|  |  |  |
| --- | --- | --- |
| **Center Name:** | **School District:** | **Names of School(s) Served:**        **Total # of students**: |
| **Coordinator:** | **Address:** |  |
| **District Contact:**       **Telephone:** | | **240-Day Waiver?** **Yes** **No** |
| **Advisory Council Chairperson:** | | **Program Allocation:** |
| **Program Monitor(s):** | | **Date of On-Site Review:** |

# CENTER/ SCHOOL REPRESENTATIVES INTERVIEWED

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Representing** | **Interview** | **Entry** | **Exit** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |

# COMMUNITY REPRESENTATIVES INTERVIEWED

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Representing** | **Interview** | **Entry** | **Exit** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

# FAMILIES AND/OR STUDENTS INTERVIEWED

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Representing** | **Interview** | **Entry** | **Exit** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |

| **Authoritative Reference** | **#** | **Area of Compliance** | **Supporting Documentation** | **Compliance Status** | **Comments/Areas of Growth** |
| --- | --- | --- | --- | --- | --- |
| **CENTER SITE** | | | | | |
| KRS 156.496 (2) (3)  Contract  2.01D | 1. | Is the center site located in or near participating schools? | On campus  Dedicated space in all schools served  Observation | Yes  No |  |
| New Program Plan Instructions V  KRS 156.4977 (M) | 2. | Is the location of the center easily accessible to both students and parents? | Outside entrance  Within normal traffic flow  ADA accessible  Observation  Adequate signage | Yes  No |  |
| New Program Plan/Admin Guidebook II Contract | 3. | Is there adequate space available at the school site(s) for the center to carry out required programming? | Flyers  Activity documentation  Observation | Yes  No |  |
| New Program Plan; SBDM Assurances #9; Admin. Guidebook II | 4. | In the center, is there a designated place or way to interview participants so that the conversation remains confidential or not easily overheard? | Observation | Yes  No |  |
| KRS 156.496  KRS 156.4977 (M) | 5. | Does center staff have year-round access to the school facility (i.e., usage of gym, library, other space for summer programs, etc.)? | Coordinator interview  Principal interview  District Contact Interview | Yes  No |  |
| Admin. Guidebook Appendix M | 6. | Is the Service Appeal document posted in the center with current contact information? | Observation  Coordinator interview | Yes  No |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  | | --- | --- | --- | --- | | **STAFF ASSIGNED TO FRYSC CENTER** | | | | | A | Name:  Position/Function:  Wage Source: | Date Hired:  Weekly Hours:  # Days per year: | Certified:  Classified: | | B | Name:  Position/Function:  Wage Source: | Date Hired:  Weekly Hours:  # Days per year: | Certified:  Classified: | | C | Name:  Position/Function:  Wage Source: | Date Hired:  Weekly Hours:  # Days per year: | Certified:  Classified: | | D | Name:  Position/Function:  Wage Source: | Date Hired:  Weekly Hours:  # Days per year: | Certified:  Classified: | | E | Name:  Position/Function:  Wage Source: | Date Hired:  Weekly Hours:  # Days per year: | Certified:  Classified: | | | | | | | | |
| **STAFF** | | | | | | | |
| **Authoritative Reference** | | **#** | | **Area of Compliance** | **Supporting Documentation** | **Compliance Status** | **Comments/Areas of Growth** |
| Continuation Program Plan | | 7. | | Is the Center fully staffed according to the approved program plan? | Center Operations Page  Staff Listing | Yes  No |  |
| Continuation Program Plan | | 8. | | Current staff assigned to the center. | Staff listing  Center Operations Page | Yes  No |  |
| Administrators Guidebook IV | 9. | | Does the coordinator maintain a regular physical presence in each school served by the center?    N/A Single-school center | | Coordinator interview  Principal Interview(s)  District Contact Interview  Center Operations page | Yes  No |  |

| **Authoritative Reference** | | **#** | **Area of Compliance** | **Supporting Documentation** | | | | **Compliance Status** | | | **Comments/Areas of Growth** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Contract  2.01 G b  District, SBDM and Advisory Council Assurances/ Admin. Guide III | | 10. | Was the Advisory Council involved in hiring the Coordinator? What is the district’s practice concerning Advisory Council involvement in the hiring of center coordinators? | Coordinator interview  AC Member interview  District Contact interview  Hiring Form | | | | Yes  No | | |  | | |
| Contract 2.01B. 3; Administrators Guidebook IV | | 11. | Is the Coordinator evaluated at least every other year? | **Blank** Evaluation form  Coordinator Interview  District Contact Interview  Copy of evaluation policy  Principal Interview | | | | Yes  No | | |  | | |
| Contract 2.01B.4; Administrators Guidebook IV | | 12. | Does the center coordinator supervise and evaluate all staff paid with center funds? | B**lank** evaluation  Coordinator interview  District contact interview  Center Operations page | | | | Yes  No  N/A | | |  | | |
| Contract 2.01B.9 | | 13. | Does the center adhere to the required criminal records verification for individuals with supervisory relationships with children? (staff and volunteers) | Job descriptions for staff  Interviews  District personnel policy  Volunteer policy | | | | Yes  No | | |  | | |
| Administrators Guidebook IV | | 14. | Does the center coordinator adhere to the guidelines concerning transportation of students/families in personal, privately insured vehicles? | Job description  Coordinator interview | | | | Yes  No | | |  | | |
| **TRAINING** | | | | | | | | | | | | | |
| Contract  2.01 G 2  Administrators Guidebook VII | | 15. | Did Coordinator attend orientation? | Observation of certificate if available  DFRYSC confirmation | | | | Yes  No | | |  | | |
| Contract 2.01 G 2  Administrators Guidebook VII | | 16. | Does the center coordinator attend the following training events offered by the DFRYSC?  Regional Meetings  Regional Training Events  A statewide training conference | RPM documentation  Coordinator interview  Travel vouchers  Agendas  PD Tracking Form | | | | Yes  No | | |  | | |
| Administrators Guidebook, VII | | 17. | Is there a plan in place for the coordinator to receive the required number of training hours? | PD Tracking Form  Coordinator interview | | | | Yes  No | | |  | | |
| Contract 2.01E.5 2.01 G 2 Administrators Guidebook VII | | 18. | Does the center maintain a physical or electronic file of certificates, awarded continuing education units and other affirmations of professional development obtained by the center coordinator and other FRYSC staff? | File of certificates and documentation  PD Tracking Form  District Contact Interview | | | | Yes  No | | |  | | |
| Contract  2.01 G 2(d) | | 19. | Have all principals served by the center completed the DFRYSC Principal Training Module? | DFRYSC confirmation  View certificate | | | | Yes  No | | |  | | |
| Contract  2.01 G 2 (c)  Administrators Guidebook VII; District Assurances | | 20. | Does the FRYSC District Contact (or a designee) attend DFRYSC regional District Contact meetings? | RPM documentation  District Contact interview | | | | Yes  No | | |  | | |
|  | | | | | | | | | | | | | |
| **ADVISORY COUNCIL** | | | | | | | | | | | | | |
| Contract 2.01.C1b; Admin Guidebook II, III | | 21. | Does the Advisory Council meet on a regular basis (at least 5 times per year, every other month excluding the summer)? | | Sign in sheets  Agendas  Minutes | | | Yes  No | | |  | | |
| KRS 61.805—61.850  Administrators Guidebook III, Advisory Council Assurances | | 22. | Are Advisory Council meetings advertised in compliance with the Kentucky Open Meetings Law? | | Coordinator interview  View public notices of meetings (web page, school marquee, etc.) | | | Yes  No | | |  | | |
| Contract 2.01.C a.1-4 Administrators Guidebook III | | 23. | Does the Advisory Council meet composition requirements? | | Review Advisory Council listing | | | Yes  No | | |  | | |
| Contract 2.01.C a.1; Administrators  Guidebook III | | 24. | Do the parents and/or youth that serve on the council reflect the diversity of the community? | | Interviews  School report card (KDE) | | | Yes  No | | |  | | |
| Administrators Guidebook III | | 25. | Has the council adopted by-laws? Date last updated: | | Review of by-laws | | | Yes  No | | |  | | |
| Administrators Guidebook III & VI, Contract 2.01 3 (k, l, m, n) | | 26. | Do the by-laws include:   1. A process for removing inactive members 2. A process for selecting new members 3. Narrative detailing advisory council involvement in hiring of new coordinators 4. narratives detailing criteria and limits for expenditures for  * individual awards, recognition, incentives * food * trips and travel for individuals other than center staff * basic needs or emergency assistance | | Review of by-laws | | | Yes  No | | |  | | |
| Contract 2.01.C.b.  ii-iii  Administrators Guidebook III | | 27. | During advisory council meetings, do members review the following information?   1. Status of action plan implementation 2. Financial status, including budget balance | | Meeting agendas  Review minutes  Interviews | | | Yes  No | | |  | | |
| Contract 2.01 C 1;  SBDM Assurances | | 28. | Is there communication between the SBDM and the FRYSC ***other*** than through the principal? | | Interview with SBDM member other than the principal  SBDM minutes documenting FRYSC report  SBDM minutes recognizing submission of FRYSC Advisory Council minutes | | | Yes  No | | |  | | |
| **ADMINISTRATION** | | | | | | | | | | | | | |
| Administrators Guidebook VIII | | 29. | Does the center coordinator have a current copy of the following items:   1. Approved program plan and amendments 2. Contract between the Cabinet for Health and Family Services and district 3. Administrators Guidebook 4. School(s) improvement plan | | | Observation | | | Yes  No | | |  | | |
| District Assurances; Administrators Guidebook II | | 30. | Is there evidence that the center is integrated into the school? | | | Serves on SBDM committee  Serves on PBIS Team  Membership on a school leadership team  Regularly attends PLC meetings  Other | | | Yes  No | | |  | | |
| KRS 156.4977 (4) (g)  Contract 2.01.A.I (a, e, g) | | 31. | Is there evidence that the center has made an effort to disseminate information for the center and collaborate with other agencies? | | | Brochures/flyers  Newsletter  News articles  Interagency agreements  Interagency meeting minutes/sign-in sheets | | | Yes  No | | |  | | |
| KRS 156.4977 (4) (d); | | 32. | Is there a process for identifying those families most in need of services? | | | Coordinator interview | | | Yes  No | | |  | | |
| **NEEDS ASSESSMENT** | | | | | | | | | | | | | |
| Contract 2.01.A.1 c, e, f;  Administrators Guidebook II | 33. | | Describe the center’s ongoing needs assessment process. View current compiled data, its sources and results. | Review compiled survey data for each sub group (parent, student-YSC, community, and staff)  Completed surveys  Data from other sources | | | | | Yes  No | |  | | |
| Administrators Guidebook Section II | 34. | | Does the needs assessment identify gaps or barriers to needed services? | Review compiled data | | | | | Yes  No | |  | | |
| Contract 2.01.C.b;  Advisory Council Assurances;  Administrators Guidebook III | 35. | | Does the Advisory Council use needs assessment data to revise action components and budgets? Please describe the process. | Advisory Council minutes  Interviews  Supporting data in program plan | | | | | Yes  No | |  | | |
| **PARTICIPANT/FAMILY RECORD REVIEW** | | | | | | | | | | | | | |
| Contract 2.06 | 36. | | Does the center have adequate computer equipment with access to Infinite Campus, email, internet, MS Word and MS Excel? | Observation | | | | | Yes  No | |  | | |
| Contract 2.06 | 37. | | Does the district provide computer hardware and software updates for the center? | Coordinator interview  District Contact interview | | | | | Yes  No | |  | | |
| Contract 2.06 B | 38. | | Does the center have desktop access to Infinite Campus? | Coordinator interview  Observation | | | | | Yes  No | |  | | |
| SBDM/ Principal Assurances | 39. | | Does the center require that records in the computer and/or file cabinets be secured, backed up, and confidential? | Observation  Coordinator interview | | | | | Yes  No | |  | | |
| Administrators Guidebook VIII | 40. | | Does the center enter Infinite Campus data regularly to document daily activity?  Individual Interventions  Group Activities | Infinite Campus  Center Records | | | | | Yes  No | |  | | |
| Administrators Guidebook VIII | 41. | | Does the center keep a record of daily activities/services not entered into Infinite Campus? | Center Records | | | | | Yes  No | |  | | |
| Administrators Guidebook VIII;  Contract 2.01.E6 | 42. | | Has the District set permissions in Infinite Campus in accordance with DFRYSC requirements? | Observation | | | | | Yes  No | |  | | |
| Contract 2.02  Administrators Guidebook VIII | | 43. | Have required reports been submitted to the Division of FRYSC in a timely manner? | DFRYSC confirmation (budget reports)  DFRYSC confirmation (program reports)  FRYSC Counts! | | | | | Yes  No | |  | | |
| Administrators Guidebook VIII;  Contract 2.01 A. (b) | | 44. | Does the center maintain the following:  Parent permission forms  Consent to share information | Center records | | | | | Yes  No | |  | | |
| **BUDGET/FISCAL OVERSIGHT** | | | | | | | | | | | | | |
| Administrators Guidebook VI & VIII;  SBDM/Principal Agreement | | 45. | Does the center maintain onsite documentation of money, goods, and /or donations? If yes, are funds/donations used specifically for center programming, supplies, and/or services? Is activity reconciled regularly? | Documentation | | | Yes  No | | |  | | |
| Contract 2.01 G 3 (r, s, t)  Administrators Guidebook VI. pp.60-61 | | 46. | Does the center generate funds? If yes, are those funds used specifically for center programming, supplies, and/or services. | Financial Documentation  N/A | | | Yes  No | | |  | | |
| Contract 2.06  Administrators Guidebook VI;  School District Agreement | | 47. | Does the center have desktop access to MUNIS or does the district provide the center with a detailed monthly MUNIS printout of expenditures? | MUNIS printouts (12 mos.)  Coordinator interview  View desktop access | | | Yes  No | | |  | | |
| Administrators Guidebook VI | | 48. | Have all purchase orders/expenditures of center funds been signed/approved by the center coordinator? | Purchase orders  Coordinator interview | | | Yes  No | | |  | | |
| Contract 2.01.E.3; 3.02.05 | | 49. | Did the district’s audit reflect any questionable charges to the FRYSC allocation? | Written confirmation from finance officer  District Contact interview | | | Yes  No | | |  | | |
| Contract 2.01 G 3 (j) Administrators Guidebook VI | | 50. | Has the FRYSC allocation been used for the purpose of capital construction or acquisition or projects, reimbursement of a consultant for grant writing services employment of school level administrative coordination and/or supervision, incentives for compulsory school-day attendance, drug testing, auditing services, lease/purchase of vehicles, "Rent to Own" acquisition, supplanting of programs/activities funded by other school district, state, or federal funds. staff salaries unrelated to job responsibilities pertaining to the operation of the center? | District Contact interview  Budget expenditure document | | | Yes  No | | |  | | |
| Contract 2.01.E.3 & 5; Administrators Guidebook VI | | 51. | Does the center coordinator keep an updated balance of allocation expenditures and reconcile with monthly detailed MUNIS reports? | Review balance sheets | | | Yes  No | | |  | | |
| Contract 2.01 G 3 (h) Administrators Guidebook, VI., p.57 | | 52. | Have the Advisory Council and the Regional Program Manager approved purchases of goods or subcontracts $1000.00 or more? | Approved request form(s)  Advisory Council minutes  Budget  RPM approvals on FRYSC Counts! | | | Yes  No  N/A | | |  | | |
| Contract 2.01 G 3 (h) ; Admin Guidebook VI; Advisory Council Assurances | | 53. | Have the Advisory Council and Regional Program Manager approved single item purchases of $500.00 or more (such as equipment)? | Review purchase orders  Advisory Council minutes  Request forms  RPM approvals on FRYSC Counts! | | | Yes  No  N/A | | |  | | |
| Contract 2.01 G 3 (d) Admin. Guidebook VI | | 54. | Has the Regional Program Manager approved budget amendments/revisions and uploaded approvals to FRYSC Counts? | Signed FRYSC request form(s)  Budget amendments  Advisory Council minutes  RPM approvals on FRYSC Counts! | | | Yes  No  N/A | | |  | | |
| Admin. Guidebook VIII, Contract 3.02.06 | | 55. | Is a current inventory of all non-expendable items (equipment, furniture, videos, curricula, etc.) purchased with allocation funds maintained on-site?  Date last updated: | Copy of inventory | | | Yes  No | | |  | | |
| Contract 2.01 G 3 (c); Admin Guidebook IV; SBDM/Principal Agreement | | 56. | Are any FRYSC funds being used to supplant existing school district supplies, programs, or staff? | Job description  Invoices/POs  Copies of subcontracts  Coordinator interview | | | Yes  No  N/A | | |  | | |
|  | | | | | | | | | | | | | | | |
| **CENTER NAME:**  **REVIEWERS:**   |  |  |  | | --- | --- | --- | | **FRYSC SUBCONTRACTS** | | | | 1 | Name of Subcontractee:  Purpose of subcontract: | Amount:  $ | | 2 | Name of Subcontractee:  Purpose of subcontract: | Amount:  $ | | 3 | Name of Subcontractee:  Purpose of subcontract: | Amount:  $ | | 4 | Name of Subcontractee:  Purpose of subcontract: | Amount:  $ | | 5 | Name of Subcontractee:  Purpose of subcontract: | Amount:  $ | | 6 | Name of Subcontractee:  Purpose of subcontract: | Amount:  $ | | | | | | | | | | | | | | | | |

| **Authoritative Reference** | **#** | **Area of Compliance** | **Supporting Documentation** | **Compliance Status** | **Comments/Areas of Growth** |
| --- | --- | --- | --- | --- | --- |
| **CORE AND OPTIONAL COMPONENTS**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | KRS 156.496  KRS 156.4977 (4) (C) | 57. | Are center services and activities available during the summer and on other days when school is not in session? | Work plans/action components  Flyers/brochures  Time sheets  Coordinator interview | Yes  No |  | | | | | | |
| **FRC COMPONENTS** | | | | | |
| KRS 156.496  KRS 156.4977 (4) (k) |  | **Full Time Preschool Childcare (for 2-3)**  *Goal: 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.* | On-site  Referral  Contracted | Yes  No |  |
| KRS 156.496  KRS 156.4977 (4) (k) |  | **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: 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.)* | On-site  Referral  Contracted | Yes  No |  |
| KRS 156.496  KRS 156.4977 (4) (k) |  | **Families in Training**, which shall consist of an integrated approach to home visits, group meetings and monitoring child development for new and expectant parents.  *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.* | On-site  Referral  Contracted | Yes  No |  |
| KRS 156.496  KRS 156.497 (4) (k) |  | **Family literacy services (formerly PACE)** is a family 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: 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.* | On-site  Referral  Contracted | Yes  No |  |
| KRS 156.496  KRS 156.4977 (4) (k) |  | **Health Services or referral to health services or both**  *Goal: 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* | On-site  Referral  Contracted | Yes  No |  |
| **YSC COMPONENTS** | | | | | |
| KRS 156.496  KRS 156.4977 (4) (k) |  | **Referrals to Health and Social Services**  *Goal: 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* | On-site  Referral  Contracted | Yes  No |  |
| KRS 156.496  KRS 156.4977 (4) (k) |  | **Career exploration and development (formerly Employment Counseling, Training, and Placement)**  *Goal: To promote college and/or career readiness for all students by preparing them for future employment and successful transition into adult life through collaboration with school and community resources.* | On-site  Referral  Contracted | Yes  No |  |
| KRS 156.496  KRS 156.4977 (4) (k) |  | **Summer and part time job development for high school students**  *Goal: To introduce students to the world of work through education, job-related skills, and work experience by collaborating with community resources. Twenty-first century skills such as critical-thinking, problem-solving, goal-setting, leadership and decision-making will be emphasized.* | On-site  Referral  Contracted | Yes  No |  |
| KRS 156.496  KRS 156.4977 (4) (k) |  | **Substance abuse education and counseling (formerly Drug and Alcohol Abuse Counseling)**  *Goal: To assist in the prevention of the use of alcohol, tobacco and other drugs (ATOD) and improve decision-making skills by educating students and families; and the reduction of ATOD use through coordination of counseling services and education.* | On-site  Referral  Contracted | Yes  No |  |
| KRS 156.496  KRS 156.4977 (4) (k) |  | **Family Crisis & Mental Health Counseling**  *Goal: To increase self-management and coping strategies by assisting students and families with mental health needs and/or other crises through the identification and coordination of services (i.e. for grief, illness, bullying, incarceration, dating/domestic violence, loss of income, child abuse, etc.)* | On-site  Referral  Contracted | Yes  No |  |
| **OPTIONAL COMPONENTS** | | | | | |
| **Optional Component** | | | On-site  Referral  Contracted | Yes  No |  |
| **Optional Component** | | | On-site  Referral  Contracted | Yes  No |  |
| **Optional Component** | | | On-site  Referral  Contracted | Yes  No |  |
| **Optional Component** | | | On-site  Referral  Contracted | Yes  No |  |

|  |  |
| --- | --- |
| **BEST PRACTICES – TO BE COMPLETED BY THE COORDINATOR**  *(Note: The purpose of this section is to give the DFRYSC a broader perspective of the center and its interaction within the school and community. Documentation and narrative is for informational purposes only, not to determine contractual compliance.)* | |
| Is there evidence that the center has been integrated into the school setting? (*Collaborative programs, Program Review report, administrative team membership, school committee membership)* |  |
| What efforts are in place to avoid the duplication of services? (Interviews with collaborative partners, programs/services offered by center ) |  |
| What efforts are in place to ensure the center is welcoming to visitors? |  |
| Have legislators and other decision makers (mayors, county judge executives, business leaders, school board members, superintendents, etc.) been invited to the center? By what means? When did they visit? |  |
| Does the center seek additional funding for programs to enhance the scope of the FRYSC? What grants have been obtained within the past year? |  |
| According to the KY Postsecondary Education Council, students need strong academic and social supports and clear pathways to succeed in school. Is there evidence that the center aligns activities to help assist students with academic and social supports that prepare them for college and or a career? (Creating early awareness of connecting academic performance to success, doing homework, coming to school on time, and getting better grades). |  |
| **STRENGTHS:** | | |
| **AREAS OF GROWTH:** | | |
| **CONTRACT NON-COMPLIANCE** *(Corrective action and written response required by District)***: Total number of non-compliances**   |  |  | | --- | --- | | **Monitoring Section** | **Question # and Summary of Non-Compliance** | | **Center Site** |  | | **Staff** |  | | **Training** |  | | **Advisory Council** |  | | **Administration** |  | | **Needs Assessment** |  | | **Participant/Family Record Review** |  | | **Budget/Fiscal Oversight** |  | | **Core and Optional Components** |  | | | |