are receiving Tier II interventions in Reading and 92 students are receiving Tier II interventions in Math. 79 students are receiving Tier III interventions in Reading and 83 students are receiving Tier III interventions in Math.

According to Thelma B Johnson Early Learning Center, 59 four year old pre-school students were enrolled from South Heights' district in 14/15. Total enrollment for Kindergarten in 15/16 at South Heights was 99 students. Therefore, 50 of our incoming students were not enrolled in a formal pre-school program.

Almost 90% of South Heights families live below the Federal Poverty Level and qualify for free or reduced lunch for their children according to Henderson Co. Schools. Due to the high number, all South Heights students receive free breakfast and lunch.

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 the 2015 Early Childhood Profile for Henderson County, 44% of children entering Kindergarten were not ready for school.

2015 Kids Count Data shows 10,876 children in Henderson County age 0-17. Henderson County ranks number 22 in child well-being in the Kids Count Data with 51% of our children living below 200% of Poverty Level, 4,910 children on Medicaid and 422 on KCHIP.

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.

According to our Volunteer Sign in Sheets, total parent and community volunteer hours for 14/15 school year were 2,736.25.

The 2015/16 Needs Assessment indicated that 92% of parents/guardians felt that the newsletter was very helpful.

The 2014/15 Weekend Backpack Program Year End Evaluation Forms indicated that 99.2% of parents were very satisfied with the Weekend Backpack Program and stated that it helped their children to not be hungry.

The 2015/16 Needs Assessment indicated that parents are only reading an average of 3.52 hours with their children in a week.

According to pre-and post-surveys, the United Way Born Learning Academy increased the knowledge of all 17 families that attended and graduated from the program in 2014/15.

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: South Heights 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	
Needs Assessment Data Summary (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)	All parents in need of full-time Preschool Child Care will receive appropriate referral to Thelma B Johnson Early Learning Center or other program (for 2 year olds),					
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.) 100% of families in need of child care for their pre-school aged children will have access to appropriate referrals for their children as measured by the FRC daily log.	A.) FRC will make referrals Thelma B. Johnson Early Learning Center or other accredited child care facilities. (7/16 - 6/18)	FRC, Thelma B. Johnson Early Learning Center, Henderson County Early Childhood Council (\$0)
	I, NI, PI	Evaluated (Y/N)?
	If not implemented, briefly, why?	
	Did this activity have the intended impact (Y/N)?	

**FRYSC Continuation Program Plan
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FY 17-18

School District: Henderson County Schools
Center Name: South Heights FRC

Action Component:

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.)

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	
Needs Assessment Data Summary (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)	More opportunities for after-school and summer enrichment activities; safer places for children to be in our neighborhood					
Desired Outcome (Expected Benefit)	Activities with Timelines			Collaborative Partners (w/ fund		

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
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Desired Outcome (Expected Benefit)	Activities with Timelines	Collaborative Partners (w/ fund)
1.) Parents of school aged children will have more options available for appropriate, meaningful after school care/activities for their children as measured by FRC daily log.	A.) FRC will make appropriate referrals to all families in need of after school child care for their school aged children. (7/16 - 6/18)	FRC, CHFS Kentucky Integrated Child Care System, Info Line (\$0)
	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"/>	
	B) FRC will work with Blazer U, East End Development Corp, Audubon Kid's Zone and Afternoon Lagoon Child Care to help identify students in need of extra services, as well as collaborating to provide enrichment services. FRC will make referrals as needed. (7/16 - 6/18)	FRC (\$1,000), Blazer U (\$7,000), Audubon Kid's Zone (\$10,000)
	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) Students will gain knowledge and experiences to enhance what is taught in the classroom as measured by participant opinion.	A) FRC will make referrals to Blazer U Program and to the Afternoon Lagoon after school child care program for other students whose parents indicate a need. (7/16 - 6/18)	FRC (\$0), Blazer U (\$7,000), After School Child Care (fees)
	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"/>	

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

FY 17-18

School District: Henderson County Schools
Center Name: South Heights 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.*

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
Needs Assessment Data Summary (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 number of pre-school age children who will be Kindergarten ready at the appropriate age; Increase in awareness of parents about child development and appropriate practices to assist their children in being ready for school; Increase in the families receiving needed services for their children.					
Desired Outcome (Expected Benefit)	Activities with Timelines			Collaborative Partners (w/ fund source and cost)		

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

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.) At least 90% of parent participants will increase their knowledge about the stages of early childhood development and how to help their children be prepared emotionally, socially and intellectually for school as measured by pre and post surveys.	A.) South Heights FRC will implement the United Way Bornlearning Academy curriculum and conduct 6 family sessions along with a graduation for families with children age 0-5. Childcare and meals will be provided. Sessions will include parent time and child time seerate, as well as family time together. Academy will be open to any families in Henderson County with children 0-5 with an emphasis on South Heights families and teen mothers. (7/16-6/18)	FRC (\$3,000), United Way of Henderson County (\$3,000), Henderson Early Childhood Council (\$2,000), Thelma B Johnson Early Learning Center, local business and volunteer groups
<div style="display: flex; justify-content: space-between;"> I, NI, PI </div> <div style="display: flex; justify-content: space-between;"> If not implemented, briefly, why? </div> <div style="display: flex; justify-content: space-between;"> Did this activity have the intended impact (Y/N)? </div>		
2) At least 25 children will be able to build their own library of books to read and keep in order to help them be better prepared to enter school as measured by enrollment forms.	A) FRC will provide information and registration materials for The Imagination Library to expectant parents and families with children under the age of 5. (7/16-6/18)	FRC, Community Foundation for Excellence (\$30,500), Imagination Library
<div style="display: flex; justify-content: space-between;"> I, NI, PI </div> <div style="display: flex; justify-content: space-between;"> If not implemented, briefly, why? </div> <div style="display: flex; justify-content: space-between;"> Did this activity have the intended impact (Y/N)? </div>		
3) At least 50% more of the students living in South Heights' district who come to us from Thelma B Johnson Early Learning Center will be kindergarten ready in phonomic awareness.	A) FRC will assist in administering the Phonological Awareness Screener to 4 year olds at Thelma B Johnson Early Learning Center who will be enrolling in kindergarten at South Heights the following year. Students and their parents will be invited to Born Learning as well as a smaller group that will focus on developing phonomic awareness. Parents will be given iPads pre-loaded with "games" to use to assist their children in this area. (7/16-6/18)	FRC, Thelma B Johnson Early Learning Center (\$2,000), Early Childhood Council (\$2,000)
<div style="display: flex; justify-content: space-between;"> I, NI, PI </div> <div style="display: flex; justify-content: space-between;"> Evaluated (Y/N)? </div>		

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)
	If not implemented, briefly, why?	
	Did this activity have the intended impact (Y/N)?	
4) Children will be healthier and receive appropriate health services to enable them to be successful and ready for school as measured by referral log and needs assessment data.	A) FRC will make appropriate referrals to Child Find, The Commission for Children with Special Needs, CHIP, Kynect, CATCH Program and other programs in order to assist families in procuring needed services for children with medical issues and/or developmental delays. Children will be identified through home visits, surveys, Readiness Fest, Born Learning and parent contact. (7/16-6/18)	FRC (\$200), Child Find, Commission, CATCH, CHIP, Kynect, Thelma B Johnson Early Learning Center
	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)**

FY 17-18

School District: Henderson County Schools
Center Name: South Heights 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.

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		
Needs Assessment Data Summary (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)	More parents will get involved with their children's education by attending literacy events and learning ways to work with their children at home; Increase in number of parents stating that they feel it is important to be involved with their child's school/education; Increase in the number of hours or minutes that parents report reading with their children.					
Desired Outcome (Expected Benefit)	Activities with Timelines			Collaborative Partners (w/ fund source and cost)		

**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)
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.) At least 90% of parent participants will increase their knowledge about the stages of early childhood development and how to help their children be prepared emotionally, socially and intellectually for school as measured by pre and post surveys.	A.) South Heights FRC will implement the United Way Bornlearning Academy curriculum and conduct 6 family sessions along with a graduation for families with children age 0-5. Childcare and meals will be provided. Sessions will include parent time and child time separate, as well as family time together. Academy will be open to any families in Henderson County with children 0-5 with an emphasis on South Heights families and teen mothers. (7/16-6/18)	FRC (\$3,000), United Way of Henderson County (\$3,000), Henderson Early Childhood Council (\$2,000), Thelma B Johnson Early Learning Center, local business and volunteer groups
<div style="display: flex; justify-content: space-between;"> I, NI, PI Evaluated (Y/N)? </div> <div style="display: flex; justify-content: space-between;"> If not implemented, briefly, why? </div> <div style="display: flex; justify-content: space-between;"> Did this activity have the intended impact (Y/N)? </div>		
2) At least 50% more of the students living in South Heights' district who come to us from Thelma B Johnson Early Learning Center will be kindergarten ready in phonological awareness.	A) FRC will assist in administering the Phonological Awareness Screener to 4 year olds at Thelma B Johnson Early Learning Center who will be enrolling in kindergarten at South Heights the following year. Students and their parents will be invited to Born Learning as well as a smaller group that will focus on developing phonomic awareness. Parents will be given iPads pre-loaded with "games" to use to assist their children in this area. (7/16-6/18)	FRC, Thelma B Johnson Early Learning Center (\$2,000), Early Childhood Council (\$2,000)
<div style="display: flex; justify-content: space-between;"> I, NI, PI Evaluated (Y/N)? </div> <div style="display: flex; justify-content: space-between;"> If not implemented, briefly, why? </div> <div style="display: flex; justify-content: space-between;"> Did this activity have the intended impact (Y/N)? </div>		

**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)
3) Parent involvement in the educational process will increase as measured by registration numbers and post event evaluations.	A) All K-5th grade students and their families will be invited to participate in 2 family literacy events per year - one in the fall and one in the spring. Each event will provide parents with time to learn on their own and then time together with their children in stations. (7/16-6/18)	FRC (\$1,000), Media Center (\$500), Title 1 (\$500), South Heights Teachers, volunteers, student teachers
	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) All parents in need of adult education opportunities and GED instruction will receive appropriate referrals to enable them to improve their educational status as measured by daily logs.	A) FRC will make referrals to Henderson Community College Adult Learning Center and Adult Education Programs for parents in need of furthering their education. FRC will assist parents in completing any registration requirements if needed. (7/16-6/18)	FRC (\$200), Adult Learning Center
	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"/>	
	B) FRC will send home to all families informational fliers and brochures with details of up-coming adult education opportunities and will include announcements/information in monthly newsletter as available. (7/16-6/18)	FRC (\$200), Adult Learning Center
	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"/>	

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

FY 17-18

School District: Henderson County Schools
Center Name: South Heights 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

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
Needs Assessment Data Summary (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)		More parents will gain information on preventing medical issues such as head lice; More students will be able to remain in class due to getting some common health care needs addressed on site at school; Increase number of parents who have access to assistance in meeting their children's health care needs.					
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).

**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.) Some common health care needs of students will be met on site allowing students to miss less classroom instructional time while still meeting their health care needs. Measured by attendance data, daily logs and registration forms.	A.) FRC will collaborate with school nurse to meet medication and health care needs of students and their families. (7/16 - 6/18)	FRC (\$1,800), School Nurse
	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"/>	
	B) FRC will collaborate with School Smiles to provide on site dental care for students who do not have a regular local dentist. Treatment, cleanings, restorations, sealants and regular follow-up visits will be provided along with dental hygiene instruction and products. (7/16 - 6/18)	FRC, School Smiles (all cost of dental program paid for by School Smiles)
	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) Parents will gain knowledge of head lice, what it is and how to treat it. As measured by registration and evaluation sheets.	A) FRC will provide non-chemical head lice treatment kits and instructions on how to treat family members as well as the home itself. (7/16 - 6/18)	FRC (\$800), School Nurse
	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"/>	
	B) FRC will collaborate with local pediatricians, extermination companies and businesses to provide an informational program for families to give them knowledge and tools to prevent and/or treat head lice properly. (once per year FY16 & FY17)	FRC (\$800), School Nurse, Pediatricians, Local Businesses
	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)

Desired Outcome (Expected Benefit)	Activities with Timelines	Collaborative Partners (w/ fund source and cost)
	Did this activity have the intended impact (Y/N)?	
3) Students and family members that need off site health care will be provided with assistance in meeting their health care needs as measured by daily log.	A) FRC will assist parents in making needed appointments, completing forms, and arranging transportation necessary to obtain needed health care services. (7/16-6/18)	FRC, Central Office, Pediatricians, Optometrists/Ophthalmologists, Dentists, Orthodontists, PT.
	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)?	
4) Students will have medication necessary to keep them on task and in school as measured by daily log, parent & teachers requests/referrals, and school nurse data.	A) FRC will access KPAP (Kentucky Prescription Assistance Program) as well as pharmaceutical company assistance programs in order to assist families in being able to provide needed medications to family members. (7/16-6/18)	FRC (\$100)
	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)?	
	B) FRC will make referrals to local agencies who can help with purchasing medications and, in emergency or last resort situations, FRC will assist with purchasing medication when it is deemed necessary by physician and parents can't afford it for the child. (7/16-6/18)	FRC (\$700)
	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)?	

**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)
5) Students will start the school year healthier and ready to learn as measured by Back to School Readifest data.	A) FRC will hold Back to School Readifest to provide at least 100 South Heights students with needed physicals, dental screenings, vision screenings, immunizations and health/nutrition information in one convenient location. (7/16-6/18)	FRC (\$700), local pediatrician, Green River Health Dept, UK Ext Office, School Smiles, West AHEC, local opthamologists, nurse practitioners, Anthem BC/BS, River Valley Behavioral Health, Deaconness Cross Pointe, Lighthouse Counselling.
<div style="display: flex; justify-content: space-between;"> I, NI, PI <input style="width: 100px;" type="text"/> Evaluated (Y/N)? <input style="width: 100px;" type="text"/> </div> <div style="display: flex; justify-content: space-between;"> If not implemented, briefly, why? <input style="width: 200px;" type="text"/> </div> <div style="display: flex; justify-content: space-between;"> Did this activity have the intended impact (Y/N)? <input style="width: 100px;" type="text"/> </div>		
6) Students and families in need of medical insurance will have access to health care by becoming enrolled in qualifying programs as measured by actual enrollments and daily log.	A) FRC Coordinator will access CHIP and Kynect to provide information and assistance in completing applications for health care coverage. (7/16 - 6/18)	FRC, CHIP, Medicaid, Kynect
<div style="display: flex; justify-content: space-between;"> I, NI, PI <input style="width: 100px;" type="text"/> Evaluated (Y/N)? <input style="width: 100px;" type="text"/> </div> <div style="display: flex; justify-content: space-between;"> If not implemented, briefly, why? <input style="width: 200px;" type="text"/> </div> <div style="display: flex; justify-content: space-between;"> Did this activity have the intended impact (Y/N)? <input style="width: 100px;" type="text"/> </div>		
7) Students will have enough nutritious food to keep them from being hungry over the weekends and breaks when school is not in session as measured by parent surveys.	A) FRC will operate and coordinate the Weekend Backpack Program to provide nutritious food items to keep a minimum of 50 registered children from going hungry. (7/16-6/18)	FRC (\$1,000), Presbyterian Church (\$3,000), Hyland Baptist Church (\$5,000), Airline Baptist Church (\$500), First United Methodist Church (\$3,500), Zion Baptist Church (\$1,000), Klassix Cruisers (\$200), Individuals (\$1,000)
<div style="display: flex; justify-content: space-between;"> I, NI, PI <input style="width: 100px;" type="text"/> Evaluated (Y/N)? <input style="width: 100px;" type="text"/> </div> <div style="display: flex; justify-content: space-between;"> If not implemented, briefly, why? <input style="width: 200px;" type="text"/> </div>		

**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)?	
	B) FRC will partner with Henderson County Schools Child Nutrition Dept to distribute information regarding the Summer Feeding Program which allows students under the age of 18 to receive free breakfast and lunch at numerous locations within Henderson County. (7/16-6/18)	FRC (\$50), Child Nutrition Dept (cost of administering and providing the meals)
	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)?	
8) Families will have an increased knowledge of hygiene, health and nutrition issues and will have tools to use to keep their family members involved and active for a more healthy lifestyle as measured by sign in sheets and post-surveys.	A) FRC will hold a wellness fair focussed on health, hygiene and nutrition issues for parents and children. Once per year in FY16 and FY17.	FRC (\$1,000), School Nurse, local pediatrition, local dentist, local businesses, UK Ext. Office, local exercise groups.
	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)?	
9) Male students will increase their knowledge and have higher levels of self-esteem as measured by post surveys.	A) FRC will work with our male teachers and local male leaders to organize a "Boys 2 Men" or "Man Club" geared toward providing mentorship opportunities and knowledge that are lacking in some of our male students who do not have a positive male role model. (7/16-6/18)	FRC (\$1,000), teachers, local male leaders, churches
	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)?	

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

FY 17-18

School District: Henderson County Schools
Center Name: South Heights FRC

Action Component:

EDUCATIONAL SUPPORT

Goal of Component:

To provide assistance to students and families that removes barriers to the learning process that keep our students from being successful.

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		
Needs Assessment Data Summary (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)	Attendance rates will be maintained at 94% or above; increase number of parents who are aware of attendance policy and how to stay compliant; increase in number of parent volunteers and assignments for them to complete; all students in need of clean appropriate clothing will have needs met; all families in need of holiday assistance will receive assistance and appropriate referrals; all students in need of school supplies will receive what they need to be prepared for school; increase in academic and social skills in students working with Foster Grandparents; families will feel more engaged or part of the South Heights Family through recognition events and monthly newsletter.					
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.) Students needing appropriate clothing will have their needs met in order to keep them on task and not distracted while in class as measured by FRC daily log.	A.) FRC will maintain a clothes closet on site to provide clean, appropriate clothing to any student needing clothes or a change of clothes. (7/16-6/18)	FRC (\$800), The Answer Center (donated clothing), Individuals (donated clothing)
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"/>		

**FRYSC Continuation Program Plan
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Desired Outcome (Expected Benefit)	Activities with Timelines	Collaborative Partners (w/ fund source and cost)
	B) FRC will collaborate with The Volunteer and Information Center, Santa Clothes Club, Rotary Club, Wilkerson's Shoes and Happy Feet to provide clothing, shoes and coats for all children at South Heights who are in need of these items. (7/16-6/18)	FRC, Rotary Club (\$1,000), Littrell Family Foundation (\$500), Happy Feet (\$2,500), Larry Roan Painting (\$100), Santa Clothes Club (\$10,000)
	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"/>	
2) Approximately 10- 20 targeted students will have increased academic comprehension and scores as well as better social interactions as measured by FGP bi-yearly evaluations, MAP scores and teacher input.	A) FRC Coordinator will act as site manager for 2-4 Foster Grandparents working year round to provide academic tutoring and social mentoring to students identified by their teachers as needing the most assistance. (7/16-6/18)	FRC (\$1,500), Foster Grandparent Program (\$35,000)
	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"/>	
3) All students needing school supplies and materials will have those supplies and materials in order to be prepared and successful in school as measured by registration and teacher feedback.	A) FRC will provide and/or coordinate the distribution of school supplies and backpacks for all South Heights students whose families need assistance with school supplies. (7/16-6/18)	FRC (\$4,000), Local Churches and Businesses (\$3,000)
	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"/>	
4) Students with attendance issues will decrease their absences/tardies as measured by average daily attendance rate and attendance reports.	A) FRC will work with all students and families with chronic attendance issues in order to resolve those issues and educate parents about the risks of poor attendance. This will be accomplished through home visits, phone calls, and in-school conversations with parents and students. (7/16-6/18)	FRC (\$500), Attendance Resource Specialist, DPP, School Attendance Secretary, Teacher, Principal.
	I, NI, PI <input type="text"/>	Evaluated (Y/N)? <input type="text"/>

**FRYSC Continuation Program Plan
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Desired Outcome (Expected Benefit)	Activities with Timelines	Collaborative Partners (w/ fund source and cost)
	If not implemented, briefly, why? <input type="text"/> Did this activity have the intended impact (Y/N)? <input type="text"/>	
	B) FRC will provide parents of students who are or will be absent 6 or more consecutive days with information and registration materials for Home Hospital Services and Instruction. (7/16-6/18)	FRC, Attendance Resource Specialist, DPP
	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"/>	
	C) FRC will document all parent/student attendance contacts in Infinite Campus and provide information to the Attendance Resource Specialist and DPP for the purposes of attendance hearings and court filings. FRC Coordinator will accompany Attendance Resource Specialist on home visits to South Heights families as needed. (7/16-6/18)	FRC, Attendance Resource Specialist, DPP
	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"/>	
5) Students and families will have an increased connection to the school and feel a sense of pride and accomplishment as measured by parent response and needs assessment surveys.	A) FRC will coordinate the annual SAIL Awards (Student, Athlete, Innovator, Leader) for all intermediate students and their families. (Fall 2016 & Fall 2017)	FRC (\$2,000), School (\$2,000)
	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"/>	
	B) FRC will coordinate the 5th Grade Celebration/Graduation and Awards for students and parents. (May 2017 & May 2018)	FRC (\$500)
	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)**

Desired Outcome (Expected Benefit)	Activities with Timelines	Collaborative Partners (w/ fund source and cost)
6) Parent knowledge of school issues, events and what their child is learning will increase as measured by needs assessment surveys.	A) FRC will compile, edit and produce a monthly newsletter during the school year that will be sent home with each student. Educational information on how parents can assist students in learning, FRC announcements, school events, nurse & PE info, and info from the principal will all be included. (7/16-6/18)	FRC (\$500)
	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"/>	
7) Parents, family and community members will increase their direct support of our students by volunteering at the school as measured by daily sign in sheets and special events rosters.	A) FRC will act as volunteer coordinator for the school. (7/16-6/18)	FRC (\$500)
	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"/>	
8) All students/families in need of holiday assistance will receive assistance through the FRC or appropriate referrals to other agencies for assistance as measured by daily logs and registration.	A) FRC will work with community volunteers and local businesses to provide Christmas assistance to all students/families who need assistance. FRC will make referrals or will register families for assistance programs that are available each year. (Nov & Dec 2016 and Nov & Dec 2017)	FRC (\$350), Goodfellows (\$30,000), Local Churches and Businesses (\$20,000) and Volunteer & Information Center (\$7,000)
	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"/>	