



FLOYD COUNTY BOARD OF EDUCATION
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Linda C. Gearheart, Vice-Chair- District 1
Dr. Chandra Varia, Member - District 2
Rhonda Meade, Member - District 4
Sherry Robinson, Member - District 5

Consent Agenda Item(Action Item):

Consider Memorandum of Agreement with the Division of FRYSC for one AmeriCorp reading/tutoring position for the 2016-2017 school year at Betsy Layne Elementary.

Applicable Statute(s), Regulation:

Board Policies 03.221 and 03.2332

History / Background Information:

Betsy Layne Elementary has the opportunity to host an AmeriCorp worker through the Family Resource Center in 2016-2017. The person hired in this position would provide reading tutoring to at-risk students as identified by the school.

Fiscal/Budgetary Impact:

Funding for the AmeriCorps (tutoring) position will come from the Betsy Layne Elementary Family Resource Center. The center will provide \$5,875.00 for the full-time position. The AmeriCorp program will provide all other compensation.

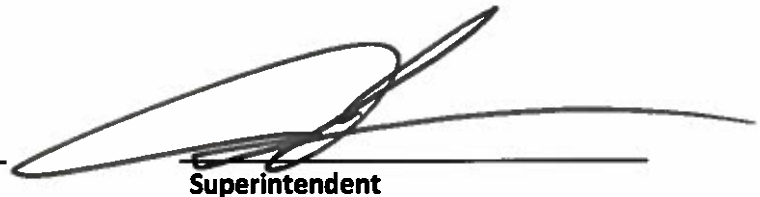
Recommended Action:

Approve MOA

Contact Person(s):

Brian Akers 478-5550
Kristina Springer 886-4519


Director


Superintendent

Date:

June 27, 2016

FRYSC CORPS

SPONSORED BY KENTUCKY AMERICORPS AND THE DIVISION OF FRYSC

Site Application 2016-2017

Deadline: May 16, 2016

Thank you for your interest in becoming a FRYSCORPS site! The following application provides information about the program's goals, benefits to members, and the expectations for the host site. Currently, positions are available to Family Resource and Youth Service Centers (FRYSC) in Eastern and Central Kentucky regions 4 through 10.

Description

FRYSCORPS works with the state's Division of Family Resource and Youth Services Centers. The Corporation for National Community Service funds FRYSCORPS through a competitive federal grant that provides a living allowance, health benefits and training for 30 individuals. These individuals become reading tutors at host FRYSCs throughout districts in targeted Kentucky counties.

FRYSCORPS members are AmeriCorps members who commit to a year of service with an opportunity to serve two years. They serve under the supervision of FRYSC coordinators in cooperation with principals and teachers to provide individual and small group reading tutoring. These students are identified as at risk for academic failure due to poor reading mechanics. Members are trained to use a variety of reading instruction tools. Members should also support the current reading curriculum within host schools to give struggling students the tools necessary to achieve success while in school and beyond. *The specific academic goal of the FRYSC Corps grant is to help those students who need extra support in sound awareness, phonics, sight words, fluency, and comprehension.*

FRYSC Corps members support literacy with reading buddy mentoring programs in your school. If your school does not have a reading buddy program, the FRYSC Corps member will have the tools and training to start one. If your school has a program, the member should help the current program leaders to increase the number of students participating.

FRYSCORPS members are in a unique position to contribute service to Family Resource and Youth Service Center core components because they are physically located in centers and work directly, one-on-one with students to improve reading skills as the grant requires. Direct service hours must include serving students and families in your school community to support the goal of removing barriers to learning.

Furthermore, members must recruit and train or manage at least 12 volunteers to meet academic and basic needs in your community is also part of the mission. The member should share actively the positive experience of community service and encourage others to give time and skills to your school and neighborhoods.

FRYSCORPS Mission Statement

FRYSC CORPS is an AmeriCorps project, with members committed to serving the children of Kentucky in partnership with caring families, supportive schools and resource centers, active communities and dedicated volunteers, providing literacy-rich opportunities to assist K-12 students in improving their reading skills, benefiting their entire lives.

AmeriCorps Member Benefits

Each AmeriCorps/FRYSCORPS member completes 1,700 hours of service between September 1, 2016 and August 31, 2017. In exchange for service, full-time members receive:

- A total living allowance of app. \$522 twice each month (taxable income) up to \$12,530 maximum;
- Health insurance;
- Child care re-imbursement, if eligible;
- Student loan forbearance for qualified loans;
- A \$5,730 educational award that may be used to pay for college or to re-pay qualified student loans upon satisfactory completion of service; and
- Training in reading tutoring methods and resources.

Member Requirements

Applicants must be at least 18 years of age, a high school graduate or equivalent, provide a driver's license or state issued identification, have US citizenship, and successfully complete state and federal background checks.

FRYSC Expectations

The FRYSC Coordinator, advisory council, and/or school personnel, etc. recruit and interview applicants for the AmeriCorps position. FRYSCORPS staff also interviews the candidate and conducts an orientation explaining AmeriCorps and FRYSCORPS requirements. In addition, FRYSCORPS staff performs a background check and *reserves the right to refuse a placement for applicants.*

The FRYSC & school must:

- Submit \$5,875 cash match to secure an AmeriCorps member's placement. Funding may come from sources outside the FRYSC. Use of federal funds must be declared.
- Ensure the Coordinator participates in an orientation provided by FRYSCORPS staff.
- Ensure that the coordinator acts as a site supervisor for the FRYSC CORPS member. Site Supervisors are responsible for ensuring the goals outlined in an accepted application are met and that the FRYSCORPS member meets the site's professional expectations in regard to reporting for service, professional conduct, etc.
- Allow the AmeriCorps member to attend meetings as required by the FRYSC CORPS, including; a multi-day orientation, monthly teleconference meetings provided by FRYSCORPS staff, and 3 to 6 additional face to face trainings.
- Make certain that the AmeriCorps member participates in at least three national service initiatives such as Make A Difference Day, MLK Day of Service, and AmeriCorps Week.
- Provide supervisor's reports, evaluations of member service and reading scores for served students.

Host sites are monitored for commitment to the AmeriCorps mission of "Getting Things Done." Sites must comply with program requirements and clearly demonstrate the capacity to manage an AmeriCorps member and support their specific mission. As this is a complex commitment of time, finances, supervision, and training, FRYSCORPS sites must be dedicated to the mission. Careful selection of a service member is critical because the tutoring position requires a strong degree of self-initiative for successful completion.

It is against the law for organizations that receive federal financial assistance to discriminate on the basis of race, color, national origin, disability, sex, age, political affiliation, or, in most cases, religion.

To apply for a FRYSCORPS member(s) for your FRYSC, please complete the following application and email to:

Heather.Musinski@ky.gov

Signature page should be scanned, faxed or mailed to:

FRYSCORPS, Attn: Heather Musinski, 275 E. Main St., 3C-G, Frankfort, KY 40621 502-564-6108 (fax)

If you have questions about the application process or AmeriCorps, please contact Heather Musinski.

FRYSCCORPS 2016-2017 Site Application

Deadline: May 16, 2016

Answer each section thoroughly. Please get signatures before submitting application.

I. Basic Information about your FRYSC

Basic Information about your FRYSC

FRYSC Site Name:	Betsy Layne Elementary Family Resource & Youth Services Center
FRYSC Physical Address:	256 School Street Betsy Layne Kentucky 41605
FRYSC Mailing Address (if different):	PO Box 595 Betsy Layne Kentucky 41605
FRYSC phone:	606-478-5550
Fax:	606-478-9787
Primary Contact Email:	brian.akers@floyd.kyschools.us
School Name and District:	Floyd County School District
FRYSC Coordinator:	Brian H. Akers
Principal:	John A. Kidd
Superintendent:	Dr. Henry Webb

Will the FRYSC coordinator listed above act as the site supervisor for this position? ☒ Yes ☐ No

Name of intended site supervisor:	Brian H. Akers
Position:	FRYSC Coordinator

School Progress Designations (mark all that apply)

School Classification:	<input checked="" type="checkbox"/> Distinguished <input type="checkbox"/> Proficient <input checked="" type="checkbox"/> Needs improvement <input type="checkbox"/> Progressing
School Improvement:	<input type="checkbox"/> School of Distinction <input type="checkbox"/> High Performing <input type="checkbox"/> School of Innovation <input type="checkbox"/> High Progress <input type="checkbox"/> Progressing <input type="checkbox"/> Priority <input type="checkbox"/> Focus
School Intervention Programs:	<input checked="" type="checkbox"/> Title I <input type="checkbox"/> 21st CCLC <input type="checkbox"/> ELL/ESL <input type="checkbox"/> School Improvement Grant (SIG) <input type="checkbox"/> Other: <u>Other Intervention</u>

Check below to indicate your ability to meet the following match requirements:

Facilities: <input checked="" type="checkbox"/> work space <input checked="" type="checkbox"/> computer/internet access <input checked="" type="checkbox"/> office & tutoring supplies	
Cash Match: \$5,875 (per full-time member)	<i>Number FT members.</i>
\$2,937 (per half time member)	<i>Number HT members.</i>
Important: If any part of the cash match will be paid by federal funds provide the:	
Agency name:	<i>Agency Name</i>
CFDA number:	<i>CFDA #</i>

<i>n/a if a contract</i>	
Amount of those funds used for cash match:	\$0,000.00
If local or state government funds, please describe:	<i>Describe Funding Source</i>
Please describe any additional resources you will provide to an AmeriCorps member (training, teaching materials, etc.)	<i>Describe Additional Resources</i>

Your AmeriCorps Request

1. How many full-time (1,700 hours) or half-time (900 hours) FRYSC CORPS members do you request? *(FRYSC Corps slots are limited, and your full request may not be possible to fulfill)*

Full-time: *# Full-time members requested*

Half-time: *# Half-time members requested*

2. Have you hosted an AmeriCorps member before? ☐ Yes ☒ No

Name of AmeriCorps program (ex. ECU Corps or Build Corps): *Program Name*

3. Will AmeriCorps members be able to identify themselves as "AmeriCorps" at your site by wearing AmeriCorps shirts, lapel pins or buttons? Will you allow an AmeriCorps sign to be posted in your center or school?
☒ Yes ☐ No

4. Can AmeriCorps mention your FRYSC in publicity about the FRYSCCORPS? Will it be possible to do a news story on the service of an AmeriCorps at your site? For example, can a reporter come to the site to conduct an interview the AmeriCorps member and parents? ☒ Yes ☐ No

5. AmeriCorps members are not school employees and may not replace existing employees or volunteers. This AmeriCorps member will not replace existing positions at our school.
☒ Yes ☐ No

II. Site Proposal

1. The literacy goal of the FRYSC Corps grant is to help students who are struggling to read at grade level with support with sound awareness, phonics, sight words, fluency, and comprehension to be proficient readers.
- Tutors at elementary schools have a target of 15-30 students.
 - Middle and high school tutors have a target of 7-10 students.
 - Students must receive at least 13 hours of LITERACY tutoring during the member's service.

Please describe the literacy challenges within your school. How will a FRYSC Corps member help address those needs? How many students will be served?

We have students at our school that struggle with comprehension, while others may struggle with phonemic awareness. FRYSC Corps member can work with students in small groups struggling with similar issues to help them move forward. As students improve, they would be transitioned out of the group and another identified student moved into the group. Students served would vary according to progress made by students. Groups of

4-5 students would be seen, for 30-45 minutes would afford 5-6 groups. A minimum of 30 students would be seen, possible more depending on movement of students.

2. Which reading curriculum does your school currently use? Which reading assessment(s) ? How will your FRYSC Corps member be trained to use the materials effectively?

Our school uses the Scott Foresman Reading Series. Teachers use the basal series assessments for selection and unit tests along with teacher made assessments. STAR Reading and Think-Link Assessments are also used to follow students' progress. The FRYSC Corps member will be trained by RTI and classroom teachers.

3. FRYSCORPS members receive training in best practices for reading tutoring. It is expected the host school will prepare the member by providing training for the school reading curriculum. To improve communication and the outcomes for tutored students this tutor must take part in instructional meetings regarding assigned students.

- Tutors trained in reading tutoring best practices.
- School provides training for school based curriculum.
- Tutor must take part in instructional team meetings for assigned students.

Please tell us about the staff and resources available to the AmeriCorps member. How will your school fit this tutor into existing instructional planning for students? What reading support materials are available for the tutor? Will the member work with small groups or one-on-one with students? Is appropriate tutoring space available?

The tutor will be part of the PLC meetings to inform and discuss the progress of students with classroom teachers. The tutor will have access to reading support materials and will be assisted by RTI teachers to access any reading support materials needed. The tutor will work with small groups of 4-5 students.

4. To increase the literacy support provided by FRYSC Corps members, they will be trained to launch or support a reading buddy program. They will pair at least 5 younger students (K-3) with older students (grades 4-12). Older students who act as mentors will have a brief training about being a mentor. Mentoring pairs should meet at least 10 times during the school year. If your school has an existing reading buddy program, the FRYSC Corps member should not duplicate this service, they may support existing programs

- Tutors trained to start or support reading buddy programs at service site.

Please tell us how a reading buddy program would fit into your school's current literacy plans. If your school currently has a reading buddy program how would a FRYSC Corps member help with the program?

A reading buddy program would benefit our school greatly. We are a K-8 school, so we have the students who could be paired up with younger students. In the past, we have had a similar program, but do not have one now. Hearing good readers and learning from older students have proven to be great motivators to not only the younger buddy but also the older buddy. This would be a welcome addition to our program!

5. FRYSC Corps members must help increase your center's ability to meet your FRYSC's action components.
 - Members should plan or support: family literacy events, families in training, healthy living programs, employment counseling, training and placement, or job development.
 - Members can help with preschool or after-school-care, referrals to health and social services and substance abuse education.

Please describe the challenges you hope to address with the help of a FRYSC Corps member. How will a FRYSC Corps member make a positive difference in your current programming? What service activities will the FRYSC

CORPS member(s) perform to meet this goal? Describe specific member activities during the service year that address the literacy and basic needs challenges.

One challenge we have is family involvement with reading. We would love to improve the families' involvement with their children's reading progress. The member would be able to help with programs to increase this during literacy events that would continue throughout the year.

6. **FRYSCORPS members and site supervisors must attend at least one local school leadership, government or civic meeting such as school board, local Kiwanis or Rotary meetings to share their service experience. This communication creates a framework for community support for the project over time.**
- **The site supervisor's role at this meeting is to explain the difference FRYSCORPS service is making.**
 - **The member's role is to speak about AmeriCorps and the value of community service.**

**What groups do you intend to share this experience with during the member(s) service year?
SBDM, Teacher Meeting, PTO Meeting, Board of Education Meeting**

We plan to share this experience with all of our stakeholders, such as our SBDM council, during teacher meetings, PTO meetings and during our annual Board of Education meeting. We would also share information about the FRYSCORPS during our annual Open Houses (3 per year) as well as our weekly student newsletters. We also share information via our SchoolCast (all-call) system.

7. **One of the keys to program sustainability is to connect people from your community with volunteer opportunities with your school or center and help them decide to volunteer again.**
- **The member must recruit OR manage at least 12 volunteers to support your FRYSC or AmeriCorps projects and events.**

How will your site help your FRYSCORPS member achieve their volunteer recruitment and management goal?

Our school and center will conduct volunteer training and opportunities with community trainings during the school year through the Center's Community and Consolidated Health Advisory Council. The volunteers/participants will also have various opportunities for community involvement through our school's special programs throughout the year, especially during the Thanksgiving, Christmas, arts and music programs, and other special times of the year when we conduct special assemblies and events that involves the community, parents and guardians. There will be ample opportunities for volunteering and the FRYSC director would manage the volunteer goals for each participant/volunteer.

8. **Thoughtful selection of an applicant is essential to effectively accomplish the goals you have described for the FRYSC Corps member. Please list and describe at least five skills, experiences and/or characteristics you think a FRYSC Corps member should have to make a difference at your school and FRYSC. Explain why each of these five areas is important.**

1. *They must be student-oriented because of the one-on-one and small group instructional experiences that will be required of them. They must have a good rapport with students in the elementary and middle school grade levels because they will have to build a meaningful*

relationship with these students before they will be able to make a difference in the lives of our students.

2. *They must be growth-minded and use the techniques and strategies learned to reach our population of high-risk students. They will be using differentiated instructional strategies to reach our kids and they must be able to learn and implement those strategies.*
3. *They must be organized. They must be able to use effective organization skills to maintain and implement the strategies and techniques required for our kids.*
4. *They must be flexible in planning and instructing students because from one day to the next, they may have different students and will be tutoring in different areas, so they must be flexible.*
5. *They must show compassion and understanding because they must make certain that our kids know that they care about them and their situation, and not only the instructional side of the program.*

Training and Required Service Events

1. Site supervisors must participate in a program orientation prior to recruiting a FRYSCORPS member. Orientation covers AmeriCorps and FRYSCORPS goals, policies and procedures.

We understand that the FRYSCORPS site supervisor must participate in a program orientation.

☒ Yes ☐ No

2. FRYSCORPS members must attend an orientation provided by FRYSCORPS in September 2016. The three-day training provides orientation for AmeriCorps service, event planning, service learning, and goal setting as well as tutor training for the year of service. Expenses for mileage, lodging, and food for the meeting are covered by FRYSCORPS.

We understand our FRYSCORPS member attends a three-day training to be provided by FRYSCORPS.

☒ Yes ☐ No

3. Members must attend the Kentucky AmeriCorps Celebration of Service. Travel and lodging costs will be covered by the FRYSC Corps.

We understand our FRYSC Corps member must attend the Celebration of Service.

☒ Yes ☐ No

4. Members must attend Victory Over Violence. Conference fee, mileage, lodging and most meals paid by FRYSCORPS.

We understand our FRYSCORPS member(s) attends Victory Over Violence.

☒ Yes ☐ No

5. Members must participate in FRYSC Corps meetings. Meetings are typically held monthly and may be face-to-face or teleconferences. These regular meetings help members support one another and solve service issues as they occur. These meetings also allow FRYSCORPS staff to provide additional technical assistance. Mileage is covered by FRYSCORPS.

We understand our FRYSCORPS member(s) must participate in FRYSCORPS meetings.

☒ Yes ☐ No

6. *If attendance at any of these required training events or participation in service goals or activities presents a problem for the supervisor, school or potential FRYSC Corps member, please explain in detail.*

There are not foreseeable issues.

Supervision

1. The FRYSC Coordinator is the site supervisor for the FRYSC CORPS member. Please describe how you will support the FRYSC CORPS member(s) during their service? For example, how would you discourage member drop-out or resolve conflicts between staff that occur on the job? How will you establish professional protocol for your office with your FRYSC CORPS member(s)?

I would support the FRYSC COPRS members by maintaining clear communications with each members. I will ensure that each member has a good working relationship with all teachers in the building, and I will be readily available for the members to navigate any issues or problems that may arise during their volunteer as a tutor at our school. I will also ensure that the members/participants understand the chain of command at the school and always offer opportunities for them talk with me about situations that may become issues or problems. Through effective communication and supervision, the members will feel more effective and acclimated to our school.

2. How will you involve your FRYSC CORPS member(s) in planning their service assignment and supporting your center?

Our school uses specific reading readiness screeners and through our RTI intervention program, teachers are able to readily identify students with the greatest need and from there, I will be able to effectively plan with teachers and FRYSC CORPS member to develop a service assignment and plan that supports our kids and school. Through this model, we will be able to serve the neediest of our student population.

Reporting

1. **Weekly Timesheets** - Site supervisors are required to verify the hours reported by your FRYSC CORPS member(s) and authorize time reports on our on-line system.

We understand the site supervisor must verify and approve member(s) timesheets.

☒ Yes ☐ No

2. **Planning/Reporting Time** – A prepared tutor is most likely to be effective in the work they do with students. FRYSC Corps members are also required to keep notes about their assigned students and report about their progress with the students. FRYSC Corps members should be given 45 - 60 minutes of uninterrupted planning time each day. This time should be reflected in their service schedule.

We understand our AmeriCorps member must be allowed to have 45-60 minutes of planning time during their day.

☒ Yes ☐ No

3. **Progress Reports** - The site supervisor is responsible for completing an on-line site supervisor report each month.

We understand the site supervisor responsible for submitting a progress report.

☒ Yes ☐ No

4. **Evaluations** - Site supervisors are responsible for completing an on-line evaluation of their FRYSC Corps member each spring.

We understand the site supervisor is responsible for evaluating our AmeriCorps member(s) and sharing that evaluation with FRYSCORPS staff.

☒ Yes ☐ No

5. **Student Reading Scores** - FRYSCORPS requires Fall, Winter & Spring Reading assessment scores are reported for each student receiving services from tutors. *Students are assigned an ID number that will ensure confidentiality.*

We agree that our school will provide reading assessment scores for each student the FRYSC Corps tutors works with.

☒ Yes ☐ No

Signatures

I acknowledge by signature that I have read, understand, and agree to the terms of this application. The information provided in this application is true to the best of my knowledge.

Brian H. Akers FRYSC- Coordinator 6/2/16
Signature (FRYSC Coordinator) Title Date

Brian H. Akers
Print name

[Signature] Principal 6/2/16
Signature (Principal) Title Date

John A. Kidd
Print name

Signature (Superintendent)

Title

Date

Print name