

Glassboro Public Schools



MEMO

Date: September 9, 2015

To: Dr. Mark Silverstein, Superintendent of Schools

From: Danielle M. Sochor, Chief Academic Officer

Re: Action Item
September 21, 2015 Board Meeting

Recommend the board approve the submission of the Bullock's Youth Services Grant in the amount of \$22,728.00.

DMS/bg

“Attachment B”

COUNTY OF GLOUCESTER
YOUTH SERVICES COMMISSION, DEPARTMENT OF HEALTH & HUMAN SERVICES
2015 Application for the State Community Partnership Grant (YSC)

Service Category Applying For Partnership / Prevention Programming

Incorporate Name of Applicant Dorothy L. Bullock School – Glassboro Public Schools

Type: Public School Local government Non-Profit

Federal I.D. Number:

Address of Applicant: 370 East New Street
Glassboro, NJ 08028

Address of Service(s): Same as above

Contact Person and Phone #: Rich Taibi, Principal, 856-652-2700 x4105

Total Dollar Amount Requested: \$22,728

Total Number of Unduplicated Clients to be Served: 30

Email address of contact person (required): rtaibi@glassboroschools.us

Brief Description of Proposed Services: After school program for boys and girls in grades 1, 2, 3

Authorized Voucher Signature: Name/Title

Signature:

PROGRAM DESCRIPTION -NARRATIVE SECTION

Please complete the Program Description Section by answering each of the elements listed. There is a "table" under each section. Add additional sheets as needed. Be sure to keep the number of the elements in the sequence outlined below as the score sheet is organized by this information.

I PROJECT/PROGRAM DESCRIPTION:

A.) Agency Overview

1. Briefly describe the philosophy/mission of the agency Include information on its incorporation date and status.

The Dorothy L. Bullock School strives to be a diverse community built on mutual trust and respect. Our school endeavors to share responsibility for the education of each child by fostering open lines of communication between parents, teachers, and students, in a safe and nurturing environment. Each child will grow academically, socially, and emotionally by celebrating accomplishments, considering other perspectives, and cultivating self-esteem. At the Bullock School, we value growth that evolves from inquiry, problem solving, and perseverance. We envision children who will become responsible citizens within the community, country, and world.

The Bullock School's mission is to foster student achievement that considers and encompasses the concept of the "whole child". To that end, student achievement relies upon a hierarchy of support, guidance, and instruction aimed at facilitating a student's social, emotional, and academic growth as determined by observable and measurable outcomes.

- EMOTIONAL: aptitude, attitude, and skills to lead responsible, fulfilling, and respectful lives.
- SOCIAL: attributes that contribute to an effective and productive community and the common good of all.
- ACADEMICS: knowledge and skills to be successful in school and life.

The Bullock School believes that the child is a continuum and that student achievement is just that, one student taking another step towards his or her social, emotional, and academic potential.

2. Describe the agency's experience working with juveniles involved or at risk of involvement in Family Court and/or programs to prevent delinquency.

The Bullock School implements a Schoolwide PBS. Positive Behavior Support is a function-based approach to eliminate challenging behaviors and replace them with pro-social skills. This program has helped to alleviate some of the challenging behaviors that lead to loss of instructional time and suspensions. Additionally we are currently working with Golden Gate, INC to provide summer programming in the neighboring housing projects to provide a safe and fun summer learning environment.

3. Describe staff's level of knowledge and understanding of juvenile delinquency and familiarity with the processing of juvenile delinquency cases in Family Court.

This knowledge is very limited. Our School Resource Officers have made themselves available to us to address any issues that arise. Glassboro Public Schools will be welcoming Dr. J.W. Jackson III (author of Don't Kick Them Out) to our district as a keynote speaker for our staff. He will be talking about addressing minority and "at risk" student needs along with how our programming and procedures affect the juvenile delinquency system.

B) Specific Project/Program

Describe the service component for requested funds.

Bullock's Bulldog Buddies STEAM Team (Science/Technology/Engineering/Art/Mathematics) will incorporate these aspects with character education, community & our newly constructed Bullock Garden (<http://www.glassboroschools.us/domain/575>). Activities will consist of pro-social, emotional and life coaching ing support for our at-risk population, grades 1 through 3 along with building deeper school/community connections through art, technology & our garden. The requested funds will provide for transportation, snacks, supervision, guest speakers/instructors and materials.

C) Rationale/Mission of Project/Program

Describe the need that is being addressed, the methods/ modalities to implement the program design and how it meets need(s) identified in the Gloucester County Comprehensive Youth Services Plan 2012-2014 (the Plan should be available off the Gloucester County web site from the Human Services Department's Youth Division).

According to the Gloucester County Comprehensive Youth Services Plan 2012-2014, *"unsupervised youth are most at-risk after school. Not only is child care needed, but positive activities to enhance protective social and life skills are needed. A safe place for academic and emotional support is vital for healthy development"*.

The Bulldog Buddies STEAM Team will participate in activities that will provide students with social and emotional outlets that will help them to gain success and confidence. The Bullock staff believes that young people who have the proper support systems in place throughout all stages in their human development will be solid, healthy, productive, and well-rounded individuals who give back and sustain their community. The program provides caring adults from within the school and community that will life coaching and encourage students to achieve more. The Bulldog Buddies STEAM Team coaches will develop activities that will help students to build self-esteem, work through socialization challenges, and establish peer/community connections through art, technology and our garden. The students will participate in a variety of activities within this program, all of which will support our Schoolwide PBS mantra: *Take care of yourself, your friends & your school.*

D) Cultural issues in the program design

Describe capability of this project to meet the cultural needs of clients to be served.

The Bulldog Buddies STEAM Team will be provided with an environment that acknowledges the value and diversity of our students. Through the program activities, we will help students to address issues, build confidence, acknowledge and celebrate differences., and build community relationships.

E) Goals, Objectives and Program Evaluation

Using the Attachment C Program Profile form, outline the purpose of the project/program design and identify quantifiable goals, objectives and outcomes and evaluation methods.

1. What are the short-term goals and outcomes of this program and how will they be measured?

Our short term goals

- To provide a safe afterschool outlet
- Increase positive student-student and student-adult interactions
- Have students regularly attend the program
- Decrease amount of behavioral referrals during the school day

2. What are the intermediate goals and outcomes of this program and how will they be measured?

Our intermediate goals

- To provide a safe afterschool outlet
- Increase positive students to student and student to adult interactions
- Have students regularly attend the program
- Decrease amount of behavioral referrals during the school day

3. What are the long-term goals and outcomes of this program and how will they be measured?

The desired outcome is for all students to have a group of adult life coaches, to have a safe place for social and emotional outlets, and to motivate students to dream big, stay out of trouble & establish a sense of ownership of our garden & community. After continuous Bulldog Buddies STEAM Team sessions, students will have interacted with appropriate role models who will teach good decision-making and model positive social interactions. Along with consistent coaching, students will also gain a stable environment that will provide fun and support.

The long-term goals

- To expand the program and increase the number of students supported
- Monitor student attendance during this afterschool program to ensure that the selected students are participating
- Decrease students behavioral referrals and suspensions
- Decrease loss of instructional time because of misbehaviors
- Survey the students on the interest of activities offered and application of skills learned through life coaches.
- Establish community connections with Golden Gate, INC, the Boys & Girls Club, the Glassboro Board of Education & the Bullock faculty.

F. JUSTIFICATION

1. What data supports funding this program or service?

Gloucester County Juvenile Detention Statistics for 2011 – March, 2015 show Glassboro in the top five identified “residences” for kids detained. Municipal arrest data (2012) shows that 70% of the youth arrested in Glassboro are minorities. Minorities represent 39% of the population of the town. Disproportionate minority contact is therefore a serious issue. School data shows a high percentage of minority male youth being suspended for behavioral issues.

Life coach programs help young people by providing supports for them beyond classroom and home. The program also gives students an opportunity to work with peers and adults who share common goals and understandings. The activities provide alternative paths for students to engage in, at times keeping them off streets and away from negative influences that they confront when left unsupervised for long stretches of time.

Students who regularly meet with their coaches are 52% less likely than their peers to skip a day of school and 37% less likely to skip a class (Public/Private Venture Study Of Big Brothers Big Sisters). Students who meet regularly with their adult life coaches are 46% less likely than their peers to start using illegal drugs and 27% less likely to start drinking. (Public/Private Venture Study Of Big Brothers Big Sisters).

Adult role models / life coaches help young people relate to all kinds of people and help them strengthen communication skills, which are essential in life. Most of all, our team will offer hope where there was little or none before, inspire young people to greater purposes, improve their self-esteem, and help them along stable pathways that help chart their future.

2. Why is this program important to youth?

At risk youth, especially those who are involved in Family Court may not have the resources that most individuals need to succeed through life. Life skills and support are extremely important in the development of youth into adulthood. The Bulldog Buddies STEAM Team coaches will teach problem solving techniques, accompanied by team building skills with the end result being that of gaining independence.

3. Why is this program important to the community?

The students will know how to create meaningful relationships. Participation in The Bulldog Buddies STEAM Team will allow students to be exposed to problem solving techniques, which are essential for everyday life. Students who complete this program will be more likely to finish high school and have an interest in college; which will be a positive attribute to the community by having more college and job ready individuals. The Bulldog Buddies STEAM Team Coaches will teach and encourage lifelong skills that will surpass the school walls. Positive interactions founded in the philosophy of helping one another and being helped will benefit the students, but in the long run benefit those in their lives in the community.

II. PROJECT/PROGRAM ADMINISTRATION / STAFFING

A) Detail the supervision lines of this project/program in relationship to overall agency operation.

Mr. Richard J. Taibi, Bullock School's Principal, will be overseeing the program and approve participants through collaborative sessions with the STEAM Coaches. Bullock School teachers will oversee the individual programs and will provide supervision during the workshops provided by outside agencies.

B) Include organizational chart (with personnel and positions completed)

Rich Taibi – Principal
Amanda Brice, Counselor – Character Ed Programming
Katie Evans, Teacher – Character Ed Programming
Sonya Harris, Teacher – Garden Programming
Dionne Young, Teacher – Technology Programming
Bernadette Perry, Teacher – Art Programming
Valerie Robinson, Golden Gate INC – Community Liaison

C) Identify dedicated staff and their respective functions to implement this program. Identify staff supervision, reporting structure and who is responsible for each program component.

Rich Taibi – Principal

Amanda Brice, Counselor – Character Ed Programming
Katie Evans, Teacher – Character Ed Programming
Sonya Harris, Teacher – Garden Programming
Dionne Young, Teacher – Technology Programming
Bernadette Perry, Teacher – Art Programming
Valerie Robinson, Golden Gate INC – Community Liaison

D) Provide job descriptions and resumes of staff indicating their qualifications, i.e. experience and capabilities.

All faculty coaches hold a NJ Teaching License. They are all full time teachers at the Dorothy L. Bullock School and deal with students in grades 1 through 3 regularly. These teachers are familiar with dealing with students with disabilities, including those with IEP's and 504's.

E) Describe policy for staff growth and development in addition to evaluation of staff performance.

All teachers in NJ are required to accumulate a minimum of 20 hours of professional development each year. In addition, each teacher is formally evaluated at least 3 times during a school year in the areas of planning and preparation, classroom management, instruction, and professional responsibilities.

F) Is your staff required to undergo a criminal background check prior to employment?

All teachers in Glassboro Public Schools have undergone a successful criminal background check as a requirement for employment.

III. PROJECT DURATION:

A) Identify program funding period.

October 1, 2015 – June 17, 2016

B) Complete attached Implementation Timeline chart. – See page 13

C) Specify whether the program anticipates a startup delay.

There will be a brief start up delay as students are chosen for participation. After initial paperwork is submitted, students will be notified within a week regarding participation.

IV. TARGET POPULATION/ELIGIBILITY:

A) Describe who will be served (including age, gender, etc.) Discuss limitations (if any) of program to accept referrals-is this a "no eject, no reject" program?

The Bulldog Buddies STEAM Team will service students who have been identified by teachers or administrators as at risk for behavioral and social reasons. We will do everything in our power to incorporate all of the students who are recommended as the budget permits. No students will be removed or ejected from this program.

B) List eligibility criteria.

The students accepted must be recommended by teacher or administrator based on behavior and negative social interactions with peers.

C) Describe geographic service area for this project/program.

The Bulldog Buddies STEAM Team will consist of students attending the Dorothy L. Bullock School in Glassboro, NJ in Gloucester County.

V. ADMISSION CRITERIA:

A) Describe referral/enrollment process and include client's initial financial obligation, if any (e.g. deposit needed for evaluation, then returned at time of appointment).

There is no financial obligation for this program. Students who are referred by teachers and administrators will be accepted.

B) Describe maintenance of a waiting list.

In the event that too many students are recommended for the program, the School Principal will maintain an updated waiting list. If a student no longer wishes to participate in the program or transfers to another school district, the principal will select a student from the waiting list to fill that spot.

C) Describe method for prioritization of intake requests.

In the event that too many students are recommended for the program, the School Principal will maintain an updated waiting list. If a student no longer wishes to participate in the program or transfers to another school district, the principal will select a student from the waiting list to fill that spot.

D) What is the anticipated length of time from referral to acceptance/ admission?

Once all of the referrals had been accepted, the students will be notified within a week.

E) Attach reports/forms/documents needed for referral/admission - if an evaluation instrument is used as part of the intake process, please specify, and include rationale for its use. (e.g. industry standard, best practice, etc)

Admission into the program will be based on our 2015-16 Office Discipline Referrals (ODR's). We will be utilizing this program to service our Tier 2 (2-5 ODR's) & Tier 3 (5+ ODR's) population. Teacher referrals will also be accepted once the school year begins. Our goal is to service at least ten students/grade level.

VI. HOURS OF SERVICE/PROGRAM ACCESSIBILITY:

A) Specify location of program and hours of service provision.

Dorothy L. Bullock School
370 East New Street
Glassboro, NJ 08028

The program will run from 2:45 to 4:00 on scheduled days.

B) Indicate whether the program has an after school and summer component

The Bulldog Buddies STEAM Team will meet after school on scheduled days, but will not take place during the summer months.

C) Explain accessibility for target population, including availability of transportation.

The Bulldog Buddies STEAM Team will be accessible for all members of the target population, and transportation will be provided as a part of the grant.

D) Identify barriers to access.

There are no barriers to access.

E) Describe how applicant would accommodate persons with disabilities.

As with our students during the school day, all accommodations identified in a student's IEP or 504 Plan will be followed.

F) List program service days/holiday schedule on attached Calendar of Service Days chart.

Will provide district calendar for specifics.

VII. LEVEL OF SERVICE:

A) What is the definition of Unit of Service?

The unit of service is one after school session. The Bulldog Buddies STEAM Team will students will meet for 5 to 8 sessions per month. Each session will be approximately 1 hour, 15 minutes after the school day.

B) What is the expected Level of Service (LOS) for each unit?

Each student will receive the same level of service. The student / coach ratio will be approximately 15:1.

C) What is the direct LOS (hours of service to the client)?

The Bulldog Buddies STEAM Team will meet for 5 to 8 sessions per month. Each session will be approximately 1 hour, 15 minutes after the school day.

D) What is the indirect LOS (hours of activity for and about the client)?

NA

E) Indicate the number of unduplicated juveniles/families to be served.

Thirty students will be serviced through this program.

F) Specify the Unit of Service Cost.

Approximately \$254

G) Will a sliding scale for services be used in serving clients, and if so, who will decide this and how will this be determined?

Students will not be charged.

VIII. DATA COLLECTION

A) Describe client record keeping system.

Attendance will be taken at the beginning of each session. We will monitor student progress through discipline referrals, suspensions, and social issues as reported by the school counselor.

B) Describe client data to be recorded, the use of the data by the applicant, the means of maintaining confidentiality of client records, and the retention schedule.

All student records are confidential and will be maintained within the students file (except for program

attendance).

C) Describe how your agency will address the mandatory requirements of the Juvenile Automated Management System (JAMS) for online reporting including intake/discharge and quarterly reporting.

NA

IX. CLIENT SERVICE PLANNING:

A) Describe how a plan will be developed to meet needs of youth from time of admission to discharge.

NA

B) Describe the outreach to the youth's parent(s)/guardian(s) and how they will be involved in the program

The parents will receive a letter describing the Bulldog Buddies STEAM Team Program and inviting their child to enroll.

C) What are the timeframes for evaluating the status of the plan?

The program will be evaluated for student interest and the effectiveness of the lifeskills coaching program on student behavior and socialization in June of 2016.

D) Specify staff responsible for the plan.

Rich Taibi, Sonya Harris

E) Describe applicants established linkages with community resources that include juvenile justice, family court, children's mental health services, adolescent substance abuse treatment, child protection, schools and law enforcement in Gloucester County.

The Dorothy L. Bullock Elementary School is a public school in Gloucester County and has reached out to the following resources as needed to benefit our students: Glassboro Police Department, DCP&P, the Glassboro Municipal Court System for truancy, the Boys & Girls Club, Nutri-serve Food Services & Golden Gate INC.

F) Provide detailed information on any services requested under the consultant line item in budget section.

NA

X. DISCHARGE PLANNING/PROGRAM COMPLETION:

A) Describe the procedure for discharge/program completion.

The students will remain in the program until they are promoted to the 4th grade at the Thomas E. Bowe School.

B) Specify the criteria for a positive discharge/program completion.

NA

C) Specify the criteria for a negative discharge/program non-completion and follow-up to referral sources.

NA

D) Identify the staff responsible for discharge planning.

NA

XI. AFTERCARE / TRANSITIONAL SERVICES / TRACKING / FOLLOW UP:

A) Describe the project's role in aftercare planning / transitional services for when the youth is discharged.

NA

B) Describe the system for tracking / collection of follow -up data and timeframes.

Student discipline and referral and suspension reports, attendance reports, and social skills counseling report will be submitted to the principal for monthly monitoring.

C) Will follow-up data be used in program evaluation?

Yes.

**GLOUCESTER COUNTY * YOUTH SERVICES COMMISSION
DEPARTMENT OF HUMAN SERVICES
CALENDAR OF SERVICE DAYS**

Service will be provided as follows: (fill in times)

Site Location: Bullock Elementary School , Glassboro, NJ

SUNDAY _____ MONDAY _____ TUESDAY _____ X _____

WEDNESDAY _____ THURSDAY _____ X _____ FRIDAY _____

SATURDAY _____

Emergency Provisions: Emergency forms will be submitted by each participant. These will specify individual medical needs as well as provide emergency contact information.

Holiday Schedule - Service will not be provided on the following:

<u>Occasion</u>	<u>Dates</u>
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PROGRAM IMPLEMENTATION TIMELINE

The Program/Project Implementation Timeline is an outline of the known tasks, which must be completed by the dates indicated in order to remain in programmatic compliance with the contract.

Fall 2015: Programming Development & Student Selection. Programming is expected to begin in Oct.
Winter 2016: Evaluate program activities, interest & effectiveness
Spring 2016: Evaluate program activities, interest & effectiveness
Fall 2016: Accept incoming 1 st Grade students
Bi-Monthly Data Review (Sept 2015-June 2016): Office Discipline Referral date review
Monthly Data Review (Sept 2015-June 2016): ELA & Math data review to determine academic impact of programming.

** Funds may not be "carried over" into the next year without express written permission from the County of Gloucester. .

Attach Resumes if available

Attachment C * Budget
COUNTY OF GLOUCESTER * YOUTH SERVICES COMMISSION
* DEPARTMENT OF HUMAN SERVICES
YSC 2015 APPLICATION

Cover Sheet

Please complete the Budget Section in the sequence outlined below.

- I. BUDGET EXPENSE SUMMARY
- II. BUDGET JUSTIFICATION
- III. BUDGET EXPENSE DETAIL PERSONNEL
- IV. BUDGET EXPENSE DETAIL OTHER THAN PERSONNEL
- V. COST OF EQUIPMENT
- VI. RELATED ORGANIZATION/ SUBCONTRACTEES/ CONSULTANTS
- VII. REVENUE
- VIII. ADDITONAL BUDGET QUESTIONS

Gloucester County Youth Services Commission /
Department of Human Services

I. BUDGET EXPENSE SUMMARY

AGENCY NAME: _____ Dorothy L. Bullock School _____

TIME-FRAME 9/1/15 –6/17/16

BUDGET CATEGORY	STATE / COMMUNITY PARTNERSHIP GRANT (SCPG)
PERSONNEL A. Salary B. Fringe	9216.00
B. Consultant / Professional Fees	N/A
C. Materials / Supplies	7892
D. Facility Costs	
E. Specific Assistance to Clients (transportation)	3020
F. Other (snacks)	2600
G. GEN. & ADM. (G&A) Cost Allocation	
H. Total Operating Costs	22, 728
I. Equipment	
J. Total Costs	22, 728
K. Revenue (Deduct)	
L. Funding Request	22, 728

II. BUDGET JUSTIFICATION

(Explain Categories A through G and I as needed)

A) Personnel

Our staff members, who will run the activities or who will assist with supervision during activities provided by outside agencies or consultants, will be paid per session (\$36 per session).

B) Consultant

n/a

C) Material / Supplies

These will be determined by each activity advisor and approved by the building principal.

D) Facility

There is no cost to utilize the school.

E) Client Assistance

Transportation will be provided at the conclusion of each session by two Glassboro busses, totaling approximately \$60 per session.

F) Other

Snacks will be provided each session, costing no more than \$50 per session.

G) General & Administrative

There are no administrative costs involved.

H) Equipment

This is to be determined by each activity advisor and approved by the building principal.

**COUNTY OF GLOUCESTER * YOUTH SERVICES COMMISSION
DEPARTMENT OF HUMAN SERVICES**

III. BUDGET EXPENSE DETAIL - PERSONNEL

AGENCY NAME: _____ Thomas E. Bowe School _____ TIME-FRAME 1/1/15 -12/31/15

If you need another row, just go to the last cell in the table and press "tab"

Rich Taibi – Principal
Amanda Brice, Counselor – Character Ed Programming
Katie Evans, Teacher – Character Ed Programming
Sonya Harris, Teacher – Garden Programming
Dionne Young, Teacher – Technology Programming
Bernadette Perry, Teacher – Art Programming
Valerie Robinson, Golden Gate INC – Community Liaison

PERSONNEL Position & title name of employee	DATE EMPLOYED	HRS/ MONTH	COMBINED TOTAL	SCPG
Amanda Brice, Counselor	9/1/15 to 6/17/2016	16	\$576/staff member	This will vary depending on days of sessions per month.
Katie Evans, Teacher				This will vary depending on days of sessions per month.
Sonya Harris, Teacher				This will vary depending on days of sessions per month.
Dionne Young, Teacher				This will vary depending on days of sessions per month.
Bernadette Perry, Teacher				This will vary depending on days of sessions per month.

IV. BUDGET EXPENSE DETAIL - OTHER THAN PERSONNEL

Specify the budget category line item	Itemization of cost	Combined Total	SCPG	Family Court	Other please specify
n/a tbd					

V. COST OF EQUIPMENT

Item Type & description	Itemization of Cost	Combined Total	SCPG	Family Court	Other please specify
n/a tbd					

VI. RELATED ORGANIZATION / SUBCONTRACTEES / CONSULTANTS

Name & address of related organizations	Types of services facilitates and/or supplies furnished by the related	Explain relationship	Cost	Name of program and column charged

	organization			
n/a				

VII. REVENUE (Use Only If Applicable)

Please indicate the sources of revenue in the columns below

Description	Total	Source	Source	Source
n/a				

VIII. ADDITIONAL BUDGET QUESTIONS

1. Describe the agency's ability to manage the fiscal aspects of the program / project.

An account will be set up through the District's Business Office. All payroll and spending will be documented through receipts and time sheets. These will be approved by the building principal and will be submitted to the Accounting Supervisor for payment.

2. Indicate the resources, space, facilities and equipment available to the program/project.

The Dorothy L. Bullock School's cafeteria and gym will be used to house the whole group activities. Individual classrooms will be used to accommodate smaller group activities, including: art, technology & garden/community planning.

3. Specify the ratio of general and administrative costs to total costs.

There will be no administrative costs related to this program.

4. Describe the agency's fiscal commitment to the proposed program/project.

We intend to commit to this program for the entire year, and we look forward to applying for this grant for the maximum years possible.