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Francis Child Development Institute  
Metropolitan Community College -- Penn Valley  
3201 Southwest Trafficway  
Kansas City, MO 64111



**Year Two Activities for the  
Francis Resource Center  
Program Grant  
(2005/2006)**

**Progress Report  
to the Kauffman Foundation**

**January 15, 2006**

**Year Two Activities for the Francis Resource Center Program Grant  
(2005/2006)  
Goals, Activities, and Outcomes**

Four goals were established for the Francis Resource Center when this program grant was awarded: (1) working with site coordinators to increase the quality, academic connections, and learning in Caring Community before and after school sites; (2) preparing the sites to become more intentional in their program planning; (3) facilitating a network of mentors and piloting a mentor/protégé program; and (4) developing and implementing the Youth Development Certificate program.

The activities undertaken to achieve each goal are described in this report, along with the outcome objectives established to measure success. At the beginning of our second program year, many objectives have already been achieved, while others are still in progress. This is a snapshot of what we have accomplished thus far.

**Goal 1: The Francis Resource Center will work with site coordinators to increase the quality academic connections, and learning in Caring Community before and after school sites.**

**Activities Related to this Goal:**

**1. The Resource Center specialists will provide on-site technical assistance and training to at least 14 sites.**

9 Ten sites are being served through Kauffman funding and an additional six sites are receiving on-site technical assistance through the 21<sup>st</sup> Century grant.

693 hrs Three hundred and seventy-two hours of technical assistance and training have been completed from July 1-December 19, 2005. ~~Sept. 1, 2005~~ July - June 30, 2006

**2. Large group training related to Missouri Show Me standards, family engagement, youth development, and what children are learning will be available to all sites.**

Sept. 2005 - June 2006 21 1/2 hours plus 12 hours @ MOSAC PDI  
October - December 30, 2005: 16 hours of large group training was completed.  
Twenty LINC sites were represented at these workshops.

In addition to these large group trainings, a school-age track has been added to the Educare seminars conducted by Vicki Stein beginning February 2006. Educare seminars are sponsored by LINC and offered all over the Kansas City Metro area. Ms. Stein is working with Missouri School Age Community Coalition (MOSAC<sup>2</sup>) to develop a statewide regional training series offering four 6-hour

paid for 10-15 people to attend

seminars per year based on the new Missouri Youth Development Credential content areas. LINC is participating in the planning to make MCC- Penn Valley one of the pilot sites for the series.

3. All site coordinators will be trained on the School Age Care Environmental Rating Scale (SACERS), which is the assessment tool for this project.

Existing site coordinators have been trained; new site coordinators will be trained on an ad-hoc basis. Youthnet and the Francis Child Development Institute (FCDI) trained 10 people at Garfield Elementary School on September 14, 2005.

4. Follow-up meetings will be scheduled following the SACERS assessments and professional development plans will be set.

Follow-up meetings were conducted by YouthNet, LINC, and FCDI to set long-term goals. Resource Center specialist set short-term goals with each site. See Table 1 for goals established.

5. Technical assistance will be individualized according to each site's specific needs.

At this time, the specialist has observed at all of the sites on multiple occasions and is currently scheduling on-site training with the site coordinators. For example, activity planning 1 and 2 are being conducted at Hale Cook for new staff because that is what the site coordinator and specialist have determined the need is for this site.

Goal 2: The Francis Resource Center will prepare staff at Caring Community Before and After School Sites to become more intentional in their program planning.

#### Activities Related to this Goal:

1. Orient the staff on four goals (academic enrichment, family engagement, youth development, and Missouri Show Me Standards).

Large group trainings, observation of activities, and job shadowing using prepared activity plans have been scheduled at the sites to ensure understanding of the goals. One-on-one sessions are scheduled to help staff strengthen their writing skills and their ability to determine the appropriateness of an activity for their particular age groups.

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**Goal 3: The Francis Resource Center will facilitate a network of mentors and pilot a mentor/protégé program.**

**Activities Related to this Goal:**

**1. Recruit mentors.**

This program has been presented to site coordinators and advisors from LINC and the ways the program can benefit both site coordinators and front line staff. At this time there is one mentor /protégé pair participating in the program.

**2. Train mentors.**

Mentor training was held in May and June 2005. Another training is scheduled for the spring semester 2006.

**3. Match mentors to protégés.**

FCDI will consult with LINC advisors and site coordinators to discuss recruitment.

**4. Support Mentors.**

Mentor support meetings were held on September 27, November 8, and December 4, 2005. Meetings are scheduled on March 6 and May 9, 2006.

**5. Develop model school-age sites to assist emerging school-age professionals in the Kansas City, Missouri School District (KCMSD) and outlying areas.**

We are working with a site that is interested in pursuing accreditation. Goals have been set to bring the site up to those standards.

*Gladstone  
working on  
accreditation*

**Goal 4: The Francis Resource Center will develop and implement the Youth Development Credential program.**

**Activities Related to this Goal:**

**1. Secure funding for tuition and scholarships for participants.**

- We have no scholarship support for individuals working at non-AT&T sites who want to work toward the YDC.
- We asked the Kauffman Foundation to permit us to utilize funds remaining from their last grant to support these individuals in the YDC until June 2006.
- Discussions are on-going with T.E.A.C.H. staff on ways after school workers can use these funds.

**2. Develop curriculum and professional tracks for participants.**

Youth Development Credential Training Option was designed and approved on DATE for the Child Growth and Development Program at MCC - Penn Valley.

- CDCG 110 Child Health, Safety & Nutrition – 3 credit hours.
- CDCG 117 Fundamentals of After School I – 3 credit hours
- CDCG 127 Fundamentals of After School II – 3 credit hours.
- EDUC 200 Becoming a Teacher – 3 credit hours

**3. Recruiting students throughout the metropolitan area.**

- Vicki Stein met with members of the Kansas Enrichment Network to share information about the YDC and to make it available to Kansas after school workers.
- FCDI staff served on a Missouri After School Network committee developing core competencies for after school workers.

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- A review meeting for the YDC core competencies was held at the Kauffman Foundation in Kansas City on June 27-29, 2005. Attendees included representatives from Missouri and the Kansas Enrichment Network.
- Vicki Stein is working with the Missouri QRS committee, providing input into the structure of the QRS as well as networking with the state Bureau of Child Care supervisory staff on YDC and its impact on after school workers' status in the BCC center director approval process.
- Kim Askew, Pamela Simmons, and Vicki Stein planned the professional development sessions for the MOSAC<sup>2</sup> Annual Meeting and Professional Development Institute held in Kansas City October 21-23, 2005. These sessions were organized to follow the functional areas of the Missouri Youth Development Credential. Presenters were encouraged to participate in the OPEN Trainer Registry. The session information was submitted to the Missouri Department of Health and Senior Services, Bureau of Child Care and the Kansas Department of Health and Environment for approval of training hours for after school workers from Missouri and Kansas.
- Nancy Hillebrand, director of the Parkhill SAC program, invited Vicki Stein to meet with site coordinators in Parkhill school district to share information about the YDC.
- Dawn Butler, director of Lee's Summit Kids Country, invited Vicki Stein to speak to site coordinators and assistants.
- Meetings have been held at Pitcher, Garfield, Fairmount, and Attucks schools to recruit additional YDC students.
- Karen McDonald, YMCA, met with Vicki Stein to discuss the YDC program. Vicki is working with the YMCA on arrangements for students who live outside the MCC district.
- Informational packets on the MCC – Penn Valley YDC program have been created and are being mailed upon request.

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- LINC renewed their contract with MCC – Penn Valley for partial support of a staff position to:
  - **Create** a curriculum that will prepare students for their YDC assessment;
  - **Solicit** approval of YDC curriculum through the District Instructional Coordinating Committee.
  - **Collaborate** with other agencies and departments of MCC such as the Paraprofessional Education Associate in Applied Arts Degree program
  - **Establish** an advisory group for the YDC pilot project at MCC – Penn Valley, to include representatives from LINC, YouthNet, YMCA, MOARC, FCDI Resource Specialists, Blue Springs School District, North Kansas City School District, KCMSD, and other after school programs in the region;
  - **Generate** marketing tools/flyers for the program and promote the YDC program with the assistance of appropriate college departments such as.
  - **Pursue** scholarship opportunities for students;
  - **Maintain** active involvement with local, state and national after school organizations and committees.

**Status of Goals Established for Kauffman Resource Center Clients  
Organized by Core Competency  
(7/1/05 through 12/31/05)**

Core Competency	Goals					Total Created
	Not Started <sup>1</sup>	In Progress <sup>2</sup>	Deferred <sup>3</sup>	Completed	Discontinued for Cause <sup>4</sup>	
<b>Health, Safety, Nutrition</b> <i>Establish and maintain an environment that ensures children's healthy development, safety, and nourishment.</i>	0	1	0	0	0	1
<b>Learning Environment</b> <i>Establish an environment that provides learning experiences to meet each child's needs, capabilities, and interests.</i>	0	10	1	2	0	13
<b>Interactions</b> <i>Establish supportive relationships with children and guide them as individuals and as part of a group.</i>	1	4	0	0	0	5
<b>Program Planning and Development</b> <i>Establish, implement, and evaluate an early care and education program.</i>	0	6	0	0	0	6
<b>Professional Development &amp; Leadership</b> <i>Serve children and families in a professional manner and participate in the community as a representative of early childhood care and education.</i>	0	5	0	1	0	6
	<b>1</b>	<b>26</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>31</b>

<sup>1</sup> The goal has been established but no activities have yet been initiated toward that goal, usually because a prerequisite goal must be completed first.

<sup>2</sup> Activities to achieve these goals have been initiated and are in progress but the goals have not yet been mastered.

<sup>3</sup> Activities to achieve these goals were initiated and deferred, but with the expectation that they will be resumed; for instance, a provider might have begun her CDA coursework but deferred classes for a semester when she became pregnant.

<sup>4</sup> Activities to achieve these goals were initiated but discontinued permanently; for instance, when a teacher resigns from a center her/his goals are discontinued.



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**Year Two Activities for the  
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**Financial Report**

**Resource Center Budget Report  
(2005/2006)**

**Progress Report  
to the Kauffman Foundation**

**January 15, 2006**

**Francis Child Development Institute**  
**Kauffman Before and After School Care Program**  
**Budget Report**  
**7/1/05 - 12/31/05**

Categories	Approved Budget 10/1/05 - 9/30/06	Actual Expenditures 7/1/05 - 12/31/05	Variance
<b>Personnel:</b>			
Salaries and Benefits for Resource Center Specialist	56,056.08	27,367.93	28,688.15
<b>Training Costs:</b>			
Office Supplies, supplies for training materials for __ sites, workshop materials, resources, refreshments, facilities, and speakers for Professional Development Seminars	9,593.92	5,462.83	4,131.09
<b>Professional Development:</b>			
One local, state or national conference for Specialist to update knowledge in the field of School-Age Care	2,000.00	0.00	2,000.00
<b>Travel:</b>			
Mileage to and from on-site visits, workshops, meetings, etc for Specialist	600.00	155.55	444.45
<b>Printing/Postage:</b>			
Mailing and printing of flyers, certificates, general communication	500.00	105.50	394.50
<b>Mentor Stipends:</b>			
Stipends for mentoring project	2,500.00	0.00	2,500.00
<b>5% FCDIO overhead</b>			
	3,750.00	1,664.59	2,085.41
<b>Total:</b>	<b>75,000.00</b>	<b>34,746.40</b>	<b>40,253.60</b>

\*\*\* Actuals for this report are unaudited