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**PROJECT EXPLORE  
21<sup>ST</sup> CENTURY COMMUNITY LEARNING CENTER  
PARTNERSHIP AGREEMENT  
2013 - 2014**

**The following represents a joint agreement between:**

**Elmira Heights Central School District**  
**Horseheads Central School District;**  
**Odessa-Montour Central School District;**  
**Spencer-Van Etten Central School District;**  
**Watkins Glen Central School District;**  
**Waverly Central School District**  
(Names of School Districts)

**Greater Southern Tier (GST) Board of Cooperative Educational Services (BOCES);**  
**Cornell Cooperative Extension (CCE) of Schuyler County;**  
**Catholic Charities of Chemung and Schuyler Counties;**  
**Town of Horseheads Youth Bureau;**  
**Schuyler County Youth Bureau;**  
**YWCA of Elmira and the Twin Tiers**  
(Names of Partnering Agencies)

**who agree to assume and perform the following roles and responsibilities in the administration of the *Project EXPLORE* 21<sup>st</sup> Century Community Learning Centers Program during the 2013 – 2014 school year.**

**Program Vision:**

The vision of the *Project EXPLORE* program partners is to empower students with the belief that their future potential is limitless and to provide them with the knowledge, skills, and motivation to reach high levels of personal achievement. This vision will be realized through the implementation of a progressive college and career readiness program that will build on students' strengths and support positive youth development.

We agree to work in partnership to adhere to the expectations of the 21<sup>st</sup> Century Community Learning Centers Program, achieve the goals and objectives set forth in the grant and comply with federal and state expectations, NYSAN and the required performance indicators of NYSED.

**I. Greater Southern Tier BOCES will:**

1. Serve as the lead agency and fiscal agent for the program.
2. Review, approve and track expenditures using purchase justification forms completed by site coordinators and invoices provided by partners and vendors.

3. Provide and oversee a purchasing plan for supplies, field trips and purchased services using purchase justification and district field trip request forms, if applicable.
4. Contract for purchased services with consortium school districts, program partners, and vendors to meet program goals and objectives.
5. Provide clerical support for the project.
6. Contract with an Independent Evaluator to provide program evaluation.

**Employ a Project Director who will:**

7. Ensure that federal and state expectations of site operational times/dates are being met.
8. Supervise all aspects of Project EXPLORE activities and programs.
9. Develop and manage the 21<sup>st</sup> Century Project EXPLORE annual and total award budget.
10. Adhere to all policies and procedures as outlined by GST BOCES.
11. Oversee appropriate and quality after school programming.
12. Ensure that enrichment opportunities are high quality, project-based and make connections to day school curriculum and/or grant goals and classifications.
13. Assist sites in maintaining effective communication with students' families by providing information regarding the after-school program including the use of newsletters and postings on district and/or BOCES websites.
14. Monitor data through YouthServices.net, the grant's web-based data collection system.
15. Oversee site-based summer programs to be planned and implemented by Site Coordinators.
16. Provide administrative oversight of all project activities including purchasing and reporting.
17. Participate in the recruitment and designation of site coordinators through a joint selection process with each district and/or the program partners as applicable.
18. Ensure that a 21<sup>st</sup> Century Staff orientation is done yearly and for all new hires.
19. Partner with Catholic Charities, the YWCA of Elmira and the Twin Tiers, and Spencer Van Etten School District to ensure staffing schedules meet the expectation of the grant and provide feedback for staff evaluations upon request.

20. Ensure that all procedures and regulations for health, fire, safety, pick-ups, parent consents, transportation, field trips, food, insurance, medical and other emergency procedures will conform to applicable local and state standards, and will be clearly listed and disseminated to program staff, participating students, and parents.
21. Serve as liaison with community agencies, groups, individuals, and existing BOCES services to design and provide project-based activities that meet the individual needs of students.
22. Ensure that all staff and program volunteers meet applicable district and state requirements for clearances including NYSED fingerprinting requirements, SAVE and Child Abuse courses and First Aid/CPR.
23. Ensure that there is staff on site during program hours trained in first aid, CPR and medical emergencies and each school's Emergency Plan.
24. Work cooperatively with the independent evaluator for the project, and the State Education Department independent evaluator of the 21<sup>st</sup> CCLC program. Information requested by evaluators is to be provided in a timely manner. This may include, but not be limited to, accessing school profiles and relevant data available in the public domain. In addition, test scores, grades, attendance, etc. will be provided with full protection of the rights of the students and within the regulations of the school system.
25. Ensure the formation of and participate in all site-based Advisory Committee meetings and facilitate planning through the use of quality assessment tools and indicators.
26. Communicate and provide information to the districts about the 21<sup>st</sup> Century Community Learning Center program through individual communications and Advisory Council meetings.
27. Schedule and chair Advisory Council meetings quarterly between the partnering agencies and the school districts to monitor progress in achieving program objectives and to address all program quality assessment issues pertaining to the 21<sup>st</sup> Century Community Learning Center Program.
28. Maintain an up-to-date record of program inventory and label equipment purchased through 21<sup>st</sup> Century funds.
29. Make arrangements for the replacement or repair of property damaged or destroyed as a result of use by the after school program.
30. Coordinate staff development.
31. Facilitate with the Independent Evaluator a Quality Self-Assessment (QSA) using the NYSAN tool as a guide twice a year.

32. Implement with the independent evaluator an evaluation plan as outlined in New York States 21<sup>st</sup> Century Community Learning Centers Evaluation Manual.

**II. Elmira Heights Central School District, Horseheads Central School District, Odessa-Montour Central School District, Spencer-Van Etten Central School District, Watkins Glen Central School District, and Waverly Central School District will:**

1. Recruit, select, and enroll student participants for the 21<sup>st</sup> CCLC program.
2. Assure the availability of appropriate spaces for the after-school program in an adequate number of classrooms, as well as the cafeteria, auditorium, library, computer lab, gymnasium, pool, and any other relevant space.
3. Supply adequate and appropriate storage space for the after-school program's materials and equipment.
4. Support federal and state expectations of a 15 hour a week program that runs a minimum of 144 days per school year.
5. Identify and organize appropriate security for the after-school program.
6. Provide transportation, as determined by the districts, to be reimbursed by the grant for students enrolled in the after school program at times that encourage optimal participation in the program.
7. Establish procedures for the safe-keeping and safe transport, if applicable, of children.
8. Maintain appropriate insurance coverage.
9. Ensure the respectful treatment of school properties.
10. Provide nutritious snacks to student participants at no cost. Districts may seek reimbursement through the National School Lunch Program.
11. Facilitate the provision of full custodial services.
12. Develop protocol with site coordinators for emergency notification of parents and/or guardians.
13. Facilitate requirements of site coordinators to meet regularly with school administrators, counselors, and teachers, including attending staff meetings, to identify potential curricular connections and to assess individual student needs.

14. Implement quality experiential learning experiences using research-based and juried after-school materials and activities. Ideally, teachers will submit proposals of learning experiences to site coordinators for review, approval and scheduling.
15. Provide district administrative representation at Site-based Advisory Committee meetings and Program Advisory Council meetings.
16. Work cooperatively with the research and evaluation component of the 21<sup>st</sup> CCLC program.
17. Provide GST BOCES, as the lead 21<sup>st</sup> Century CLC agency, with all appropriate and requested financial information and reports in a timely fashion including internal FS-10A's and monthly invoices with documentation for services provided.

**III. Spencer - Van Etten Central School District will:**

1. Employ or subcontract for a site coordinator to perform the same job duties as the site coordinators employed by Catholic Charities and YWCA of Elmira and the Twin Tiers. (see # 1-14, Section VI).
2. Provide staff for the summer program working with the Project Director to ensure that staff assignments and schedules meet programming requirements.
3. Partner with the Project Director to ensure staff schedules meet grant expectations.
4. Work with the Project Director to ensure that all staff and program volunteers meet applicable district and state requirements for clearances including NYSED fingerprinting requirements, SAVE and Child Abuse courses.
5. Work with the Project Director to ensure that there is staff on site during program hours trained in first aid, CPR and medical emergencies and each school's Emergency Plan.
6. Ensure that new employees, in partnership with the Project Director, receive a 21<sup>st</sup> Century CLC Orientation.
7. Participate in all Site-based Advisory Committee meetings and Advisory Council meetings.

**IV. Catholic Charities of Chemung and Schuyler Counties will:**

1. Recruit and hire full time site coordinators for the Odessa-Montour, Watkins Glen, and Waverly school district sites through a joint selection process with program partners, including BOCES.

2. Recruit and hire site-based program assistants to implement quality experiential learning experiences using research-based and juried after-school materials and activities.
3. Provide staff for the summer program working with the Project Director to ensure that staff assignments and schedules meet programming requirements.
4. Partner with the Project Director for supervision of staff including site coordinator schedules and evaluations.
5. Work with the Project Director to ensure that all staff and program volunteers meet applicable district and state requirements for clearances including NYSED fingerprinting requirements, SAVE and Child Abuse courses.
6. Work with the Project Director to ensure that there is staff on site during program hours trained in first aid, CPR and medical emergencies and each school's Emergency Plan.
7. Ensure that new employees, in partnership with the Project Director, receive a 21<sup>st</sup> Century CLC Orientation.
8. Participate in all Site-based Advisory Committee meetings and Advisory Council meetings.

**V. YWCA of Elmira and the Twin Tiers will:**

1. Recruit and hire site coordinators for the Horseheads and Elmira Heights sites through a joint selection process with program partners, including BOCES.
2. Recruit and hire site-based program assistants to implement quality experiential learning experiences using research-based after school activities.
3. Provide staff for the summer program who will work with the Project Director to ensure that staff assignments and schedules meet programming requirements.
4. Partner with the Project Director for supervision of staff including site coordinator schedules and evaluations.
5. Work with the Project Director to ensure that all staff and program volunteers meet applicable district and state requirements for clearances including NYSED fingerprinting requirements, SAVE and Child Abuse courses.
6. Work with the Project Director to ensure that there is staff on site during program hours trained in first aid, CPR and medical emergencies and each school's Emergency Plan.

7. Ensure that new employees, in partnership with the Project Director, receive a 21<sup>st</sup> Century CLC Orientation.
8. Participate in all Site-based Advisory Committee meetings and Advisory Council meetings.

**VI. Catholic Charities of Chemung and Schuyler Counties, YWCA of Elmira and the Twin Tiers, and Spencer-Van Etten Central School District will employ Site Coordinators who will:**

1. Supervise and deliver project based enrichment activities in student identified high-interest areas, such as art, technology, and business development, during after-school hours.
2. Serve as the *Education Liaison* and facilitate linkages between the school day and out-of-school time programming.
3. Propose expenditures for supplies, purchased services or field trips on required forms (purchase justification, field trip request, etc) to the Project Director one month in advance of the activity.
4. Provide supervision and adult mentoring to students during program activities.
5. Track student enrollment bi-weekly and student attendance daily. Input data into Youth Services at least weekly.
6. Conduct annual student risk assessment surveys with assistance from the Project Director and/or the independent evaluator.
7. Meet on a regular basis with school administrators, counselors, and teachers, including attending staff meetings and team meetings (with permission of the building administrator), to identify potential curricular connections and to assess individual student needs.
8. Solicit input from parents to identify program activities and facilitate family interactions to achieve program outcomes. Work collaboratively with the family support staff to involve families in 21<sup>st</sup> Century programs.
9. Form a site based Advisory Committee consisting of a school administrator, parents and students to evaluate and plan programming.
10. Work cooperatively with the research and evaluation component of the 21<sup>st</sup> CCLC program including submission of reports to and requested meetings with both the state and independent evaluators.

11. Adhere to the guidelines set forth by NYSAN and participate with program staff in scheduled Quality Self-Assessment discussions twice a year.
12. Ensure the respectful treatment of school properties.
13. Serve as the liaison between community human services agencies, students and families as appropriate.
14. Attend professional development trainings as available, *Advancing Youth Development* youth worker competency training (if applicable) and other 21<sup>st</sup> Century related professional development opportunities with approval of employer and program director.

**VI. Cornell Cooperative Extension of Schuyler County will:**

1. Participate in all Site-based Advisory Committee meetings and Advisory Council meetings.
2. Provide staff training in research-based curriculum and youth development.
3. Supervise and deliver enrichment activities in student identified high-interest areas, such as animal science, service learning, career exploration, nutrition and environment, during out-of-school time hours.
4. Provide a Family Support Coordinator to serve the Elmira Heights, Horseheads, Odessa-Montour, Watkins Glen, and Waverly sites for coordination of research-based activities designed to strengthen families. Activities will include on-line tutorials on parenting, classes on effective discipline techniques, and programs that encourage family fitness and fun.

**VII. Schuyler County Youth Bureau and Town of Horseheads Youth Bureau will:**

1. Participate in all Site-based Advisory Committee meetings and Program Partner meetings.
2. Provide staff development training in *Advancing Youth Development*.
3. Identify and recruit high school student volunteers to assist in program implementation.

Agreed on this day, January 3, 2013, by  
(Month/Day/Year)

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Dr. Horst G. Graefe, District Superintendent  
Greater Southern Tier BOCES

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Mary Beth Fiore, Superintendent of Schools  
Elmira Heights Central School District

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Ralph Marino, Jr., Ed. D., Superintendent of Schools  
Horseheads Central School District

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James Frame, Superintendent of Schools  
Odessa-Montour Central School District

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Dr. Joseph Morgan, Superintendent of Schools  
Spencer-Van Eten Central School District

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Thomas J. Phillips, Superintendent of Schools  
Watkins Glen Central School District

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Joseph Yelich, Superintendent of Schools  
Waverly Central School District

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Debra MacDonald, Agency Director  
Catholic Charities of Schuyler Counties

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Danielle Hautaniemi, Executive Director  
Cornell Cooperative Extension of Schuyler County

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JoAnn Fratarcangelo, Director  
Schuyler County Youth Bureau

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Patricia Lambert, Executive Director  
YWCA of Elmira and the Twin Tiers

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Bruce May, Executive Director  
Town of Horseheads Youth Bureau

21<sup>st</sup> Century Community Learning Centers

Elmira Heights Central School District

Lead Agency: GST BOCES

Site Location: Cohen Middle School

Target Population: grades 6-8

Projected Enrollment: 50

**Program Design:** Program will run each day M-F for 2.5 hours after school. In addition, 30 minutes of programming will occur during the school day (last period of the day). Monday through Thursday the after-school program will offer one hour of academic support (tutoring, homework help, library, computer lab), one hour of enrichment and youth development programming, and one-half hour of recreation. On Fridays, the program will offer recreational activities only.

**Staffing:** Through a purchased service contract between GST BOCES and the YWCA of Elmira and the Twin Tiers, the Elmira Heights site will have a Site Coordinator (25 hours per week) and a Program Assistant (12.5 hours per week). In addition, the district will receive grant funds for stipends for two staff members for two hours a day, four days a week. Stipends can be used for teachers, teaching assistants, and library media specialists to provide tutoring, homework help, and enrichment activities.

**Enrichment/Youth Development Activities:** Funding will be provided for vendor services to provide programming in areas of enrichment and youth development. (For example: YWCA, Horseheads Youth Bureau, Cornell Cooperative Extension to provide project-based experiences)

**Family Support:** Through a purchased service contract between GST BOCES and Cornell Cooperative Extension of Schuyler County, the Elmira Heights site will have access to the services of a Family Support Coordinator who will provide programming to support strengthening of families.

**Summer program:** We are proposing a four-week summer program with three weeks of site-based programming and one week of Career Technical experiences on the GST BOCES campus.

**Transportation:** Funding will be provided for transportation for field trips and the one week summer program on the BOCES campus, if needed.

**Program Management:** Diane Vang, Executive Director of the Career Development Council, will serve as the Project Director.

**Nutrition Services:** The district is responsible for providing a healthy snack each day for program participants. Reimbursement can be obtained through the National School Lunch Program.

Preliminary Budget Proposal  
21st Century Community Learning Center grant  
Elmira Heights Central School District

Personnel (through contract):

Site Coordinator - 25 hrs/wk, 11 months	\$20,850
Program Assistant - 12.5 hrs/wk x \$10/hr. x 32 weeks	\$4,000
Personnel (District):	

Stipends for teachers, teaching assistants, library media specialist 2 staff x 2 hrs/day x \$20 x 128 days	\$10,240
Stipends for non-instructional staff (cafeteria, etc.)	\$800
Benefits on stipends (20%)	\$2,208
Subtotal	<u>\$38,098</u>

Purchased Services:

Administrative costs for contracted personnel to include fringe benefits, hiring and supervision of staff, human resources, information technology, fiscal management, liability insurance, mileage, office supplies, cell phones for site coordinators	\$14,240
Vendor contracts for project-based learning	\$5,000

Family Coordinator, programming by Cornell Cooperative Extension of Schuyler Co.	\$3,100
Subtotal	<u>\$22,340</u>

Supplies and Materials:

Program Supplies	\$4,120
Family Literacy Supplies	\$500
Storage Unit	\$500
YouthServices.net license	\$500
Subtotal	<u>\$5,620</u>

Travel:

Bus Transportation (Field trips)	\$3,000
Field Trip entrance fees	\$530
Subtotal	<u>\$3,530</u>

BOCES Services:	
CDC, CTE Summer Program	\$1,480
<b>TOTAL</b>	<b>\$71,068</b>