Appendix B: Grant Cover Page

NEW HAMPSHIRE STATE DEPARTMENT OF EDUCATION
21ST CENTURY COMMUNITY LEARNING CENTER GRANT

Please indicate whether you are (check all that apply):

New Applicant ☐ **Current Grantee (Reapplying)** ✔ **Current Grantee Adding Site(s)** ☐

Name of Eligible School(s)	Host School Population	Grades Served	Youth Attendees Per Day	Per Year	Regular*	Funds Requested
Conway Elementary School	252	K-6	65	120	100	86,125.00
John Fuller School	240	K-6	50	100	75	55,216.46
Total:			**115**	**220**	**175**	**141,341.46**

District Co-Applicant* ***(required)*****:** **Conway School District**

Community/Faith Based Co-Applicant(s)* ***(required)*****:** **Tin Mountain Conservation Center**

Fiscal Agent: **Conway School District** **DUNS #: 040229718**

Grant Contact Person: **Christine Thompson**

Address: **PO Box 388**

Town, State & Zip Code: **Conway, NH 03818**

Telephone: **447-6158/cell 662-6166**

Email Address: **Christine@projectsucceed.com**

The undersigned authorized executive officer submits this proposal on behalf of the applicant agency, attests to the appropriateness and accuracy of the information contained therein, and certifies that this proposal will comply with all relevant requirements of the state and federal laws and regulations. In addition, funds obtained through this source will be used solely to support the purpose, goals and objectives as stated herein. The following ***signatures are required.***

Superintendent's Signature: _____ **Date** 3-11-13

Name (typed): **Dr. Carl J. Nelson**

Principal(s) Signature(s): _____ **Date** 3/12/13

Name (typed): **Brian Hastings/Kadie Wilson**

Chief Executive Officer(s) Signature(s): Michael L. Cline **Date** 3/13/2013

Name (typed): Michael L. Cline

* Items referenced are described in the definitions section of this document

APPENDIX C: Program Assurances

Virginia M. Barry, Ph.D.
Commissioner of Education
Tel. 603-271-3144

Paul Leather
Deputy Commissioner of Education
Tel. 603-271-3801

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953
Citizens Services Line 1-800-339-9900

21st Century Community Learning Center Assurances

School District Served: Conway

Fiscal Agent DUNS #: 040229718

1. The program will take place in a safe and easily accessible facility.

2. The program was developed, and will be carried out in active collaboration with the schools the students attend, including private schools as well as the identified co-applicant(s).

3. The program will primarily target students and their families who attend high poverty schools of 30% or more free and reduced lunch eligibility, or if it is a middle or high school then the feeder schools are primarily eligible.

4. The funds will be used to increase the level of State, local, and other non-Federal funds that would, in the absence of funds under this part, be made available for programs and activities authorized under this program and in no case supplant Federal, State, local, or non-Federal funds.

5. The community was given notice of intent to submit an application and the application and any waiver request was available for public review after submission of the application.

6. The program will submit timely performance reports that describe project activities, accomplishments, and outcomes.

7. The program will keep accurate and timely records on a state approved web-based data collection system.

8. The program will participate in evaluation studies conducted by the New Hampshire State Department of Education.

9. Program Directors will attend required meetings as designated by the New Hampshire State Department of Education.

10. The program will send a representative team, always including the program director, to one state conference as scheduled by the New Hampshire State Department of Education.

11. The program will participate in a formal continuous improvement process during the course of the grant award.

Dr. Carl J. Nelson, SAU #9 Superintendent _____ 3-11-13

Authorizing Name and Signature — Date
(Fiscal Agent with Signature on File at NHDOE)

APPENDIX D: Application Checklist: To be submitted with application.

Applicant Name: __Conway School District's Project SUCCEED

The following sections must be attached to this checklist to be deemed a "Completed Application Package:" (Please check each box as you attach the required document.)

- ☒ Application Cover Page
- ☒ 21st CCLC Program Assurances
- ☒ Application Checklist
- ☒ Application Abstract
- ☒ Table of Contents

Narrative Includes:

- ☒ a. Need for Project
- ☒ b. Program Design
- ☒ c. Adequacy of Resources
- ☒ d. Program Management Plan
- ☒ e. Project Evaluation
- ☒ f. Budget Narrative

Attachments Include:

- ☒ Budget Spreadsheet
- ☐ N/A Budgets for partner contracts exceeding $5,000, if applicable
- ☐ N/A School Board Policy for High School Extended Learning Opportunities, if applicable
- ☒ One Year Timeline
- ☒ Schedule of Operations Form
- ☒ Job Descriptions and Credentials for Key Staff
- ☒ Letter of Support from Principal(s)
- ☒ Memorandums of Understanding
- ☒ Advisory Board Members Roles and Responsibilities
- ☒ Organizational Chart
- ☒ Documentation of Private School Communication, if applicable
- ☒ Evaluation Studies of Current Program, if applicable

21ST CENTURY COMMUNITY LEARNING CENTERS GRANT ABSTRACT

This grant is being written on behalf of the children in Conway School District who attend the Conway Elementary School and the John Fuller School. This grant seeks funding for Project SUCCEED (Schools Under Contract Creating Enriching Extended Days), Conway School District's before and after school program. John Fuller School is a SINI (School In Need of Improvement) year 3 for Math and Conway School District is a District in Need of Improvement (DINI) year 3 for Reading and Math. The program has been in operation since 1999.

Project SUCCEED's mission to help give youth the skills and opportunities they need to be successful academically, socially and emotionally in a safe and supervised environment. The 2013/2014 programs goals are: to improve math and writing skills, to improve nutrition and health practices and to improve community awareness and engagement. The program is requesting finding to continue to offer homework club, various enrichment clubs, morning supervision programming and summer programming. The program has a history of successful collaborations with Tin Mountain Conservation Center, UNH Cooperative Extension, Title I, and both the Conway and North Conway Recreation Departments.

Each year Project SUCCEED's at risk attendees have shown marked improvement in overall academic achievement. FY 2011/2012, an average of 58% of regular K-6 attendees improved in overall academic performance according to annual teacher surveys. We serve 44% of the entire K-6 population annually. Our hope is to continue serving Conway School District youth with this valuable program.

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A. Need for Project

Factors that place students at risk of educational failure

This grant is being written on behalf of the youth and families of two schools in the Mount Washington Valley: The Conway Elementary School and the John Fuller School. They are located in Conway and North Conway, NH respectively. The John Fuller School is identified as a School In Need of Improvement (SINI) year 3 Math by the NH Department of Education and Conway School District has been identified as a District in Need of Improvement (DINI) year 3 for Math and Reading. Both schools are Title I schools, but the Conway Elementary School is a Title I Schoolwide School. Conway, NH is 123.5 square miles and located in eastern Carroll County with a population of 9,178 (2000 Census). A year round resort area, Conway residents rely heavily on tourism to support the local economy. Rising gas prices and a sluggish U.S. economy have taken their toll on the tourism industry. According to the 2008 Kids Count NH data book, Conway is a "Cluster 5 town" which means it is in the poorest economic cluster in the state. The following demographics/school statistics highlight some of the other hurdles our students and families face:

	John Fuller School	Conway Elementary
% obese children according to the 2012 nurse's report of BMI	25%	37%
% **morbidly** obese children (2012 nurse report of BMI)	19%	19%
% of students who qualify for free and reduced lunch (USDA October 2012)	43%	55%
Unemployment rate for 2012 (EFG research)	5.3%	5.8%
% of students who are SPED	12%	12%
% of students scoring below proficient on 2012 Reading NECAP	19%	18%
% of students scoring below proficient on the 2012 Math NECAP	25%	30%
% of students scoring blow proficient on the 2012 5th grade Writing NECAP	38%	32%

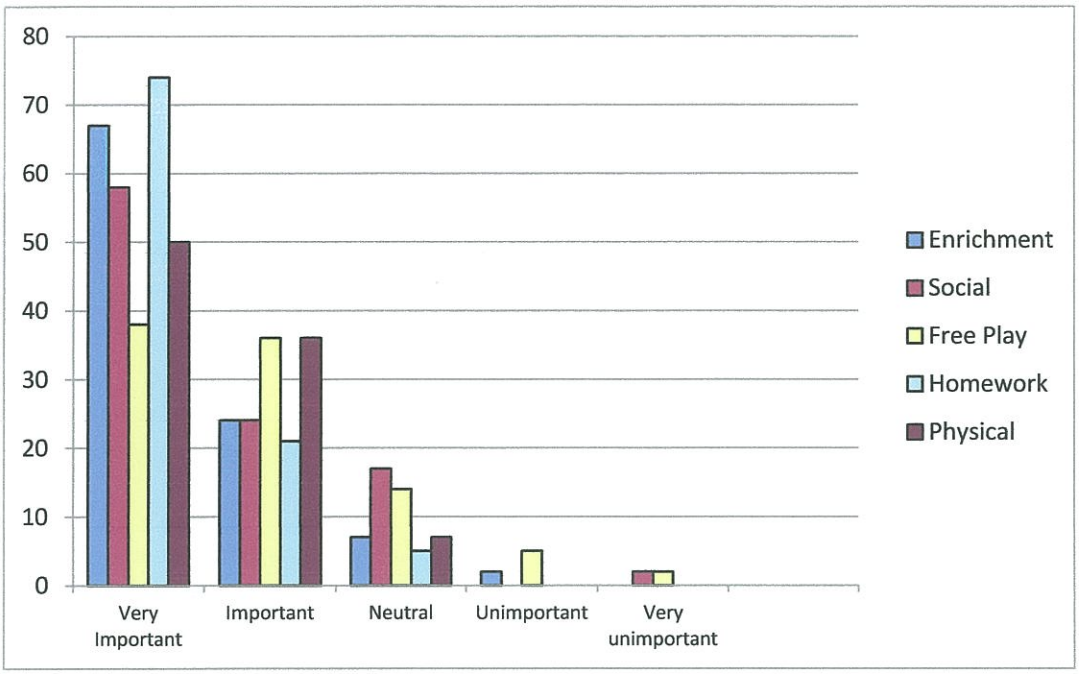
In 1999, as a result of an identified need for after school programs in the Conway School District, Project SUCCEED was funded though a federal Department of Education 21st Century Community Learning Centers grant. The program is now in its 14th year of operation. **John Fuller School** and **Conway Elementary School** are two of three schools under the Project SUCCEED umbrella and they are the schools for which we are seeking funding. The John Fuller School site currently serves 89 of the school's 240 students. Conway Elementary currently serves 106 or the school's 252 students.

Community Assessment

In order to assess the community/school need, we used a multifaceted approach: we sent out surveys to parents and school day staff, held a community forum and actively reached out to the staff and administration at each school site.

Parent surveys were distributed in January 2013.

Surveys were mailed home with the school newsletter, given out at family night events, and made available online. Raffle prizes were offered to those who filled them out. We had a return rate of 47% on the surveys. The results (illustrated in the graph below) indicated that parents put a high priority on homework and enrichment and less of a priority on free play and social interactions. For those whose children do not attend the program, 64% cited "other activities" as the reason, 52% cited "supervision not needed" , 2% cited that the program was 'unstructured" and 2% cited 'affordability" as a reason for not attending.



* Parents were asked to rate each activity according to its importance to them.

School day teachers were surveyed in the Fall of 2012. Eleven teachers at each site responded to the survey which represents a 100% return rate. A summary of the results are noted below:

Question	Conway Elementary School			John Fuller School		
	Yes	No	Sometimes	Yes	No	Sometimes
Do you feel Project SUCCEED improves a students' academic success?	91%	0%	9%	82%	0%	18%
What specifically is successful?	Yoga Running club Teachers/staff motivate children Excellent communication			Field trips are great! Children receive guidance and direction Children who attend turn their homework in on time		
Suggestions for improvement?	Align activities with GLE's Have a briefing to explain what you do Offer fewer enrichments, too many choices are overwhelming			Homework completion Balance between homework and enrichment Non-fiction book club		
Suggestions for academic enrichment?	Free exploration of art mediums Math club Reading club Math facts practice ex.(sumdog.com)			Morning PE Fact mastery Math Games Computer skills Wee deliver		

On Thursday, December 6th, 2012, Project SUCCEED, hosted a forum facilitated by Janice Crawford, Director of the Mount Washington Valley Chamber of Commerce. The purpose of the forum was to celebrate Project SUCCEED's accomplishments and generate ideas to help secure its future. The evening started out with some poignant testimonials from past participants and parents; A broad representation of the community attended the forum including: NH Representatives Tom Buco and Ed Butler, a member of the Conway School Board, members of the Project SUCCEED Advisory board, numerous business owners, representatives from our partnering agencies, Tin Mountain Conservation Center and UNH Cooperative Extension, a representative from our local health center and some current staff members.

The overarching theme that came out of the forum was the need to strengthen our community collaborations and connections. Many great ideas were generated such as partnering with different retail stores for "Fun Friday" community outreach and partnering with the local health center for nutrition education programs.

Other after school programs

Each school has access to a community center for other after school activities, the North Conway Community Center and the Conway Recreation Center. Both centers have active sports teams and summer programs. We are in constant communication with both centers to pool resources and best meet the needs of the students. In fact, our summer programs partner with both recreation centers to ensure all children will have access to both programs. Many of our students also participate in Mountain Top Music Center lessons and Jeanne Limmer dance lessons and more.

B. Program Design

Project SUCCEED (Schools Under Contract Creating Enriching Extended Days), is Conway School District's before and after school program that was originally funded by the federal government as a 21st Century Community Learning Center in 1999. The existing program serves three Conway School District schools, but this grant is requesting funding only for the **John Fuller School program** and the **Conway Elementary School** program and those are the programs described in this grant. The program is currently in its 14th year of operation

Program goals

The goals and objectives of Project SUCCEED were created to address identified needs referenced in section A: the high percentage of youth in grades 3-6 not proficient at math and writing, the high childhood obesity rates, and the need to establish stronger community connections. They are aligned with the school's individual goals as well as the Conway School District goals and the goals from our District In Need of Improvement plan. The Conway School District has also adopted the RTI (Response to Intervention) model as a framework and has worked for the last five years with NH Responds to work on this model. The Project SUCCEED Program Director is part of the SAU#9 RTI Leadership Team and also serves on the District Improvement Team.

Program Goals and Objectives 2012/2013:

Goal 1: To improve math and writing skills	
Contextual Factors • SINI status/low NECAP scores • Working families with limited time to work with their kids on school work	**Program Elements** • Math games clubs • Family literacy/math nights • Writing clubs • STEM programs
Short Term Outcome(s): 1. Participants will write more 2. Participants will play and enjoy math-based games and puzzles	
Long Term Outcome(s): 1. % of regular attendees scoring proficient or higher in the writing NECAP will increase. 2. % of regular attendees scoring proficient or higher in Math will increase.	
Goal 2: To improve nutrition and health practices	
Contextual Factors • Limited health education • Limited opportunities for exercise • high obesity rates	Program Elements • Healthy eating club • Fitness clubs before and after school • Catch kids program
Short Term Outcome(s): 1. Participants will exercise more often 2. Participants will make healthy snacks	
Long Term Outcome(s): Regular attendees show reduced obesity rates.	
Goal 3: To improve community awareness and engagement	
Contextual Factors • Accessibility to local businesses and non-profits • Difficulty of winter-time travel • Dual working families	Program Elements • Fun Friday field trips • Community guests to present • Service learning club • K-kids clubs • Community letter boxing club
Short Term Outcome(s): 1. Participants will improve their knowledge of the local community 2. Participants will increase their involvement in community service	
Long Term Outcome(s): Participants increase their appreciation in the local community.	

Program Activities

Project SUCCEED's mission is to help give youth the skills and opportunities they need to be successful academically, socially and emotionally in a safe and supervised environment.

At each site Monday through Friday we will continue to offer a morning supervision program from 7:45-8:45 a.m. which is a safe, productive alternative for those children whose parents work early. Each morning program has access to the gymnasium and each program utilizes their Physical Education teacher to offer a morning fitness program in addition to homework help. The afternoon program begins at 3:15 PM when Project SUCCEED students are dismissed from their classrooms to the cafeteria for a snack and attendance. Students eat snack, have a brief recess and report to Homework Club. The afterschool staff, which includes a site director, certified teacher, homework club assistants and volunteers communicate on a regular basis with school day staff about each student's academic needs, providing linkage for relevant academic outcomes from the school day. At the Conway Elementary site, the students are divided into grade level groups. Since the K-1 has little to no homework, they are grouped together for literacy activities. At the John Fuller School site the students are put into three groups for Homework Club, K-1, 2-3 and 4-6. The staff at each school is an incredible asset to this program. Each and every staff member works at their respective schools during the school day and know the strengths and challenges of each and every one of our participants. Each site has a very low staff turnover rate. The program maintains a low student to staff ratio(8-12:1) in order to ensure the individual

attention each child needs for the development of their academic skills, for catch up growth and to build strong relationships.

Homework Club ends at 4:15 when the enrichment portion of the program begins and students get to choose from a variety of offerings that change every quarter. Students sign up for the activities that they want to engage in for 8 week blocks(see Appendix P). In order to address the issues raised in the needs section of the grant, there will be a heavy emphasis on Math, Writing, Community Involvement and Health and Wellness. We also try to ensure that we reach all aspects of STEM (Science Technology Engineering and Math) in our menu of offerings. Students at the Conway Elementary School site have 6 choices per afternoon and at the John Fuller School site they have 4 choices per afternoon. Extended Homework Club is a *choice* at each site for older students who want it.

Math clubs will utilize programs such as the ***Math Facts in a Flash*** and ***Accelerated Math*** from Renaissance Learning. Renaissance develops and releases only products that have been shown by **research** to help educators accelerate learning. Another exciting math club we'll be offering is ***Kahn Academy***. ***Kahn Academy*** is a free non-profit computer based program that uses Project Based Learning to engage students in creative problem solving. We will also offer a Math Games club, brain teaser club, and cooking club which uses basic math skills.

It is our intention to have a literacy rich environment in order to address the low writing NECAP scores. We will give students more opportunities to write by offering a variety of writing clubs. The ***Wee Deliver*** program is a pen pal enrichment which was created by the Smithsonian Institution's Education Department. The John Fuller program and Conway Elemenatry school program have an electronic **Penpal** club

where students send each other pen pal letters. We will also offer "**Writer's Cafe'** as an opportunity for creative writing.

Each site will also offer **Service Learning** clubs which will connect our students with the local community in a meaningful way. Past projects include work with our local humane society, Gibson Center Senior Services and Conway Recreation Department. We will also continue with the popular "Fun Friday Field Trips" where students visit a different local business or non-profit each week.

In order to address the issue of childhood obesity we will continue using the ***CATCH Kids*** program. There is an impressive **evidence-base** that the CATCH Program improves diet, physical activity, and prevents the onset of child obesity amongst disadvantaged children. We will also ensure that we have morning fitness, gym games, Wii Fit, running clubs, walking clubs and healthy snacks clubs.

There will be a myriad of other choices that inc as well such as: Design it Explore It! Science programming through UNH Cooperative Extension, Spa tastic, Computer Explorations, Exploring Space, beading, yoga, Tin Mountain nature programming, ceramics, game time and much more. See Appendix for a sample of what's offered at each site.

On Fridays each site offers Fun Friday activities. This is a perfect time to make community connections. John Fuller School is located in the heart of North Conway village and is walking distance to many local businesses and non-profits. As part of our goal of increasing community connections, Project SUCCEED students learn about a different business or non-profit each week. So far, they've made close to twenty connections. The students have learned about everything from snow making at Cranmore Mountain Resort to wind speed on top of Mount Washington by visiting the

Mount Washington Observatory museum. Conway Elementary School doesn't have as many choices within walking distance, but they would like to bring in more guest speakers FY 2013/2014.

The students are dismissed at 5:15 for check out. Bus transportation is provided for those who need it.

School Day linkage

As was mentioned above, our program has a very strong link to the school day. We share staff, resources and goals for the students. The Program Director is also the Title I Coordinator so she is on the School In Need of Improvement (SINI) team for John Fuller School and she is also on the District In Need of Improvement (DINI) team. She helped author both the SINI plan and the DINI plan. She is also on the Response to Intervention (RTI) Leadership Team for the SAU. Project SUCCEED is an integral part of this District and these schools.

Family Literacy

Both of our schools are Title I schools. Since Title I also has a family involvement component, we have partnered with Title I and will continue to partner with them to help best meet the school's family literacy needs. Family Fun nights in which families go to various learning stations with their children as well as enjoying some food, have been very successful and well attended. Our goal is to have family fun nights(Attachment R) a minimum of four times per year. This is an ideal time to get **parent input** as well. We offer raffle prizes as incentives for parents to fill out surveys which is quite effective.

We partner with Title I, the local Recreation Departments and Tin Mountain Conservation Center for summer programming. Tin Mountain offers an amazing array of environmental summer camps and many of our students are familiar with the Tin

Mountain staff as a result of their work in the after school program. Students who need math and reading interventions will spend the first part of the day working on Math and Language Arts and will go to their local Recreation Department Summer programs for more recreation based activities in the afternoon. For the students who don't require the Math and Language arts focus, we will be offering scholarships to Tin Mountain Conservation Center's summer programs. See the detailed Schedule of Operations in Appendix F.

Youth voice

Youth are involved in program development in a variety of ways. Students are surveyed in the late fall. This survey is used to guide programming. The Project SUCCEED Youth Advisory, which meets quarterly, is an effective tool to give youth voice and empowerment. The students have a chance to plan their own enrichment. We've even had students successfully write mini grants to support their enrichment ideas. Our "Flex Your Brain" rubics' cube enrichment was designed by a John Fuller School 6th grader who wrote a grant request to the Kiwanis club and was awarded a check for $150 to buy the rubics' cubes and other mind bending games. We have youth lead activities such as "techno Wizards". Each day students are assigned to different tasks to help with the program (line leaders etc.)Their many talents are also often showcased at family night events which also happen quarterly (see Appendix R).

Number of Youth and Families served

In order to continue to offer quality programming with low ratios, we have established that our daily capacity is approximately 70 children per day at Conway Elementary School and 50 per day at the John Fuller School.

Below is a chart of the five-year numbers of youth served at the each school site.

2008 award amount CES$81,250 JFS$52,091	2008 RFP target	Year 1 2008-2009	Year 2 2009-2010	Year 3 2010-2011	Year 4 2011-2012	Year 5 2012-to date
Youth per day	CES 60 JFS 50	CES 50 JFS 39	CES 57 JFS 45	CES 47 JFS 32	CES 47 JFS 28	CES 57 JFS 40
Youth served per year	CES 150 JFS 140	CES 144 JFS 153	CES 157 JFS 130	CES 141 JFS102	CES 122 JFS 96	CES 107 JFS 93
Regular attendees	CES 100 JFS 100	CES 87 JFS 77	CES 117 JFS 80	CES 102 JFS 62	CES 85 JFS 47	CES 81 JFS 57

C. Adequacy of Resources

Staffing

Project SUCCEED's Afterschool program and morning supervision program is primarily staffed by school day staff (teachers and paraprofessionals).The Project SUCCEED staff at each school, which includes a site director, certified teacher, three to four homework club assistants and volunteers; communicates on a regular basis with the appropriate teachers about each student's academic needs, providing linkage for relevant academic outcomes from the school day. The program maintains a low student to staff ratio (1:8 for Homework Club,1:12 for Enrichment and 1:18 for recreation) in order to ensure the individual attention each child needs for the development of their academic skills and to build strong relationships.

It is important to note that although the Program Director and Site Director are part-time positions, they complement each other very well and allow us the luxury of a Program Assistant. The structure of these three positions works very well for our program and has for the past nine years. (See Job descriptions and Credentials in Appendix G).

Space for programming is provided as an in-kind contribution from the school. The program uses the cafeteria, gymnasium, computer lab, multiple classrooms and the library each day of the program. The Conway branch of the Laconia Savings Bank donates office space for the Program Manager and Program Assistant as well as

meeting space. The Frontside Grind coffee house in North Conway donates meeting space for our quarterly Advisory Council Meetings and monthly site director meetings.

Project SUCCEED has developed some amazing partnerships that have helped sustain and enrich the program. Our primary partner, **Tin Mountain Conservation Center**, has given us free programming since 2011 as a result of a grant they received. Tin Mountain integrates all four aspects of STEM in a curriculum that challenges students to apply concepts learned in hands-on situations. We are very fortunate to be partnered with them. We will be offering Tin Mountain summer scholarships to students who may not be able to attend otherwise. Another wonderful partnership we developed in with **UNH Cooperative Extension 4-H**. Not only have they provided our staff with some amazing free STEM training through their Design It Explore It! program, but they have also provided us with free Health and Nutrition programming. FY 13/14 they are going to involve Project SUCCEED in their ***Mapping Sustainable Practices*** program to teach sustainability science and mapping technology to upper elementary youth. The North Conway Recreation Department and the Conway recreation Department are also great partners. We have worked with them on summer programming. Title I provides the academic enrichment in the morning and any students who wish to, are welcome to join their local recreation programs for the afternoon.

Project SUCCEED contracts with the Conway School District **Transportation** Department for a late bus at each site.

Staff is given many opportunities for **Professional Development** (see Appendix Q). All staff is required to attend the annual Orientation Training in September. In September staff fill out an annual Professional Goals form (see Appendix N). Staff must complete training toward their individual professional goals. The Program Director will

coordinate Professional Development offerings around staff goals and meet with staff in March to evaluate their progress. Some of the additional trainings will be on-site using resources such as Boost NH, some will be "train-the-trainer" since we have a wealth of resources in our current staff, and others will be off-site. All Project SUCCEED staff is invited and encouraged to attend school district professional development opportunities as well. Since most of our staff also works at the school during the school day, they already are required to attend these trainings. There will be quarterly staff training days built into the annual calendar to accommodate time for additional after school training. As part of our partnership MOU, Tin Mountain Conservation Center will offer nature programming Professional Development to Project SUCCEED staff as needed. UNH Cooperative Extension offers Design It Explore It! NPASS (National Partnership for After School Science initiative) after school science training to our staff free of charge. The training includes curriculum materials and follow-up meetings.

D. PROGRAM MANAGEMENT PLAN

2012/2013 marks Project SUCCEED's 14th year of operation. The timeline in Appendix H illustrates what we'd like to do for the 2013/2014 school year.

The Project SUCCEED Program Director reports directly to the Assistant Superintendent. She meets regularly with building principals to ensure program quality. The Project SUCCEED Advisory Council (Appendix I) meets quarterly, but sometimes sub committees meet more often for special events etc. The role of the Advisory Council is to support Project SUCCEED and help guide in decision making. The Program Director meets with the Site Directors monthly and the Site Directors hold monthly staff meetings at their sites.

School based staff is part of the afterschool staff and help guide the work through ongoing communication, planning meetings, and linkage to the school day. This is a tremendous strength to the program. Teachers are also asked for written feedback on youth and programming throughout the year. The principals and the Program Director met to review the requirements for this grant and to discuss how best to meet the needs of youth involved. All staff are required to submit an Enrichment Planning Form (see Appendix O) to illustrate that they are connecting to academic standards.

The community is informed about Project SUCCEED in a variety of ways. Perhaps the most accessible venue for information is our local access television station Valley Vision. All school board meetings are taped and televised. Anytime Project SUCCEED is discussed at a school board meeting the information is aired on this station. Valley Vision also grants us at least one interview per year to promote public awareness about the program. A Project SUCCEED newsletter is published quarterly (see Appendix M) and goes out to every student, parent and teacher in the Conway School District. We provide the Conway School Board with updates quarterly through the principal's report. Our website www.projectsucceed.com is also updated regularly. Project SUCCEED also has a Facebook page. The community was provided notice of our intent to apply for this grant via the televised school board meetings.

Currently, we do not utilize senior volunteers in our program, but our community service clubs often choose the Gibson Center for Senior Services as a recipient of their good work.

The White Mountain Waldorf School was formally asked if they wanted to participate in the 21CCLC program and they do access our services on occasion. They

have their own afterschool program, but there are times we offer enrichments that they don't have. (see Appendix K).

E. Project Evaluation

The evaluation of Project SUCCEED is driven by the Needs, Goals and Outcomes noted in section B. See chart below.

Identified Needs	Goals	Desired Outcome(s)	Type of Data collected and when	Responsible Parties
Low number of students proficient in Math and Writing	Participants will have improved math and writing skills	Participants will write more	Quarterly writing enrichment attendance/ student writing journals	Program Director
		% of regular attendees scoring proficient or higher in the writing NECAP will increase	NECAP annually	
		Participants will play and enjoy math-based games and puzzles	Quarterly Math enrichment attendance/ Student enjoyment surveys	
		% of regular attendees scoring proficient or higher in the math NECAP will increase	NECAP Annually	
High childhood obesity rates	Participants will have improved nutrition and health practices.	% of regular attendees scoring proficient or higher in the math NECAP will increase	Quarterly Exercise logs from physical fitness enrichments	School nurses/ Program Director/ Site Directors
		Participants will learn about and make healthy snacks	Quarterly Attendance and snack counts at healthy snack enrichments	
		Regular attendees show reduced obesity rates.	BMI-annually	
Desire from stakeholders for deeper community connections	Participants will have improved community awareness and engagement	Students will improve their knowledge of the local community	Media coverage of Friday field trips, newsletters, participant and staff reports	Site Director Program Director
		Participants will increase their involvement in community service	Number of community service activities	
		Participants increase their appreciation in the local community.	Student Advisory meeting minutes	

Attendance data will be gathered by Site Directors and maintained in the administrative office of Project SUCCEED using **Youthservices or Cayen**. The Program Director will also be able to track student NECAP (New England Common Assessment Program), through 14see.

Process indicators will include documentation of program components, implementation, and anticipated outcomes. This process will facilitate compliance and accountability for hired staff, activity providers and participants. It will allow for necessary modifications to be made throughout the project.

Outcome and impact indicators will include data collection that will provide the necessary information to determine if the program components are in place and functioning as intended. Data is gathered through registration forms, NECAP data, nurse reports, teacher reports, student and parent and teacher surveys..

The Site Director and the Program Director are responsible for collecting data and evaluation activities at the site. Each of the Project SUCCEED staff will receive a copy of the FERPA regulations and will sign a confidentiality agreement.

We use our evaluation data in a variety of ways. We provide a quick Fact Sheet which is used for purposes of information dissemination and advocacy. We also have our program evaluation that we provide to all stakeholders. See Attachment L-Evaluation.

F. Budget/Budget Narrative

The funding of Project SUCCEED consists of a myriad of initiatives. Currently, the program is supported by the following funding streams: 21st Century Learning Centers, New Hampshire Charitable Foundation, Gibson Woodbury Charitable Trust, Title I funds, Title VI RLIS funds, some smaller foundation grants and fees. Additional fundraisers include: July 4th Fundraiser and some corporate funders.

Project SUCCEED has a fee system with a sliding scale. Fees have been raised twice since the program's inception and will go up again in 2014 as per the Advisory Board.

Proposed fee structure FY 2013/2014

	Full pay lunch	Reduced Lunch	Free Lunch
Morning Program	$3.50 per student per day	$1.75	Free
After school Program	$7 per student per day	$3.50 per student per day	Program is free
*One time Registration fee for ALL participants(regardless of free/reduced lunch status) $10 per child.			

No child/family that needs the program is turned away for an inability to pay. The scholarship program benefits the children and families who cannot afford the program and don't qualify for free and reduced lunch.

Project SUCCEED Sustainability Plan

In order achieve the goal of increasing the sustainability of Project SUCCEED, the Project SUCCEED Advisory board works on the Sustainability Plan annually. It is a living document.

The overall Goals of the Sustainability Plan are:

- Strengthen community support
- Consider creative funding strategies such as fundraising for particular clubs
- Continue to strengthen and diversify funding streams

Work Plan

Task	**Who Will Complete**	**When**	**Completed**
Continue to seek other grants to support program	Program Director	NHCF grant due March 21CCLC 2013	pending

Annual Community Forum	Program Director and Advisory Board	First one was done in December 2012, consider Fall for future forums	ongoing
Annual Appeal letter	Program Director and Advisory Board	First draft in June 2013 Consider best time of year at September Board meeting	2013/2014
Seek student ideas and support	Program Director, student advisory and site director	January 2013 a student advisor from JFS applied for a mini grant to fund his Rubics Cube enrichment. Quarterly Student Advisory meetings will generate more ideas	ongoing
Consider a bus fee for those students riding the bus	Program Director, Program Assistant and Site Directors	Continue discussions and survey parents to determine whether this is realistic in addition to user fees.	2013/2014 school year
Raise user fees to $8 per afternoon and $4 per morning	Program Director, Program Assistant and Site Directors	Let parents know throughout the summer of 2014.	September 2014
Continue to request town funding annual warrant article	Program Director	September 2012 created and present 13/14 budget with warrant request.	ongoing
Use of entitlement funds	Program Director, Building Principals, Assistant Superintendent	Once allocations are announced in June, have a planning session with Asst. Superintendent to see where the district needs are and how Project SUCCEED fits in. Consider use of II-A funds for Professional Development.	Title I and Title VI supports summer programming and parent activities at all sites.

We always continue to seek alternative funding and have been fairly successful at getting grants. We are requesting money from the Town of Conway again this year and are optimistic about it passing since it has passed nine out of the last ten years. There is always room for growth and we need to continue to build relationships and broaden our horizons in order to sustain this important program. The narrative below illustrates the detailed budget for operation at the each site with an average cost of $1,160 per participant for total budget and $642 per participant for 21C portion of budget.

Budget Narrative 13/14

Description	cost	funding source
Program Manager 29/hr X 15 hours per week X 44 weeks *These are the hours dedicated to the JFS and CES site. The Program Director actually works 25/wk	$19,140	21C Fees
Program Assistant 5 hours per week @ $13.41/hr for 44 weeks *These are the hours dedicated to the JFS and CES site. The Program Assistant actually works 10/wk	$2,950	Fees
2 Site Directors @ $17.50/hr. for 20 hours per week for 37 weeks	$25,900	21C fees
2 Homework Club Teacher @ $20.00/hr. for 8 hours per week for 36 weeks	$11,520	21C/ GW grant
9 Homework Club Assistants @ $15.00/hour for 10 hours per week for 36 weeks	$48,600	21C/Fees
2 Morning Program Supervisors @ $15.00/hour for 5 hours per week for 36 weeks	$5400	Fees
6 summer program Teachers @ $24/hr for 20 hrs/wk for 5 weeks 4 summer program Aides @ $15/hr X 20 hr X 5 wks	$20,400	Title I
FICA/retirement/worker's comp	$22,612	Fees/21C/Title I/ GW grant
2 Late Bus X 175 days for 15 miles per day @ $2.76 per mile	$14,490	21C
Nutritional Snacks 110 per day @ .75 per snack for 175 days	$14,438	21C/USDA
Program Supplies for enrichment activities and homework club: manipulatives, pencils, pens, hands on math/science activities, learning games, books, storage tubs and craft supplies.	$4,500	District GW grant/fees
Family Literacy supplies: books snacks, make and take activities, parent pamphlets	$2,000	Title I
Phone/fax/internet $170/month X 12	$3,040	21C/in kind
Office Supplies: paper, ink for computers, and other essentials	$700	Fees
Computer hardware for the Site Director (updating an old laptop), radios	$1090.46	21C
Training Activities for two people: 3 participants to 2 conferences@$1,000pp	$6,000	21C/fees
We based data collection $500 X 2 sites	$1,000	21C/fees
Tin Mountain Program 16 sessions @ $100 per session =$1600	$800 $800	21C TMCC
The Artery Arts programming 16 sessions @ $100 per week X 36 weeks	$1600	GW grant
Total Cost		$203,179.96
		Revenue
Program user fees		$25,727
Title I funds		$25,400
Fundraising		$4,911.50
GW grant		$5,000
Tin Mountain Program match		$800
TOTAL other income		**$61,838.50**
TOTAL Request from 21CCLC		**$141,341.46**
TOTAL INCOME		**$120,369**
TOTAL COST OF PROJECT	**$203,179.96**	

2013 21CCCLC Proposed Budget

If re-applicant, indicate original awc **141,341.46**

Expense	Description	Proposed 21CCLC	Fees	In-Kind Contributions	Other Revenue Sources	Total Cost
Staff Salaries (Subtotal)		$93,624.00	$17,006.00	$ -	$ 23,280.00	$133,910.00
Program Director	15 hrs/wk X 44 weeks X $29	$17,214.00	$1,926.00			
Program assistant	5 hrs/wk X $13.41 X 44 weeks		$2,950.00			
Site Directors	2 @ 20 hrs/wk X 37 wks x $17.50	$24,570.00	$ 1,330.00			
Homework Club Teachers	2 @ $20/hr X 8 hr/wk X 36 weeks	$8,640.00			$2,880	
Homework Club Assistants	9 @ $15/hr X 10 hr/wk X 36 wks	$43,200	$5,400			
Morning Program	2 X $15/hr X 5 hrs/wk X 36 wks		$5,400			
Summer Teachers	6 X $24/hr X 20 hr/wk X 5				$14,400	
Summer Aides	4 x $15/hr X 20 hr X 5 wk				$6,000	
Payroll Taxes & Benefits (Subtotal)		$15,997	$ 2,721.00	$ -	$ 3,894.00	$ 22,612.00
FICA	total X $.0765	$7,392	$1,075		$1,597	
Retirement	total X $.11	$8,405	$1,546		$2,297	
Workers Comp	worker's comp	$200	$100			
Insert other benefits						
Subcontracts (Subtotal)		$ 800.00	$ -	$ -	$ 800.00	$ 1,600.00
Tin Mountain Conservation Center	16 wks X $100/wk	$800			$800	
Enrichment	$100 per week X 16				$1,600	
Professional Development (Subtotal)		$ 3,000.00	$ 3,000.00	$ -	$ -	$ 6,000.00
Required Conferences	conference costs for 6 X $1,000/ea	$3,000.00	$3,000			
Supplies (Subtotal)		$ 9,800.00	$ 2,500.00	$ 1,200.00	$ 8,137.50	$ 21,637.50
Snacks/Food	110 snacks pd X $.75 each x 175	$9,800.00			$4,637.50	
office supplies	paper, ink, toner, files, etc.		$500	$200.00		
Family Literacy supplies	supplies for family nights				$2,000.00	
Program Supplies	consummables for program		$2,000	$1,000	$1,500	
Evaluation (Subtotal)		$ 500.00	$ 500.00	$ -	$ -	$ 1,000.00
State Web-Based Data Collection	$300 per site X 2	$500.00	$500			
Transportation (Subtotal)		$14,490	$ -	$ -	$ -	$ 14,490.00
Late bus	2 X 175 days X 15 mpd X $2.76	$14,490				

Expense	Description	Proposed 21CCLC	Fees	In-Kind Contributions	Other Revenue Sources	Total Cost
Equipment (Subtotal)		$1,090.46	$ -	$ 49,999.00	$ -	$ 51,089.46
Site Director Laptop	Site Director laptop	$600.00				
replacement radios	10 radios X 49	$490.46				
Indirect Cost						$ -
Phone fax/internet	$170 month X 12	$2,040		$1,000		$ 3,040.00
Space rental	Office and classrooms			$48,999		
Total		141,341.46	$25,727.00	$ 52,199.00	$ 36,111.50	255,378.96

APPENDIX F: Schedule of Operations

SCHOOL(S) SERVED: Conway Elementary School

Directions: Complete a typical Schedule of Operation form for each proposed site. If the schedule is the same for each site you may use one form to include all sites. *Guidelines: a minimum of 15 hours per week at five days per week during the school year and four weeks of full day summer programming. At a minimum during the school year, a homework club block staffed by at least one certified teacher and a variety of daily enrichment choices that youth have signed up for in sustained blocks of time (for example 6-8 week sessions), facilitated by skilled community members and staff, based on youth interest, and linked to the school day.*

Activity	Time of Day	Where? By Whom?	Monday	Tuesday	Wednesday	Thursday	Friday
Morning program	7:45-8:45	Cafeteria / Morning Program staff	Morning Program	Morning Program	Morning Program	Morning Program	Morning Program
Snack/check-in	3:15-3:30	Cafeteria and classrooms	Snack	Snack	Snack	Snack	Snack
Grades2-6 Home-work Club	3:30-4:15	Various classrooms/1 cert teacher and 4 Assistants	Homework Club	Homework Club	Homework Club	Homework Club	Fun Fridays Programs vary 3:30-4:00 1.Ceramics 2. Computer Club 3. minute to Win It 4:00-4:50 1. Ceramics 2. Gametime 3. Gym Games
Grades K-1 Literacy activities	3:30-4:15	Library and 1 classroom HWC Assistant	Math and Reading literacy activities	Math and Reading literacy activities	Math and Reading literacy activities	Math and Reading literacy activities	
Enrichment Offerings	4:15-5:00	**6 choices daily that rotate every 8 weeks** See Appendix P for daily offerings: Ratios are 8-12:1	1. Tin Mountain Nature Programs 2. Weird Science	1. Catch Kids Club(physical fitness 2.Green Team (service Learning)	1.Hip Hop 2. Technology Team	1. Design It! Explore It! 2. Writer's Cafe	
Check-out	5:00-5:15	Cafeteria	Check-out	Check-out	Check-out	Check-out	Check-out

SUMMER: 5 week program July 8-August 8

Activity	Time of Day	Where? By Whom?	Monday-Thursday	Friday
Check-in Circle	8:00-8:30	Library/Cafeteria 3 cert teachers/ 2 Aides	Warm up activities	Field Trip Day at Conway Rec.
Reading	8:30-9:30	Library/Cafeteria 3 cert teachers/ 2 Aides	Introduction of the theme of the week and Read Aloud based on the theme of the week	
Math	9:15-10:15	Library/Cafeteria 3 cert teachers/ 2 Aides	Everyday Math and Accelerated Math programs	
Recess/ Snack	10:15-10:30	Library/Cafeteria 3 cert teachers/ 2 Aides	Recess/ snack	
Literacy centers	10:30-11:30	Library/Cafeteria 3 cert teachers/ 2 Aides	Students rotate to 5 literacy centers: Reading teacher 1:1, listening activity center, writing center, game center, and skills center	
Lunch	11:30-12:00	Bus to Conway Recreation Centers Summer programs.		
Conway Recreation Summer program	12:00-4:00			
******Scholarships will also be available for the Tin Mountain Conservation Center programs.**				

APPENDIX F: Schedule of Operations

SCHOOL(S) SERVED: John Fuller School

Directions: Complete a typical Schedule of Operation form for each proposed site. If the schedule is the same for each site you may use one form to include all sites. *Guidelines: a minimum of 15 hours per week at five days per week during the school year and four weeks of full day summer programming. At a minimum during the school year, a homework club block staffed by at least one certified teacher and a variety of daily enrichment choices that youth have signed up for in sustained blocks of time (for example 6-8 week sessions), facilitated by skilled community members and staff, based on youth interest, and linked to the school day.*

Activity	Time of Day	Where? By Whom?	Monday	Tuesday	Wednesday	Thursday	Friday
Morning program	7:45-8:45	Cafeteria / Morning Program staff	Morning Program	Morning Program	Morning Program	Morning Program	Morning Program
Morning Recreation Program	8:15-8:45	Gymnasium/ PE Teacher	Morning fitness program	Morning fitness program	Morning fitness program	Morning fitness program	
Snack/recess	3:15-3:30	Cafeteria/outside/staff	Snack/recess	Snack/recess	Snack/recess	Snack/recess	Snack/recess
Grades2-6 Home-work Club	3:30-4:15	Library and classrooms/1 cert teacher and 3-4 staff	Homework Club	Homework Club	Homework Club	Homework Club	Fun Friday Field Trips
Grades K-1 Literacy activities	3:30-4:15	Library and 1 classroom/ PS Staff	Math and Reading literacy activities	Math and Reading literacy activities	Math and Reading literacy activities	Math and Reading literacy activities	
Enrichment Offerings	4:15-5:00	**4 choices daily** that rotate every 8 weeks See examples of daily offerings in Appendix P: Ratios are 8-12:1	1. Tin Mountain Nature Programs 2. Weird Science	1. Catch Kids Club(physical fitness 2.Flex Your Brain	1.Rubics Cube wars 2. Technology Team	1. Design It! Explore It! 2. Team Building	
Check-out	5:00-5:15	Cafeteria	Check-out	Check-out	Check-out	Check-out	Check-out

SUMMER: 5 week program July 8-August 8

Activity	Time of Day	Where? By Whom?	Monday-Thursday	Friday
Check-in Circle	8:00-8:30	Library/Cafeteria 3 cert teachers/ 2 Aides		Field Trip Day
Reading	8:30-9:30	Library/Cafeteria 3 cert teachers/ 2 Aides	Introduction of the theme of the week and Read Aloud based on the theme of the week	
Math	9:15-10:15	Library/Cafeteria 3 cert teachers/ 2 Aides	Math Facts in a Flash, accelerated Math, Everyday Math activities	
Recess/ Snack	10:15-10:30	Library/Cafeteria 3 cert teachers/ 2 Aides	Recess/ snack	
Literacy centers	10:30-11:30	Library/Cafeteria 3 cert teachers/ 2 Aides	Students rotate to 5 literacy centers: Reading teacher 1:1, listening activity center, writing center, game center, and skills center	
Lunch	11:30-12:00	Students can walk (with staff) to North Conway Community Center Summer programs.		
Conway Recreation Summer program	12:00-4:00			
******Scholarships will also be available for the Tin Mountain Conservation Center programs.**				

Job Descriptions

Program Director

- Hire, supervise, and evaluate staff
- Work collaboratively with partnering agencies to provide programming and increase community involvement
- Develop, disseminate, and collect needs assessments, surveys, and evaluation instruments
- Develop staff development opportunities
- Construct and disseminate print media
- Develop PSA's for cable, TV, radio, and newspapers
- Report activities and outcomes to the Assistant Superintendent of Schools and School Board
- Participate in staff development opportunities
- secure funding for the program through grant writing and development

Program Assistant: Part-time

- To perform general clerical duties including maintaining records, evaluation, survey instruments and correspondence
- Assist in the preparation of printed materials such as quarterly newsletter
- Assist in the development and dissemination of information regarding all program offerings and schedules at the various sites
- Collect materials for programs
- Time sheet pick up
- Responsible for creating, maintaining and distribution of the program billing system

Site Director: Part-time

- Secure space usage
- Register children
- Log attendance centrally for all programs
- Assure all children get home each day (dismissal and bus run)
- Communicate with staff, principal, parents and teachers
- Quarterly Report to Program Director
- PR-Ongoing information into the community
- Scheduling Quarterly family involvement activities/
- Recruit and train volunteers (parents and community members)
- Monthly meeting with Project Manager
- Bi-weekly staff meetings and school staff meetings as needed
- Open House attendance
- Help Coordinate and Attend Staff Development opportunities
- Provide Annual Performance Report Statistics

Certified Homework Club Teachers: Part-time

- Provide and Supervise Academic Support
- Plan, Provide and Supervise Skill Building Activities
- Communicate with Parents and Teachers
- Bi-weekly staff meetings
- Attend staff development opportunities

Homework Club Assistants: Part-time

- Plan and Facilitate enrichment activities
- Distribute Snack
- Provide Academic Support
- Facilitate Skill Building Activities
- Assist Students with Community Service Projects
- Communicate with teachers and parents
- Bi-weekly staff meetings
- Attend staff development opportunities

Morning Supervision Part-time

- To provide morning supervision for elementary students from 7:45-8:45 daily

Appendix G-2

Christine Thompson

P.O. Box 474 ♦ Jackson, NH 03846
(603) 383-9504 ♦ c_thompson@sau9.org

Objective

To continue to work at an educational organization where I can use my educational, leadership, communication and grant-writing skills effectively.

Education

University of Vermont	BA: English	*1985-1989*
Hollins University	Graduate Course	*1994*
Upper Valley Teacher Institute	5-12 English Teacher's Certification	*1994-1995*
New England College	Master of Education	*2008*

Employment

Conway School District *2002 -present*
Conway, NH

Program Director, Project SUCCEED - Certified Afterschool Master Professional

Coordinate before and after school programming at three elementary school sites. Write grants and leverage Town funds to sustain future programming. Hire, train and manage a staff of 35.Foster community support and partnerships

SAU #9 *1998 -present*
Conway, NH
SAU #9 Grants Facilitator

Write grants for all Districts within SAU#9: Bartlett, Jackson, and Conway. Manage all fiscal and reporting responsibilities for SAU #9 grants. I've written over 1.7 million dollars in successful grants for afterschool programming, and managed over 6 million dollars worth of education grants.

Granite State College *2009-present*
Conway, NH
Critical Thinking Teacher
Teach 4 credit Critical Thinking course.

Kennett Jr/Sr High School *1995 -1998*
North Conway, NH
English Teacher

Taught English in grades 7-12. Helped develop English curriculum to meet state frameworks. Student Council advisor. Member of District Curriculum Committee

Appendix G2

Special Projects

Vermont Department of Education	Grant Reader and Scorer 2008-2013
Bureau of Indian Affairs	Grant Reader and Scorer 2013
New Hampshire Department of Education	Grant Reader and Scorer 2006 and 2009
New Hampshire Department of Education	CIPAS Team Leader 2011-2012
SAU #9	RTI Leadership Team 2009-present
Conway School District	District in Need of Improvement (DINI) and School in Need of Improvement (SINI) Coordinator 2009-present

Community Involvement

Jackson Community Church member since 2000

Pequawket Charitable Trust Trustee since 2011

Hobbies include: community theater, running, hiking and spending time with my family.

References

Dr. Robert Gadomski
SAU #9 Assistant Superintendent
176A Main St., Conway, NH 03818
R_gadomski@sau9.org
(604) 447-8368

Laura Jawitz
Pine Tree School past Principal
183 Mill St.
Center Conway, NH 03813
ljawitz@hotmail.com
(603) 662-6178

Mark Zangari
John Fuller School, past Principal
PO Box 392
Jackson, NH 03846
M_zangari@sau9.org
(603)986-9853

Appendix G2

New Hampshire Department of Health and Human Services Child Development Bureau

Certificate of Achievement

This is to certify that

Christine L. Thompson

has met the requirements of

Afterschool Master Professional

with the following endorsements:

Program Consultant

Expires: April 8, 2013

Ellen C. Wheatley, Ph.D., Administrator
Child Development Bureau

Nicholas A. Toumpas, Commissioner

NHAN

actively supporting afterschool in new hampshire

Certificate of Membership

Christine Thompson

is a member of the

New Hampshire Afterschool Network

Lynn Stanley, LICSW

Lynn Stanley, LICSW
NH Afterschool Network Lead

2.22.2013

date

Appendix G2

Appendix G 3

Carrie Nichols McLane

PO Box 204 Kearsarge, NH 03847 | 603-662-6064 | carrie.mclane@gmail.com

POSITION
Project SUCCEED Site Director
John Fuller Elementary School

EDUCATION
Accepted to Seacoast Center for Education Summer 2013
University of Vermont 2004-2008
-B.S. in Dietetics and B.S. in Nutrition and Food Science
-Cumulative GPA: 3.61

EXPERIENCE

Project SUCCEED Site Director **September 2011-Present**
Coordinated before and after school programming for 30-50 students daily. Organized schedules, trainings, and meetings. Managed acute behavior challenges and coordinated communication between parents and classroom teachers. Transformed a homework-based program to include enriching activities which inspire a love of learning.

John Fuller Elementary School One to One Aide **August 2012-Present**
Assisted in the academic support of a student who needs math and reading support. Coordinated daily routines and instruction to align with I.E.P. goals and objectives. Employed positive behavior plan to boost confidence and improve academic progress.

Jackson Summer Program Coordinator **Summer 2011-Summer 2012**
Designed a five week series of enrichment programming. Supervised athletic, artistic, scientific and otherwise educational activities with elementary-aged children. Facilitated a positive environment with understandable ground rules and clear communication for preventative and positive behavior management.

Cranmore Ski Instructor **December 2010-March 2011**
Facilitated the improvement of children's skiing techniques using games and exercises to strategically improve skills to ski terrain on the entire mountain.. Supervised a seasonal group of 10 children ages 6-9 through the duration of the ski season.

TRAININGS AND WORKSHOPS

Positive Behavior Management Workshop **April 2012**
Strategies for facilitating a culture where good behavior is the norm through celebrating positive behaviors and subtly redirecting negative behaviors.

Provisioning the Environment for Art Exploration **February 2012**
Meeting the physical, social, emotional, and academic needs of the children through a thoughtfully equipped art area and well designed art activities.

Youth-Led Project Based Learning **January 2012**
Strategies for planning and carrying out youth-centered, youth-led projects, including techniques for ongoing reflection and project assessment.

National Partnership for Afterschool Science Workshop **October 2011**
Guiding hands on exploration of what sinks and floats in water and how that provides a "parking spot" for science concepts for students' advanced learning later on.

Positive Discipline Workshop **October 2011**
Creating environments where children experience mutual respect, empowerment and excitement for learning. Discipline strategies based on solutions instead of punishment.

Appendix G4

Saralyn Diane Smith
PO Box 2602
Conway, NH 03818
603 662 6244

Education:

Bachelor of Science Early Childhood Studies
Plymouth State University, Plymouth, NH Graduated May 2006
Teacher Certification K-3
Special Education Certification K-3

Early Childhood Experiences:

8/10-present *SAU 9 Teachnology Aide* *Conway, NH*

~Maintaining the buildings' computers by installing updates and new applications, performing routine maintenance and repairs, and setting up new computers us both mac and PC products
~Keeping buildings technology up to date by researching new programs and staying up on the latest technologies as directed by the Technology Director and technicians.
~Supporting students and staff with training and assisting with problems as they occur
~Facilitating student on-line assessment programs. (NWEA Testing)
~Organizing and analysis the data of NWEA testing
~Scheduling and coordinating tech lab usage for various instructional needs
~Providing summaries and data about technology usage as requested
~Maintaining a high level of ethical and professional behavior and confidentiality with regard to student matters and all other confidential school business
~Providing a safe environment for students
~Creating Weekly Family Newsletter using pages
~Construction and upkeep of the CES Website using iWeb
~Grade 4 Interventions for Benchmark students
~Grade 2 Interventions for Benchmark students
~Educate students in Technology for 30-45 minutes per week Kindergarten - Grade Six
~Educate staff in Technology through Technology Committee workshops
~Assistance with any and all Technology based projects for all grade levels

09/08-present *Project Succeed Site Director, Conway Elementary School* *Conway, NH*

~Supervise all staff and students for the morning and afterschool program
~Communicate with Parents through email and phone calls as well as in person
~Provide and caring and safe environment for students

04/09-06/09 *SAU 9 Long Term Substitute, Conway Elementary* *Conway, NH*

~worked alongside other first grade teacher
~implemented lesson plans
~provided academic instruction
~provided social and emotional support to students
~communicated with families

Appendix G 4

09/08-12/08 *SAU 9 Long Term Substitute, Conway Elementary* *Conway, NH*
~work as a classroom aide in the Kindergarten
~implemented lesson plans alongside classroom teacher
~provided academic instruction alongside classroom teacher
~provided social and emotional support to students
~ followed through with direct instruction given by classroom teacher

06/08-present *Town of Conway Recreation Department* *Center Conway, NH*
~ Employed as a Summer Program and Teen Center Counselor
~ Prepare and implement daily plans with other counselors
~ Provide instruction to children ages 6 through 14 years old

05/06-09/07 *Lead Preschool Teacher/Director, Child's Place* *Conway, NH*
~prepare and implement lesson plans
~provide instruction for teaching assistant
~provide direct instruction to children 2.9 through 4 years old
~work with children ages 1 through 6 years old in whole group settings
~create schedule for children and staff
~ record tuition payment

Extra Curricular Activities:

06/02-present *Kennett High School Alumni Association* *Conway, NH*
~ hold a seat on the Board of Directors as Secretary
~ keeps Kennett Alumni Data Base up to date
~ supervisor for the Kennett Alumni Email
~ supervisor for the Kennett Alumni Website

Workshops:

Intergrating Ipad, Imovie & Apple TV
Apple Workshop, Conway, NH
Chris Troy

Using Ipads to Increase Student Learning Grades K-6
Bureau of Education & Research, Bedford, NH
Joanne Troutner

Celebrating Diversity in your Program
Granite State College, Conway, NH
Kathleen Sosny, M.ED

Life Saver, Center Conway, NH

First Aide Basic, Conway, NH

Appendix H One Year Timeline

One Year Timeline for program implementation and continued planning

DATE	Activity	By Whom
April 2013	Advisory/Staff Visioning activity	Program Director staff and principals
May 2013	Notify community of award	Program Director, School Board
February-June 2013	Formalize summer program plans	Title I and PS Staff
July 7-Aug 8, 2013	Title I Summer Reading/Math Recreation Programs	Program staff/Title I staff
July 4th 2013	Project SUCCEED fundraiser in Schuler Park	Volunteers and Program Director
August 6-7	21CCLC Summer Conference/Goal setting with Site Directors	Staff, Administrators and Prog Director
August 2013	Advertising of program registration and mailings home to parents explaining registration process	Program Director and staff
September 2013-ongoing	Registration for Project SUCCEED participants/ Citizen's Bank Backpack distribution for students in need	Program staff
September 4, 2013	Staff orientation	Program Director, Site Directors
September 3, 2013	Morning Program Begins	Program/ Site Directors, Staff
September 9, 2013	After school program begins	Program Staff
September 25, 2013	Advisory Board Bi-monthly Meeting, last Wednesday of every other month	Advisory Board
October 1st, 2013	Site Director Monthly meeting (1st Tuesday of each month) Site Directors submit annual goals	Program Director
October, 2103	Program Director to attend school day staff meetings at each school and request feedback.	Program Director, principals
October 2013	Program Director submits annual goals to Assistant Superintendent	Program Director Assistant Superintendent
October 2013	Fall Family Literacy Night/ Flashlight tag/Lights On! Afterschool event (1st quarterly family night)	Program Staff
November 4th, 2013	Site Director Monthly Meeting	Program Director
October 31, 2013	Quarterly staff Training Day	Program/ Site Director, Staff
November 2013	Begin to distribute, collect and analyze participant and non participant surveys	Program Director, Site Directors,
November 2, 2013	Youth Advisory meets with Program Director (Quarterly)	Program Director
November 20th, 2013	Advisory Board Meeting	Advisory Board
December 2013	Begin to Draft annual Warrant Article Request for School Board	Program Director
December 3rd, 2013	Site Director Monthly meeting	Program Director, Site Directors
December 2013	Project SUCCEED Quarterly Newsletter goes out to all school community members	Project SUCCEED See Appendix
January 7th, 2014	Site Director monthly meeting	Program Director
January , 2014	Youth Advisory meets with Program Director	Program Director
January , 2014	Quarterly Family Literacy night in collaboration with Believe in Books Literacy Foundation	Site Directors/staff
January 29, 2014	Advisory Board Meeting	Program Director
February 4, 2014	Site Director monthly meeting Go over progress on goals with each site director	Program Director
February, 2014	Quarterly Project SUCCEED Newsletter	Program Assistant
March 4, 2014	Site Director monthly meeting	Program Director

Appendix H One Year Timeline

March, 2014	Quarterly Family Math Night in collaboration with Title I	Site Director, Title I staff, PS Staff
March 7, 2012	Youth Advisory meets with Program Director	Program Director
March, 2014	Quarterly Staff Training Day	Program Director, Site Director and staff
March 2014	Deliberative Session to discuss budget and warrant articles	School Board, Budget Committee and Program director
April 1, 2014	Site Director monthly meeting	Program Director
April 2014	Town Vote on Budget	
April, 2014	Quarterly Project SUCCEED Newsletter	Program Assistant
April, 2014	Do staff evaluations	Program Director
May 2014	Quarterly Family Math/literacy Night(s)	Program Staff/Title I
May 6, 2014	Site Director monthly meeting	Program Director
May , 2014	Youth Advisory meets with Program Director	Program Director
May 14, 2014	Staff Appreciation Party	Program Director and Assistant
May-June 2014	Program evaluation, data collection for annual report	Program Director, Advisory Board
June, 2014	Quarterly Project SUCCEED Newsletter	Program Assistant
June 3rd, 2014	Final Site Director meeting for the year	Program Director
June 2014	Organize summer programs	Title I staff/Program Director/principals

Brian Hastings
Principal

Conway Elementary School

Cathy Baker
Administrative Assistant
Mary Malkin
Clerical

160 Main Street
Conway, NH 03818-6164

(603) 447-3369
Fax (603) 447-6981

February 12, 2013

21st Century Community Learning Centers
NH Department of Education
101 Pleasant Street
Concord, NH 03301
Attn Suzanne Birdsall

Dear Ms. Birdsall:

As principal of Conway Elementary School I wholeheartedly support Project SUCCEED and their funding request to 21st Century Community Learning Centers. From 1999-present, Project SUCCEED has been an integral part of this school community. Conway Elementary is a Title I Schoolwide School and many of our families depend on Project SUCCEED so they can continue working. We would love to believe that every student has a parent waiting for them at home, with a structured time and place to do their homework. However, we know that in this time of single parent home and two working parents this is not the reality. Project SUCCEED has filled in that gap and enriched students lives as well by offering a wide variety of clubs in addition to Homework Club.

Project SUCCEED has been a great partner by helping to provide family literacy activities in conjunction with our Title I staff and Family Liaison. Project SUCCEED also partners with Title I to provide Cougar Camp in the summer which has been a tremendous help to slow summer learning loss.

In 2011, Conway Elementary was recognized as a finalist for an *Eddy- School of Excellence* award. This was a tremendous source of pride for our faculty, staff, students and families. There is no question that having a high quality after school program helped us get that recognition.

Sincerely,

Brian Hastings
Conway Elementary School Principal

John H. FULLER School
51 Pine Street, North Conway, N.H. 03860

Kathryn Wilson, Principal
(603) 356-5381

February 22, 2013

Suzanne Birdsall
21st Century Community Learning Centers
NH Department of Education
101 Pleasant Street
Concord, NH 03301

Dear Ms. Birdsall:

I'm writing this letter in support of Project SUCCEED and their funding request to 21st Century Community Learning Centers. I'm in my first year as the principal at John Fuller School and it is already quite clear that Project SUCCEED is an essential and appreciated component of the school community. Many teachers refer their students to the program to help with school work and many of our most in need families rely on it as a safe place for their children to be while they are at work.

Project SUCCEED's Program Director, Christine Thompson, is on our SINI (School in Need of Improvement) team and our DINI (District in Need of Improvement Team). This makes strategic whole school planning more effective as we can cite Project SUCCEED as a tool for helping us to meet our academic goals.

Project SUCCEED is also great tool for enhancing family and community involvement. Not only do they provide families with a valuable resource before and after school, they also host family literacy activities throughout the year in conjunction with out Title I program. The last one they hosted was very successful as they also partnered with the Believe in Books Literacy Foundation so that every child left with a book. Project SUCCEED's Fun Friday field trips have also been a wonderful way to connect students with the neighborhood businesses and non-profits.

Please consider continuing to fund this valuable program.

Sincerely,

Kathryn Wilson
Principal
John Fuller School

CONWAY SCHOOL DISTRICT
CONWAY, NH

Memo of Understanding for
Project SUCCEED and Tin Mountain Conservation

FY 2013/2014

Tin Mountain Conservation Center
As a partner I agree to:

- Offer quality nature programming to Project SUCCEED youth at a cost of $50. The actual cost of the program is $100 per program, Tin Mountain will come up with the match.
- Work together with Project SUCCEED to seek out additional grant funding for after school nature programming.
- Work with Project SUCCEED at Pine Tree School on a summer camp plan.
- Attend family nights and/or open houses when appropriate.
- Serve on the Project SUCCEED Advisory board and attend Advisory meetings and staff meetings when necessary
- Offer nature programming to Project SUCCEED staff when appropriate.
- Require all Tin Mountain staff to have a criminal background check

Project SUCCEED
As a partner I agree to:

- Offer scholarships to children who would like to participate in Tin Mountain summer camps and winter break camps, but cannot afford to.
- Work with Tin Mountain to seek out mutually beneficial grant funding for after school nature programming.
- Invite Tin Mountain to Professional Development opportunities, open houses and family nights as appropriate.
- Attend Tin Mountain committee or board meeting when necessary.
- Assist Tin Mountain staff at the three elementary schools.
- Pay Tin Mountain Conservation Center $50 per afterschool session.

Tin Mountain _____ Date 3/5/13

Project SUCCEED _____ Date 3/5/13

Print Form

UNIVERSITY of NEW HAMPSHIRE
COOPERATIVE EXTENSION

4-H Afterschool

Partnership Plan for 4-H in After-School Programs

PROGRAM AND STAFF DEVELOPMENT

4-H Youth Development Roles…	After-School Program Roles…
4-H Youth Development Educators provide opportunities for quality staff training; and tools to implement 4-H in after-school settings. • **Training in *4-H 101*** – includes: - Positive youth development - Essential elements of a 4-H experience - Experiential learning model - Teaching critical life skills • **Assistance planning 4-H experiences** including lesson plans and juried 4-H curriculum compatible with state education frameworks • **Access to other 4-H staff development** opportunities such as risk management, community service learning, positive behavior management, volunteer management, advisory board development, youth as partners, and family involvement. • **Access to 4-H Group Tools** * - 4-H name & emblem authorization - 4-H flag and 4-H pledge - 4-H achievement certificates - 4-H volunteer recognition - National 4-H Council catalog - 4-H curriculum * *Any 4-H items loaned to the program will be returned if the 4-H Afterschool program disbands.*	*The After-School program dedicates planned time for staff development, including 4-H training; and provides access to enrollment data on participants and staff.* • **Staff participation** in: - Initial orientation to the core elements of 4-H Youth Development - *4-H 101* and other 4-H training opportunities • **Initial screening and enrollment of staff** (paid and volunteer) as 4-H volunteers • **Incorporation of 4-H** to include: - Safe facility / space - Use of juried 4-H curricula (rental or purchase of leader copy; purchase of youth work books and other program supplies and materials) - Completion of 4-H program check-lists and evaluations - Credit to UNH Cooperative Extension, 4-H Youth Development - Encouragement of youth to participate in other 4-H experiences - Opportunities for youth leadership and engagement in determining program - Community service learning experiences - Inclusion of the 4-H flag, emblem and pledge during 4-H time

ENROLLMENT OF YOUTH AS 4-H MEMBERS	
4-H Youth Development Roles…	**After-School Program Roles…**
4-H provides members, youth and their families with access to many new opportunities: • **Membership** in the county, state and national 4-H program * • **Discounts** on some 4-H project supplies • **UNH Cooperative Extension newsletters** • **Membership tools** - 4-H membership cards, recording sheets, awards, certificates of achievement, and other recognition • **Access to county & state 4-H events and activities** ** Membership lists are not sold or distributed*	*The After-School Program supports the opportunity for youth to belong to 4-H by providing:* • **Parental permission** to participate in 4-H, including photo/media release forms • **Contact information** of participants * • **Attendance records** • **Records of completion** of 4-H projects • **Celebration and recognition events** • **Support enabling participation in the larger county and state 4-H experience** ** Membership lists are not sold or distributed*

EVALUATION & SUSTAINABILITY OF THE 4-H EXPERIENCE	
4-H Youth Development Roles…	**After-School Program Roles…**
UNH Cooperative Extension evaluates, documents, and reports 4-H experiences: • **Evaluation and data tools** for federal and state reports (ES-237, ECI, Group Activity Report, grants, and logic models) • **Public relations assistance** to develop stories for the media • **Resource development** information and assistance on youth mini-grants provided through the National 4-H Council	*The AfterSchool program assesses learning and action outcomes of the 4-H experience:* • **Assesses youth learning and development** of life skills using tools provided by 4-H • **Program evaluation** - Collects and shares data requested by UNH Cooperative Extension for federal and state reports, including data from other program sponsors (i.e. 21st CCLC, CIPAS, PlusTime NH, CYFAR, National 4-H Council) • **Fiscal Accountability** – Compliance with fiscal spending and reporting requirements of any 4-H related grant funds received

OTHER	
4-H Youth Development Roles…	**After-School Program Roles…**
Provide NPASS Training to Project SUCCEED staff Involve Project SUCCEED Schools in the Mapping Sustainable Practices program, to teach sustainability science and mapping technology to upper elementary youth. Extension Education will serve on Project SUCCEED Advisory Board Offer other staff training workshops and support as needed. Be available to teach NH Afterschool Orientation Workshops for credentialling if needed. Explore other areas where 4-H programs may be suitable	Ensure staff will be available for NPASS training Ensure staff carries out the after school science component of NPASS at the afterschool program. Attend other staff trainings that are offered. Explore other areas where 4-H programs may be suitable

This Partnership Plan between Project SUCCEED (Program Name) and UNH Cooperative Extension, 4-H Youth Development, Carroll (County) is in effect for the time period between July 1, 2013 and June 30, 2014.

By signing this agreement, it is understood that this after-school program does not and will not discriminate in its programs or activities on the basis of race, color, national origin, gender, religion, age*, disability, political beliefs, sexual orientation, or veteran's, marital or family status.
* The program may limit participation by age if the limitations are directly related to the grades of school-age children served by the program.

Claes Thelemarck	3/14/13	Christine Thompson	3/13/13
UNH Cooperative Extension 4-H Youth Development Educator	Date	After-School Program Site Director	Date

The University of New Hampshire Cooperative Extension is an equal opportunity educator and employer.
UNH, U.S. Dept. of Agriculture and New Hampshire counties cooperating.

© NH 4-H Afterschool 5/07

Memorandum of Understanding

_____The North Conway Community Center will partner with

The John Fuller School and__Project SUCCEED_____ FY 2013/2014

This partnership has been formed to enhance the services provided to the Conway School District students served by all three organizations. The partners will work toward the following goal:

Goal 1: To coordinate summer programming that best meets the academic and recreational needs of targeted students.

Project SUCCEED/John Fuller Title I responsibilities include:

- Ensuring that all students and families who want to participate are able to.
- Help coordinate the transition from the JFS Summer Reading program to the North Conway Recreation program.
- Provide supplies for the recreation program as needed.
- Provide staff for the summer reading program if necessary
- Communicate regularly with North Conway Recreation Director and the John Fuller School principal about the program.
- Purchasing the materials necessary for project implementation.
- Invite recreation staff to applicable professional development opportunities.
- Providing a Summer Reading/Math Program 3 hours per day for 5 weeks.
- Ensuring that all students who need to participate are able to.
- Help coordinate the transition from the Reading program to the North Conway Community Summer program.

North Conway Community Center responsibilities include:

- Providing recreational activities for students from 8 am to 4 pm from July 7-August 8.
- Coordinate summer program logistics with John Fuller School Staff and Project SUCCEED Program Director.
- Ensuring that all students enrolled in the JFS Summer Reading/Math program are also allowed to participate in North Conway Recreation activities.

The John Fuller School, the North Conway Community Center and Project SUCCEED are committed to working together collaboratively to give students a safe, supervised and stimulating environment throughout the summer

Signed this 28th day of __February, 2014_____:

Program Director, Project SUCCEED

Director, North Conway Community Center

2013/2014

Memorandum of Understanding

_____The Conway Recreation Department will partner with

__Project SUCCEED_____ on summer programming

Project SUCCEED responsibilities include:

- Registering the students for summer program.
- bus students to Conway Recreation Department
- Providing scholarships when necessary
- Evaluating the program.
- Ensuring that all students and families who want to participate are able to.
- Communicate regularly with Conway Recreation Director about who is in attendance.
- Invite staff to appropriate professional development opportunities and cover the expenses for those trainings.

Conway Recreation Department responsibilities include:

- Providing assistance and direction
- allowing students involved in the CES summer program to arrive at Conway Rec summer program midday
- Communicate regularly with Project SUCCEED staff i.e. attendance, schedule changes etc.
- Involve appropriate personnel in the ongoing evaluation of the program
- Attend planning/advisory meetings when appropriate

The Conway Recreation Department sees its role as assisting

Project SUCCEED in reaching its goals and will be as flexible as possible to accommodate any

special needs or changes.

In turn, Project SUCCEED will be as flexible as possible in accommodating the concerns of the

Conway Recreation Department.

Signed this 11 day of March, 2013:

_____ _____

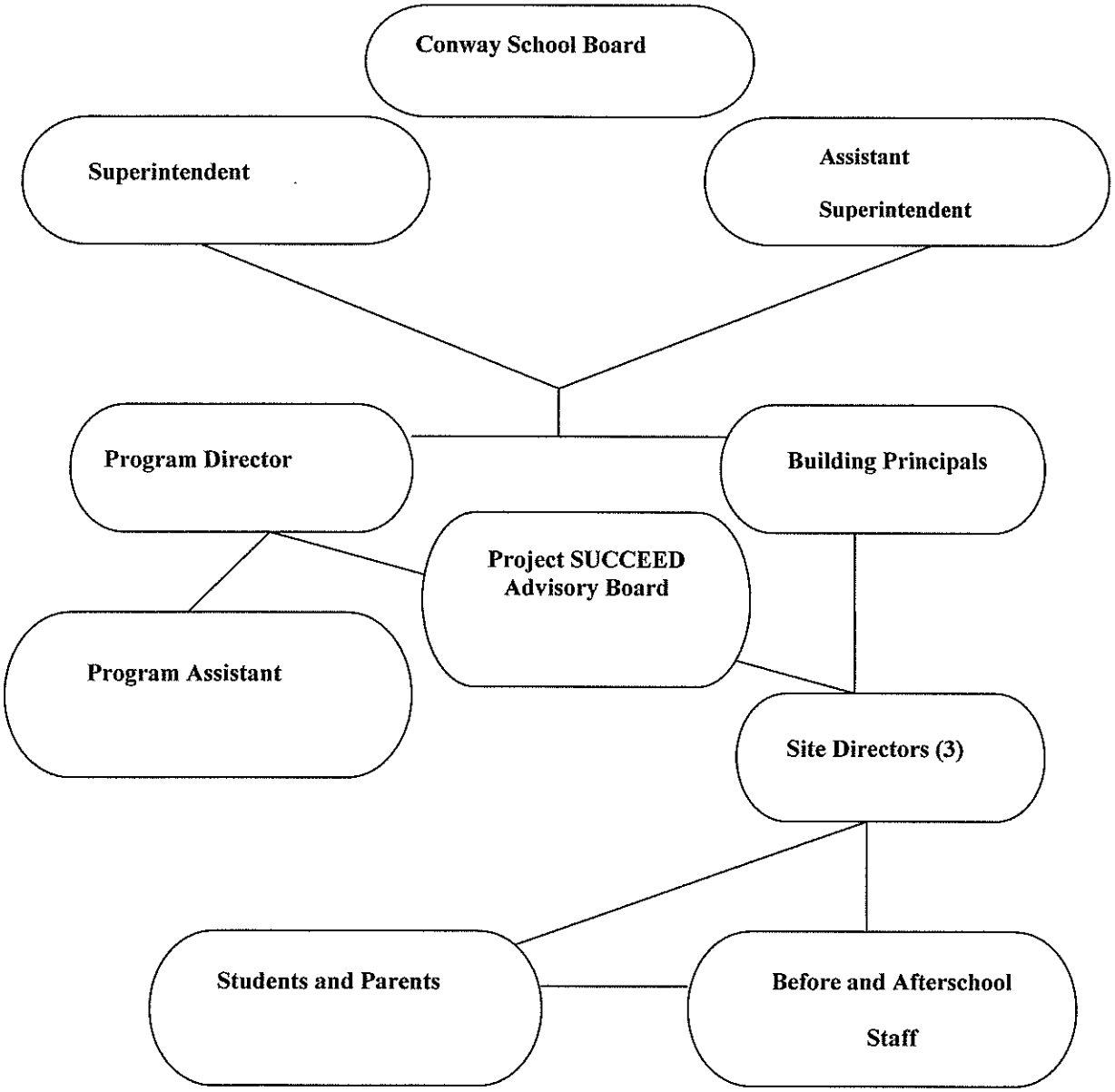
Program Director, Project SUCCEED Director, Conway Recreation Department

Appendix I
Advisory Board Members Roles and Responsibilities

Name	Address	email	Sector/role	responsibilities
Christine Thompson	PO Box 388 Conway, NH 03818	Christine@projectsucceed.com	Project SUCCEED Administration	Meeting Facilitator
Christine Zimmer	150 Beechwood Dr., Center Conway, NH 03813	mrszimmer@madison.k12.nh.us	parent	Parent liaison
John Skelton	PO Box 1424 Conway, NH 03818	Skelton603@yahoo.com	School board rep	Information dissemination
Aimee Frechette	183 Mill Street Ctr. Conway, NH 03813	A_frechette@sau9.org	principal	School liaison
Claes Thelemarck	73 Main St., PO Box 1480, Conway, NH 03818	Claes.thelemarck@unh.edu	Partner/CBO rep	CBO liaison PD
Melody Nester	PO Box 2300, No. Conway, NH 03860	melody@mtwashingtonvalley.org	Business rep	Community outreach
Heidi Belle-Isle	183 Mill Street Ctr. Conway, NH 03813	heidi@projectsucceed.com	Site rep	Site liaison
Lori Kinsey	1245 Bald Hill Rd. Conway, NH 03818	lkinsey@tinmountain.org	Partner rep	Enrichment

Appendix J

Project SUCCEED's Organizational Chart



SAU 9
District Conway
N/A ☐

Private School Participation

Duplicate this form as necessary.

For Title I, Part A – each designated private school is to complete and return to the District.
For Title IIA & Title III – each designated non-profit private school is to complete and return to the District.

School Year 2012-2013 Funds Available Through the "No Child Left Behind Act of 2001"
PL 107-110

White Mountain Waldorf School
Private School
PO Box 1069
Address
Conway — NH — 03818
City — State — Zip
603-447-3168 — 603-447-4433
Telephone — Fax Number
~~kern~~ Karen@whitemountainwaldorf.org
Email Address

The District must consult with the private school(s) on the following federal programs. Please ✓ Yes/No for **every** program. Yes, w/district indicates the private will participate in district sponsored initiatives. Will you participate with the district or on your own?

	on your own	*w/district	not participating
Title IA Basic Compensatory Education		☐ Yes	☒ No
Title IIA Professional Development for Teachers	☒ Yes	☐ Yes	☐ No
Title IID Enhancing Education through Technology	☐ Yes	☐ Yes	☒ No
Title III Part A: Language Instruction for Limited English Proficient		☒ Yes	☐ No
Title IV Part B 21st Century Community Learning Center Programs	☐ Yes	☒ Yes	☐ No

This confirms the district has completed a consultation meeting with the appropriate private school official.
☒ Yes
Funding is still based on the per pupil amount.

- The services, materials and/or equipment provided through any of the NCLB programs will be used to provide only secular, neutral, and non-ideological educational services to student and school personnel.
- Private schools which are controlled by a religious organization and which receive services under the IASA grant programs are in compliance with Title IV of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973.
- Private schools which are not controlled by a religious organization and which receive services under the NCLB grant programs shall be in compliance with Title IV of the Civil Rights Act of 1964. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (PL 101-336). Under the IASA, grant programs must be incompliance with Title IV of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973.
- Any printed (or other media) description or discussion of NCLB programs will state the total amount being spent on the project or activity and will indicate the percentage of funds from the NCLB programs which are involved (Stevens Amendment).
- If you are a non-profit, IRS 501(c)(3), documentation or a certificate of good standing from the Secretary of State was submitted to the NH Department of Education.

Signature of authorized private school representative — Date 5/30/12

☐ This school does not wish to accept federal funds.

REQUIRED ***(Mark as N/A if not applicable)***

AFFIRMATION OF CONSULTATION

Duplicate this form as necessary.

RETAIN THIS FORM IN THE DISTRICT PROGRAM FILE

Verification of Private, Nonprofit School Consultation
School Year **2012-2013**
Funds Available Through the "No Child Left Behind Act of 2001"
PL 107-110

Check the boxes that apply: ☐ **Title IA** ☒ **Title IIA** ☐ **Title IID** ☒ **Title III**

☒ **Title IVB** ☐ **Title V**

Was a school based needs assessment conducted to determine the requested teacher/student activities?	Professional Devleopment needs were discussed to determine the activities. ESOL and after school program needs were also discussed.
What services are to be offered?	White Mountain Waldorf will use their II-A funds to help with their PD goals. Waldorf students who wish to can participate in the Title IVB 21CCLC after school program in Conway. If Waldorf needs to access ESOL services, they may do so.
What service delivery mechanisms were considered? How, where, and by whom will the services be provided?	White Mountain Waldorf will use their II-A funds to help with their PD goals. Waldorf students who wish to can participate in the Title IVB 21CCLC after school program in Conway. If Waldorf needs to access ESOL services, they may do so.
Describe the size and scope of the equitable services to be provided to the eligible private school children, teachers, and other educational personnel.	After Class Size Reuction is figured out FY 2012/2013, Conway will allocate equitable II-A funds to Waldorf for their PD.
Describe the consultation. What decisions were made about the delivery of services? What were the private school's views on the provision of services?	Waldorf and Conway will continue to work together to ensure that the Waldorf staff gets their PD needs met with the help of II-A funds. The SAU #9 Grants Facilitator will work directly with the Waldorf Directress.
Was the private school allocation discussed?	yes, but allocations were not known yet

White Mountain Waldorf
Name of Private School

6/6/12 Karen Abbott

Conway
Name of School District

Signature – School District

5/30/2012
Date of Consultation

Appendix L

Program Evaluation for Project SUCCEED 2011/2012

Project SUCCEED

Conway School District's Before and After School Program

Serving families in the Mount Washington Valley since 1999.

Prepared by
Christine Thompson
Program Director
PO Box 388
Conway, NH 03818
(603) 447-6158
christine@projectsucceed.com
www.projectsucceed.com

Project SUCCEED Mission Statement

Project SUCCEED helps give youth the skills and opportunities they need to be successful academically, socially and emotionally in a safe and supervised environment.

The goals for the 11/12 year were:

- To integrate the Common Core Standards for reading, math, science, social studies and the arts into our after school enrichments
- To continue to strengthen our community collaborations.
- To offer more opportunities for parent/family involvement

EXECUTIVE SUMMARY

Project SUCCEED, Schools Under Contract Creating Enriching Extended Days, is a before and after school program which was funded by the federal government for its first four years as a 21st Century Community Learning Center. It is now funded by a myriad of funding streams: 21st Century Community Learning Centers state funds, a Gibson Woodbury Foundation grant, program fees and local funds. The program serves the three Conway School District elementary schools. The program is currently in its fourteenth year of operation. This report evaluates year thirteen. The primary focus of Project SUCCEED is to provide safe and stimulating activities during the high risk after school hours with special attention to our most at-risk elementary youth.

DATA GATHERING, ANALYSIS AND REPORTING METHODS:

This evaluation report is organized around the three program objectives and three program goals for Project SUCCEED. For each goal and objective, the report identifies the evidence used to assess program success, cites the data, and provides highlights of the results. Project SUCCEED also participated in CIPAS (Continuous Improvement for Afterschool) in 2012 and included the summary in this report. For additional information, please contact the Program Manager, Christine Thompson at (603) 447-6158.

Objective 1: To increase community protective factors during non-school hours for a minimum of 40% of Conway School District youth who have been identified as having two or more environmental, economic, academic and/or social risk factors in their lives.

Procedure:

Data about the type and frequency of program offerings is used to document the increase in community protective factors. Program offerings (community protective factors) included safe and supervised activities for students through Morning Supervision, Homework Club, and various Enrichment Programs. Each school site: Conway Elementary, John Fuller, and Pine Tree offered extended day services up to five days per week, three hours per day to students grades K-6.

Data identifying the target group came through referrals from classroom teachers, free and reduced hot lunch eligibility, i4see data, principals, and parents. Data is entered into the ***Youthservices*** data gathering system. According to the state definition, it was determined that a student with one or more risk factors would be considered at-risk, as opposed to needing to have two or more risk factors. Student attendance data was used to document the number of at-risk students attending and how often. Attendance data was gathered by Site Directors and maintained in the administrative office of Project SUCCEED. **Please consider while looking at the data that student success and grade data is not intended to be compared by site. Each site varies quite drastically both programmatically and demographically.**

Data:

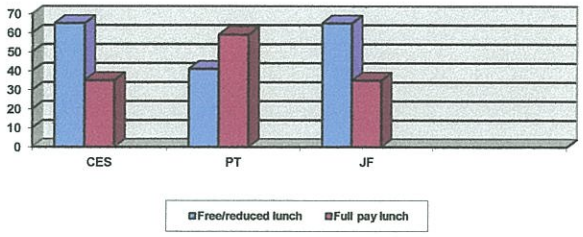
Table #1 represents the number of attendees in the 2011/2012 school year. Those who attended 30 or more times by April are referred to as "Regular Attendees". Students who attended 29 times or less are named "Attendees".

TABLE # 1: 2011/2012 ATTENDEES

	Regular Attendees 30+Visits	Attendees 29 or less visits	Total Attendees	Total School Population	% of School Served
PINE TREE	**62**	**41**	**103**	**227**	**45%**
CONWAY ELEMENTARY	**85**	**38**	**123**	**243**	**51%**
JOHN FULLER	**47**	**49**	**96**	**263**	**37%**
TOTAL	**194**	**128**	**322**	**733**	**44%**

Table #2 shows the number of regular attendees (30 or more days as of April 2012) who qualified for free/reduced lunch compared with those participants who do not qualify for free/reduced lunch..

TABLE #2: Free/Reduced Lunch Recipients



HIGHLIGHTS RELATED TO OBJECTIVE #1:

- Community-based organizations and the school worked collaboratively to increase community protective factors for K-6 youth by offering programming three hours per day, five days per week in two sites, three days a week in the other site, for a total of 1,443 hours. Late bus service at CES and JFS secured transportation home.

- FY 11/12 Project SUCCEED served 322 students, 194 of those who came were regular attendees (30 or more visits by April).

- 65% of the regular attendees at Conway Elementary School qualified for free/reduced lunch,65% of the regular attendees at John Fuller School qualified for free/reduced lunch, and 41% of the regular attendees at Pine Tree School qualified for free/reduced lunch.

- 44% of all Conway School District K-6 youth were served.

Objective 2: To increase academic achievement for students performing below local and state academic standards.

Procedure:

Regular attendees attended academic support and/or enrichment activities. Teachers also completed surveys created by the federal government assessing all attendees' classroom performance for the school year. **Only regular attendees are represented in this report.**

Table # 3 shows the results of grades K-6 teachers' surveys as completed by teachers of regular attendees by school site.

Table # 3: PERCENTAGE OF STUDENTS WHO IMPROVED IN TEN SCHOOL SUCCESS FACTORS PER GRADES K-6 TEACHER SURVEY

	Conway El	Pine Tree	John Fuller
Improved in turning in homework on time	38%	34%	51%
% who did not need to improve in the above area	49%	61%	40%
Improved in completing homework to teachers' satisfaction.	40%	25%	45%
% who did not need to improve in the above area	48%	71%	40%
Improved in participating in class.	36%	37%	60%
% who did not need to improve in the above area	48%	55%	30%
Improved in volunteering.	20%	24%	32%
% who did not need to improve in the above area	60%	50%	30%
Improved in attending class regularly.	15%	15%	13%
% who did not need to improve in the above area	66%	84%	60%
Improved in being attentive in class.	34%	34%	43%
% who did not need to improve in the above area	46%	53%	30%
Improved in behaving well in class.	38%	32%	28%
% who did not need to improve in the above area	47%	61%	45%
Had academic performance that was satisfactory or better.	51%	58%	66%
% who did not need to improve in the above area	42%	39%	26%
Improved in coming to school ready/prepared to learn.	41%	20%	47%
% who did not need to improve in the above area	46%	74%	38%
Improved in getting along with other students.	44%	28%	34%
% who did not need to improve in the above area	48%	68%	47%

NECAP

92% of **CES** students scored proficient or better in reading on the 2012 NECAP which is a 6.53% increase from 2011.

85% of **JFS** students scored proficient or better on 2012 reading NECAP which is an improvement of .66% over the 2011 NECAPs.

The baseline for **PTS** Reading NECAP scores is 81%. We will use that as a comparison for next year.

HIGHLIGHTS RELATED TO OBJECTIVE #2:

- An average of 58% percentage of K-6 participants improved in their academic performance
- Overall, students performed most strongly in the area of language.
- Teachers reported that a large majority of all regular elementary attendees showed an increase in ten factors effecting school success.
- According to our 2012 teacher surveys, when asked "Do you feel Project SUCCEED helps a student's academic success?" 91% said "yes".

Objective 3: To improve social skills and foster the development of character and citizenship for students who have two or more environmental and social risk factors present in their lives.

Procedure:

Social skill development was encouraged through group activities, playing games, spending leisure time with other children, helping other participants with homework and enrichment programming in the larger community. Grades K-6 teachers were surveyed about regular attendees in ten areas, five of which indicated social skill development.

To foster the development of character and citizenship, community service projects at each site were established. Some of the projects completed include: Recycling programs, healthy snack carts and reduction of waste in conjunction with student education. CES created a Public Service announcement about waste reduction which was aired on local access TV. PTS and CES donated placemats and cards to the Gibson Center for Senior services. PTS students also helped out with the school's "Trunk or Treat" Halloween event in the fall.

Data:

Table # 4 measures student improvement in five social areas as evaluated by their teachers.

Table # 4: PERCENTAGE OF STUDENTS WHO IMPROVED IN FIVE SOCIAL AREAS PER GRADES K-6 TEACHER SURVEY
(From Table #5 TEN SCHOOL SUCCESS FACTORS)

	CES	PTS	JFS
Improved in participating in class.	36%	37%	60%
Improved in volunteering.	20%	24%	32%
Improved in being attentive in class.	34%	34%	43%
Improved in behaving well in class.	38%	32%	28%
Improved in getting along with other students.	44%	28%	34%

HIGHLIGHTS RELATED TO OBJECTIVE #3:

- Social skill development was encouraged daily between participants, staff, volunteers and the larger community.
- Classroom teachers indicated a positive correlation for social development through a series of five related survey questions: volunteering in class, attentiveness, good behavior in classroom, coming to school ready to learn and getting along well with other students.
- Lending to character and citizenship development, students completed various community service projects at each school site. A strong connection to the Gibson Center was formed between CES students, PTS students and the center.

Progress towards Program Goals

The program site based goals for the 11/12 year were:

1. To integrate the Common Core Standards for reading, math, science, social studies and the arts into our after school enrichments
2. To continue to strengthen our community collaborations.
3. To offer more opportunities for parent/family involvement

Progress made on the site based program goals was measured by Program Director and by Site Director Quarterly reports (see sample below)

Sample Site Director Quarterly Report –Quarter 2

Name of Activity-Staff in charge	# of sessions offered this quarter	# of students served by this activity	Goal(s) addressed: 1. Common Core 2. Community collaborations 3. Family involvement
Sum Swamp Math Game **Jane and Martha**	1	12 (k-3)	1. Common Core
Family Math night	1	75	3. Family involvement
UNH Cooperative Ext.	2	11	1. Common Core
Fun Fridays	1	45	2. Community collaborations
Messy Science	1	12	1. Common Core

Goal #1: To integrate the Common Core Standards for reading, math, science, social studies and the arts into our after school enrichments

Evidence: Site Director Quarterly Reports

- All three after school programs were required to submit Academic Enrichment Forms for enrichment activities. The staff was required to illustrate which standard their activity was linking to.
- Staff was given training in hands-on STEM training through UNH Cooperative Extension and Conway School District staff.
- Literacy activities were offered weekly at each site
- Numeracy activities were offered through enrichments at each site.

Goal #2: ***To continue to strengthen our community collaborations.***

Evidence*:* Program Director notes, Site Director quarterly reports

- Project SUCCEED was awarded the 2011 Non-Profit of the Year award by the Mount Washington Valley Chamber of Commerce.
- We continued our successful collaboration with UNH Cooperative Extension 4-h program through the Design it! Explore it! program.
- JFS began Fun Friday Field trips, where students connected with over 15 businesses and non-profits every Friday afternoon.
- CES students and PTS students connected with Gibson Center and made them holiday cards and placemats.
- Project Succeed participated in the 2011 "Meet the non-profits fair" hosted by Valley Promotions.
- Project SUCCEED participated in the Business to Business Expo in 2012.

Goal #3: To offer more opportunities for parent/family involvement

- CES hosted 2 very well attended family nights and program showcases where students showcased everything from hands on science to hip hop presentations.
- PTS hosted a "Family Math Night To Go" which was a huge success as well as a Family Skate night.
- JFS hosted a family fun night with pizza and a slide show of all the amazing things their students were up to all year.
- Fun Fridays at PTS brought in a number of parent guest speakers.

Evidence: Site Director Quarterly Reports

CIPAS Summary

Project SUCCEED participated in CIPAS (Continuous Improvement for Afterschool) in the Spring of 2012. See the summarized results of that 3-day evaluation below.

CIPAS Afterschool Component	**Level**
COMMUNITY AND FAMILY INVOLVEMENT	Proficient
PROGRAMMING	Exemplary
MANAGEMENT AND ADMINISTRATION	Exemplary
STAFFING AND TRAINING	Exemplary
FINANCING	Proficient
RESEARCH, EVALUATION AND KNOWLEDGE BASE	Exemplary
POLICY AND ADVOCACY	Emerging

EVALUATION SUMMARY:

11/12 Highlights

- Project SUCCEED increased community protective factors for K-6 youth by offering programming three hours per day, five days per week in two sites and three days a week in the other site, for a total of 1,443 hours.

- There were a total of 19,101 visits to our programs in 2011/2012

- The Pine Tree School site was awarded a five year 21C grant which began July 1, 2011. This was the first time that site has had major grant funding since 2002 and it's been very gratifying.

- We participated in an afterschool evaluation(CIPAS) this Spring. Our scores were exemplary.

- According to our 2012 teacher surveys, when asked "Do you feel Project SUCCEED helps a student's academic success?" 91% said "yes".

- FY 11/12 Project SUCCEED served 322 students, 194 of those who came were regular attendees (30 or more visits by April).

- 65% of the regular attendees at Conway Elementary School qualified for free/reduced lunch ,65% of the regular attendees at John Fuller School qualified for free/reduced lunch, and 41% of the regular attendees at Pine Tree School qualified for free/reduced lunch.

- 45% of all Conway School District K-6 youth were served.

- An average of 58% of regular attendees improved in overall academic performance according to annual teacher surveys.

Appendix - M1

February 2013

Project SUCCEED *Newsletter*

Conway School District's Before and Afterschool Program
Serving Families in Mount Washington Valley Since 1999

NOTES FROM CHRISTINE THOMPSON - PROGRAM MANAGER

It's hard to believe that it's already February. It's been a great year so far. All of our programs are busting at the seams! It's wonderful to see so much interest and support. On Thursday, December 6th, Project SUCCEED hosted a forum at the beautiful Tin Mountain Conservation Center in Albany. Delicious appetizers and desserts were prepared by KHS's own *Mineral Springs Cafe*. Facilitated by Janice Crawford of the Mount Washington Valley Chamber of Commerce, the purpose of the forum was to celebrate Project SUCCEED's accomplishments and generate ideas to help secure its future. The evening started out with some poignant testimonials from past participants and a parent; Christopher Duprey (now at Johnson and Wales University), Madeline Fisher (Kennett Middle School) and James Zimmer (Kennett Middle School), and Melody Nester of the MWV Chamber of Commerce. A broad representation of the community attended the forum including: NH Representatives Tom Buco and Ed Butler, John Skelton of the Conway School Board, Claes Thelemarck of UNH Cooperative Extension, Lori Kinsey of Tin Mountain Conservation Center, Patricia McMurray of the MWV Health Center, Gordon Cormack of Cormack Construction, Brian LaPlante of Nike, representatives from schools across SAU #9 and #13, and parents.

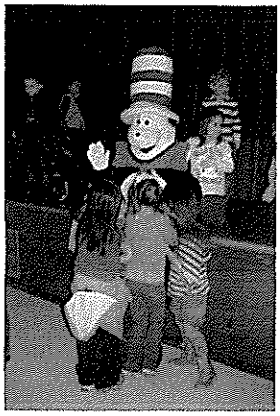
Many great ideas were generated such as: partnering with Nike on sports related enrichment activities, asking the White Mountain Community Health Center to do some nutrition workshops and teach students how to figure out their BMI (Body Mass Index), and having some of the local contractors (such as Cormack Construction) do age appropriate workshops with children such as "how to build a birdhouse", as well as branching out to area businesses for "Fun Fridays" ideas which could include field trips to that business or a representative from that business coming to one of the schools. Now the real work begins! If you were unable to attend the forum, but have ideas you'd like to share, or if you are an area business who would like to host a "Fun Friday event" for Project SUCCEED, please contact Christine Thompson at christine@projectsucceed.com or 447-6158.

DON'T FORGET!

Conway School Board's Deliberative meeting March 8 @ 7pm in the Loynd Auditorium at Kennett High School

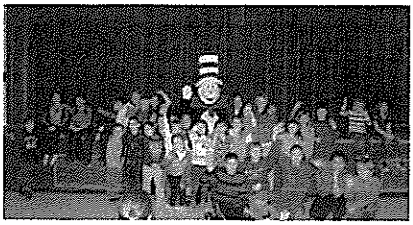
NEWS FROM JOHN FULLER - CARRIE MCLANE, SITE DIRECTOR

Winter time always encourages us at John Fuller to get creative with activities and this winter it really shows with a number of innovative enrichments. Winter's challenge of limited daylight and inclement weather has led students and staff to brainstorm and think outside the box. As a result, John Fuller has had a great start to this chilly third quarter.



The students and staff have found a silver lining to the shorter days of winter, discovering new and creative games. For our **Active Games** enrichment, students did relay races down the hall trying to balance balloons on spoons and giggling their way through the course. Their next challenge was to hold the balloon between their knees and waddle their way to the finish line. Our **Team Building** enrichment hosts activities with buddy pairs. Partners tied their wrists together and were challenged to wrap a present together as a team. **Cup Stacking** keeps us moving in the cafeteria where you can find students racing to stack up a pyramid and collapse them back into a single stack in record time. Sometimes the weather doesn't allow us to get outdoors, but it is great to see students continue to move and have fun inside anyway.

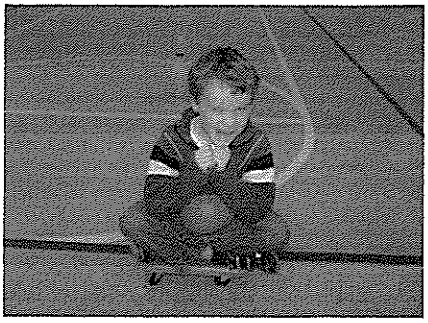
Despite the cold, many family members joined us to snuggle up with their kids and listen to some great stories at the Project SUCCEED Title 1 Family Night. The **Cat in the Hat** story character joined us with an animated reader from the **Believe in Books Foundation.** They also hosted a book swap where students brought in an old book and got a brand new one in return. Pizza from **American Flatbread Company** and salad from **Chef's Market** topped off a great night.

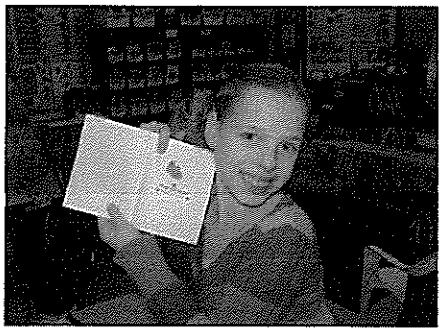


We were proud to announce on the evening of our family night that one of our student's efforts to get funding for a new activity was granted by the Kiwanis Club. This student was thinking outside the box for fun activities to do after school and he thought about Rubik's Cubes. Project SUCCEED did not have the extra money in the budget for 15 Rubik's Cubes, but instead of giving up, he wrote a letter to Kiwanis Club to request the funds. Kiwanis Club was happy to fund the project and we are pleased to include the Rubik's cubes in our **Flex Your Brain** enrichment this quarter.

Appendix - M2

News from Pine Tree School - Heidi Belle-Isle, Site Director





At Pine Tree School our Morning and Afterschool Programs have been busy, busy, busy! All age groups have had fun staying physically fit in our Wii Fit, Scooter Fun, and Fitness Fun enrichments. Mr. Liebenow and Ms. Learn have challenged their Wednesday afternoon group with the task of taking 500,000 steps during their sessions; so far this active bunch has accumulated over 350,000 steps! Keep up the great work!

Our artistic participants have been enjoying a variety of endeavors. We have some very creative jewelry stylists, ceramic painters, yearbook designers, and multimedia artists. The K-Kids have also been using their creative art skills to make valentine greetings for members of our community.

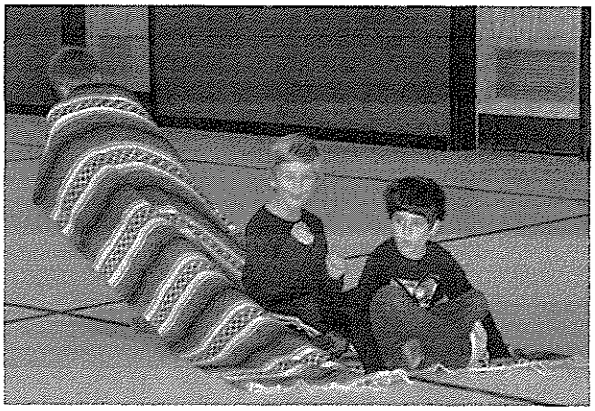
Of course, academics also play a large part in our programming. The older students have been exercising their brain with challenging brainteasers while the cribbage players are sharpening their math and problem solving skills. Our nature enthusiasts are enjoying hands-on environmental lessons with knowledgeable Tin Mountain staff. We even have a motivated group of students learning Chinese with an incredibly dedicated parent volunteer.

Even with all of these exciting enrichments taking place we still find time to read stories, work on our homework, go sledding, experiment with technology, have fabulously fun Fridays, and celebrate 100's Day! Phew! No wonder we are exhausted when our moms and dads pick us up at the end of the day!

NEWS FROM CONWAY ELEMENTARY - SARALYN SMITH, SITE DIRECTOR

The second quarter has come and gone, and we are amazed by how fast this year is flying by. Our second quarter once again had a record number of attendances for both our morning and afterschool program. We offered a variety of fun enrichment activities for our students. Our "Out of this World" activity spent weeks studying the solar system and recreating it out of paper mache. Another fun enrichment that was offered was our "Digging it up with Dinos." These students learned what it feels like to be paleontologists; they researched fossils and created many dinosaur crafts. The most popular enrichment was "I like to Move It." This enrichment focused on ways to get up and get moving. They danced, played games, explored Zumba and really focused on getting their bodies moving to promote physical fitness.

Now that we are in the third quarter of the year, we are focusing our enrichments around the community. We have brought Tin Mountain and Youth and Family/Nutrition Connections into the building to help teach our students. Tin Mountain is putting their focus on birds. They are researching and looking into what birds eat and how they live. They will also be building bird houses to hang outside as well. Youth and Family/Nutrition Connection are having a cooking club. This group of students is learning about healthy recipes that they can share with their families. They are given the opportunity to create the recipe and try it out during their enrichment. Another way we are incorporating the community into our enrichments is by having Pen Pals with the students taking part in the afterschool program at John Fuller School. Our students are writing letters back and forth and every week they are looking forward to receiving a new letter back.



As the year goes by we are always looking for new ideas to try and new students to join in on all the fun we have. We would like to thank our community helpers for taking the time to support our program and enrich our student's lives, our families and of course the staff. Our children are fortunate to grow up and have the support from a wonderful community.

Appendix - N

Project SUCCEED Personal Professional Development Plan Form

Name:_____

Job Title:_____

School Site:_____

List 2 additional Professional Goals for the 2012/2013 school year with regards to your role with Project SUCCEED and evidence of completion of each goal. Examples: *FY 2012/2013 1) I will offer more after school science enrichments, 2) I will give students more choices after school, 3) I will offer more parent involvement activities,* Evidence of completion*: Lesson plans, attendance records, anecdotal notes.* ***Note: One of your goals is filled in for you because it is a requirement this year.***

GOAL 1.___I will intentionally connect academic enrichments to academic standards.

Evidence of completion:__Copies of completed enrichment planning forms

GOAL

2._____

_____

_____

Evidence of completion:_____

GOAL

3._____

_____

_____

Evidence of completion:_____

List anything Christine or Leslie could do to help you achieve your professional goals this year. Also please add any workshops you'd be interested in.

_____

_____

_____

Program Director will arrange to meet with all staff by March 2013 for a midyear evaluation meeting.

Signature of Staff Member_____Date_____

Signature of Program Director_____Date_____

Appendix - 01

Project SUCCEED-Enrichment Planning Form

Name of person leading the activity : Jan Hamel Name of activity: Science Exploration

Days of week: Wednesday

Subject your activity addresses(i.e literacy, math science, physical education etc) Science

ACTIVITY	Description
Describe the activity you're planning ,what each week will look like and what materials you may need.	What is your goal for this activity? If applicable, which standard does this activity link to?:
Week 1: Introduce the enrichment and play a name game with science strands to get to know kids. **Today's science investigation: liquid density.** **Experiment challenge: Float a grape in the middle of a glass of water** **Question: Can you get a grape to float in the middle of a glass of water? Fill 2 plastic cups with water. Add 3 T. salt to one glass. Observe the grape sinks in the glass of water; floats in the glass containing salt. Have kids discuss the different densities of the 2 liquids. (Show them a pre-made glass of water in which the grape floats in the middle (glass contains salt water in bottom half; plain water in top half).Ask students to figure out how to make the grape do this. Give them time and seed them, if necessary, with questions that get them thinking. When one person gets it, the solution will quickly sweep around the room.**	**Science inquiry process skills used:** **1. Making observations and asking questions** **2. Designing scientific investigations** **3. Conducting scientific investigations** **4. Understanding results of investigations**
Week 2: Today's science investigation: liquid density **Rainbow Density Experiment: Make a colorful density column by using different concentrations of sugar solutions. Show students steps to make solutions with different densities and let them plan their own layers.**	**Science inquiry process skills used:** **1. Making observations and asking questions** **2. Conducting scientific investigations**
Week 3: Today's science investigation: Liquid/solid density **Liquid Density Test: Find out whether all objects of the same size have the same density by using the density of various liquids.** **Liquids to use (they will form layers when poured in a plastic cup: honey, corn syrup, water, salad oil, rubbing alcohol** **Test with: paper clips, grapes, buttons, macaroni, pennies** **After experimenting a little, choose some new objects to test. Before dropping them in the jar, try predicting the level on which they will float or sink.** **Vocabulary: viscous, viscosity**	**Science inquiry process skills used:** **1. Making observations and asking questions** **2. Designing scientific investigations** **3. Conducting scientific investigations** **4. Understanding results of investigations** **5. Evaluating scientific investigations**
Week 4: Today's science investigation: liquid density **Which is more dense – salt water or sugar water?** **Design an experiment to test your theory. Use questioning techniques to help them think through design possibilities.**	**Science inquiry process skills used:** **1. Designing scientific investigations** **2. Making observations and asking questions** **3. Representing and understanding results of scientific investigations**
Week 5: Today's science Investigation: liquid density **Experiment: Hot and cold – Write down predictions** **Does temperature change the density of water?** **Use ½ gal. water colored blue and ½ gal. water colored red. Add ice to the blue water & put in fridge; put red water in microwave. Use eyedropper to slowly add drops of red water to ½ c. of blue water.** **What would happen if you left the water out until the cold water warmed up and the hot water cooled off? Do this and observe results next week.**	**Science inquiry process skills used:** **1. Making observations and asking questions** **2. Designing scientific investigations** **3. Conducting scientific investigations** **4. Understanding results of investigations**
Week 6: Today's Science investigation: liquid density	**Science inquiry process skills used:**

Appendix - 02

Check last week's experiment. Vocabulary: Miscible (able to mix) Immiscible (not able to mix), saturated, super-saturated **Salt water density experiment** **Use 3 cups of water; put 2T salt in 1, 1T salt in another, leave 3rd salt-free. Add different colors of food coloring to each. Flatten a small ball of modeling clay on a table and stick a straw in it. Use eye dropper to put 10 drops of water from each cup into straw. Try putting them in in different orders to see if results are different.** **Discuss: Miscible liquids create solutions**	**Scientific Inquiry Process Skills used:** **1. Making observations and asking questions** **2. Designing scientific investigations** **3. Conducting scientific investigations** **4. Understanding results of investigations** **5. Evaluating scientific investigations**
Week 7: Today's Science investigation: liquid density **Liquid Lava Science Experiment** **Layer red-colored water and salad oil. Sprinkle salt on top of oil until a glob sinks to the bottom. Wait a minute or so until the oil floats to the top again. If you like, add more salt until the oil sinks again.** **Try the experiment again and pour the oil in first to find out if the liquids will mix.**	**Scientific Inquiry Process Skills used:** **1. Conducting scientific investigations** **2. Making observations and asking questions** **3. Evaluating scientific investigations**
Week 8 **Density: Edible science experiments and fun!**	**Scientific Inquiry Process Skills used:** **1. Conducting scientific investigations** **2. Evaluating scientific investigations**

Optional: Design an experiment to test the density of a variety of liquids and solids. Some liquids to have available: honey, corn syrup, motor oil, corn oil, water, rubbing alcohol, maple syrup, molasses
List liquids in the order from most to least dense.
Solids to have available: ball of clay, cork, pebble, penny, paper clip, ball of paper

Appendix P1

John fuller School Project SUCCEED Quarter 4 Enrichment Sign-up Form*

Child's Name _____ Teacher _____

Afterschool Program Enrichments

Mondays: April 1 - TBA

_____ Active Games Catch KidsK-6
_____ Storybird Grades K-4
_____ Learn to Draw K-6
_____ Extended Homework Club Grades 2-6

Tuesdays: April 2 - TBA

_____ Beading Grades K-2
_____ Flex Your Brain 3-6
_____ Duct Tape Fun Grades K-6
_____ Extended Homework Club Grades 2-6

Wednesdays: April 3 - TBA

_____ Pen Pals Wee Deliver K-6
_____ Computer Club Grades K-6
_____ Wonderful Wildlife with Tin Mountain Grades K-4
_____ Extended Homework Club Grades 2-6

Thursdays: April 4 - TBA

_____ Team Building
_____ Techno Wizards Grades K-6
_____ Snowshoe Adventure Grades 3-6
_____ Extended Homework Club Grades 2-6

Fridays: April 5 - TBA

_____ Fun Friday Field Trips

_____ parent signature

Please return this form on or before Wednesday, March 27. Participation will be on a first come first serve basis.

*Please remember that you must be registered with Project SUCCEED in order to participate. Registration forms can be found in the John Fuller office.

P2

Project SUCCEED at Conway Elementary School
Enrichment Sign-Up for Session 3
1/23/12-3/30/12

Student's Name_____Grade_____Teacher_____

Please circle the days you would like your child enrolled in Project SUCCEED's after school program

Monday Tuesday Wednesday Thursday Friday

Please select the enrichment activities that you would like your child enrolled in each day after homework club. Please remember there are a limited number of spaces and activities will be filled on a first come, first served basis. Your child will be placed in an alternate activity of our choosing if the activity of your choice is full.

Parent Signature_____

Monday

Grades	Activity	✓
1-6	Computer Lab	
K-2	Art Club	
3-6	Minute to Win It	
K-6	Gym Games	
1-5	Zainy Brainy Games	

Tuesday

Due to Skiing and Skating Tuesday's Program will be different then normal. We will offer gym games and activities in the café. Please check what your child will doing during the school day!

My child will be Alpine or X-Country Skiing and will return to Project SUCCEED after.	
My child will be skating or staying at school and will attend Project SUCCEED after.	

Wednesday

Grades	Activity	✓
K-6	Drawing Club	
3-6	Zumba	
K-6	Book Making	
K-2	Outdoor Games	
1-6	Computer Lab	

Thursday

Grades	Activity	✓
1-6	Computer Lab	
3-6	GamesGamesGames	
K-3	Science Fun	
K-6	Drawing Club	
K-3	Silly Science	

Friday

Grades	Activity	✓
3-6	Project Hip Hop	
3-6	Twitch In Motion	
3-6	Jewelry Making	
K-6	Creative Creations	
K-6	Board Games	

** Twitch in Motion must be approved by Ms. Smith**

Please see Enrichment Description on the back of this form!

Appendix Q
Staff Development Calendar

MONTH/DATE	TITLE	# of ATTENDEES	GOALS & OBJECTIVES
JULY			
AUGUST	21CCLC Summer Institute	9	To work with building administrators and after school staff to set goals for the coming school year.
SEPTEMBER	9-5 Orientation Staff Goal setting 9-28- PS Advisory	35 7	To orient new staff, set tone for the new year and provide science enrichment training to support our goal of offering more science enrichments Set Goals with Advisory
OCTOBER	10-12 Site Director Meeting 10-28 PS Training 10-17 UNH Design it! Explore it! NPASS training October 21, 24 ,25 Youth Advisory 10-27 Positive Discipline	4 30 4 7 2	Communication with SD Gives staff time to plan for next quarter To improve STEM skills To explore what youth leadership means. Guide new staff
NOVEMBER	11-2 Site Director Meeting	4 7	Communication with SD
DECEMBER	12-7- SD Meeting 12-7 PS Advisory 12-6 Performance Pathways Training	4 6 1	Communication with SD Discuss CIPAS and evaluation Data collection
JANUARY	1/9/2012 UNH Design it! Explore it! Training January 6,9,10 Youth Advisories	4	To improve STEM skills Youth Leadership/Choice
FEBRUARY	2-2- Amy Upton Site Visit at JFS 2/4/ Catch Kids Club Training 2-13 UNH Design it! Explore	8 15 4	Overall PD needs assessment Improve Health and wellness To improve STEM skills

Appendix Q
Staff Development Calendar

	IT! TRAINING 2-1- SITE DIRECTOR MEETING 2-15-2-18 BEYOND SCHOOL HOURS CONFERENCE	2	COMMUNICATION WITH SD BEST PRACTICES FOR AFTER SCHOOL
MARCH	3-7-SITE DIRECTOR MEETING 3-7 PS ADVISORY 3-12 UNH DESIGN IT! EXPLORE IT! TRAINING MARCH 16, 19, 20 YOUTH ADVISORIES	4 7 4 7	COMMUNICATION WITH SD ADVOCACY TO IMPROVE STEM SKILLS BUILD YOUTH LEADERSHIP SKILLS
APRIL	APRIL 3RD-POSITIVE BEHAVIOR TRAINING WITH AMY UPTON APRIL4-6 CIPAS 4/9 UNH DESIGN IT! EXPLORE IT! TRAINING	15 ALL 4	IMPROVE BEHAVIOR MANAGEMENT SKILLS PROGRAM EVALUATION TO IMPROVE STEM SKILLS GOAL EVALUATION
MAY	5-2 SITE DIRECTOR MEETING 5-16 STAFF CELEBRATION MAY 18, 21,22 YOUTH ADVISORIES CELEBRATION	4 7	COMMUNICATION BUILDING AND STAFF RECOGNITION. YOUTH LEADERSHIP
JUNE	6-7 SITE DIRECTOR MEETING	4	WRAP UP!

Appendix K

Conway Elementary School

Title I and Project SUCCEED

Present.....

Family Math Night

What: Games, Prizes, Food & FUN!

When: Wednesday March 13th , 2013

Time: 5:00-6:30pm

Where: Gym, Library & Cafeteria

Please join us for an exciting evening *while* learning how to help your child with math!! Raffle tickets will be handed out to all those who participate in this fun-filled event with chances to win multiple games and prizes! In addition, there will be 2 brief sessions where parents will be able to learn more about our Everyday Math Online program. This is a new feature at Conway Elementary that with your help could enhance your child's mathematical performance on a day to day basis.

Please fill out and return to school ASAP so we can get a head count for the food order.

Child's Name:_____ Grade:_____

# of Family Members Attending:_____