



21ST CCLC

NAME OF ORGANIZATION	TRAINING CENTER INCORPORATED
ADDRESS	2011 W 10TH ST, MARION, IN 46953
COUNTY	GRANT
NAME OF CONTACT PERSON	MARY PROWS
TITLE	EXECUTIVE DIRECTOR
PHONE NUMBER	765 573-4599
EMAIL	TRAININGCENTERMARION@GMAIL.COM
NAME OF EXECUTIVE DIRECTOR	MARY PROWS
EMAIL ADDRESS OF EXECUTIVE DIRECTOR	MLPROWS@GMAIL.COM

NAME OF SCHOOL TO BE SERVED (INCLUDE SCHOOL CORPORATION NUMBER)	FREE AND REDUCED LUNCH RATE	SCHOOL GRADE OR RATING	NUMBER OF YOUTH TO BE SERVED	GRADE LEVEL TO BE SERVED
MARION COMMUNITY SCHOOL CORPORATION (2865)	75.1%	C	60	K-8 TH
ELEMENTARY			40	K-4 TH
KENDALL ELEMENTARY (2393)	77%	C		K-4 TH
ALLEN ELEMENTARY (2369)	78%	B		K-4 TH
FRANCIS SLOCUM ELEMENTARY (2409)	73%	B		K-4 TH
RIVERVIEW ELEMENTARY (2405)	57%	A		K-4 TH
MIDDLE SCHOOL			20	5 TH -8 TH
JUSTICE THURGOOD MARSHALL INTERMEDIATE SCHOOL (2350)	72%	D		5 TH -6 TH
MCCULLOCH JR HIGH (2357)	79%	F		7 TH -8 TH
NON PUBLIC SCHOOLS				
SAINT PAUL PARISH SCHOOL (B155)	46.2%	C		K-6 TH



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NAME OF SITE	STREET ADDRESS	CITY/COUNTY
THE TRAINING CENTER	2011 W 10 TH ST	MARION, GRANT

<u>TOTAL GRADE LEVEL(S) TO BE SERVED</u>	K-8
<u>PRIORITY AREA</u> (STEM OR STEAM, LITERACY, COLLEGE & CAREER READINESS, OR SOCIAL EMOTIONAL LEARNING) *APPLICANTS SHOULD PICK <u>ONE</u> PRIORITY AREA	SOCIAL EMOTIONAL LEARNING
<u>OPERATING HOURS</u> (AFTER-SCHOOL, BEFORE-SCHOOL, SUMMER, AND/OR INTERSESSION) *APPLICANTS SHOULD LIST <u>ALL</u> APPLICABLE OPERATING HOURS	AFTER SCHOOL: MONDAY-THURSDAY K-4TH 3-6PM 5TH-8TH 3:30-6PM MID-AUGUST – MID-MAY SUMMER: MONDAY – THURSDAY K-8TH 9AM-1PM 6 WEEKS
<u>PROGRAM INCOME</u> DOES YOUR PROGRAM PLAN TO GENERATE PROGRAM INCOME? Y/N *FOR MORE INFO, SEE PAGE 22 OF RFP	No



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The Indiana Department of Education requires that the following assurances remain in effect for the duration of the subgrant. The Indiana Department of Education will require assurances with subsequent amendments to this application if required by changes in federal or state law. The applicant assures that:

- It has the necessary legal authority to apply for and receive the proposed subgrant;
- The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this proposal for and on behalf of the said applicant, and otherwise to act as the authorized representative of the applicant in regard to this application;
- The activities/services for which the assistance is sought under this subgrant will be administered by or under the supervision and control of the applicant;
- The subgrant program will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the IDOE;
- The subgrant program will take place in a safe and easily accessible facility;
- The subgrant program will be carried out as proposed in the application;
- The subgrant program was developed and will be carried out in collaboration with schools the youth attend;
- The subgrant program will utilize an evidence based curriculum that includes professional development;
- The subgrant program will align out-of-school time efforts within school priorities including Indiana Academic Standards;
- The subgrant program will primarily target youth who attend schools who received a D or F school rating for state accountability **or** Does Not Meet or Approaches Expectations for federal accountability; or youth who attend schools with a 40% or higher Free and Reduced Lunch rate;
- The funds under the subgrant program will be used to increase the level of State, local and other non-federal funds that would, in the absence of Federal funds, be made available for authorized programs and activities;
- The required information and reports will be submitted timely as requested by the Indiana Department of Education;



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- The subgrant program will comply with [U.S. Education Department General Administrative Regulations \(EDGAR\) and Uniform Grants Guidance](#)
- The subgrant program agrees to keep records and provide information to the IDOE as may be required for fiscal audit and program evaluation for a minimum of seven (7) years from the date of the last activity;
- The subgrant program agrees to complete the Indiana Quality Program Self-Assessment (IN-QPSA) annually and use the program action plan to guide program improvement and strengthening;
- The subgrant program will ensure that each staff member participating in this grant knows how to access student data including grade and/or state assessment data;
- The community was given notice of the applicant's intent to submit; and
- After the submission, the applicant will provide for public availability and review of the application and any waiver request;
- The applicant certifies by submitting this application that neither it nor its principals nor any of its subcontractors are presently suspended, proposed for debarment, declared ineligible or voluntarily excluded by any federal agency or by any department, agency or political subdivision of the State of Indiana. Verification is made via sam.gov. The term principal for purposes of this application means an officer, director, owner, partner, key employee or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the applicant;
- The applicant certifies that it has verified the state and federal suspension and debarment status for all subcontractors receiving funds under the fund associated with this application and shall be solely responsible for any recoupment, penalties or costs that might arise from use of a suspended or debarred subcontractor. The applicant shall immediately notify the State if any subcontractor becomes debarred or suspended, and shall, at the State's request, take all steps required by the State to terminate its contractual relationship with the subcontractor for work to be performed and supported by funding from the application;
- The LEA certifies that it is in compliance with Title IX, section 8524, and that it has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in elementary and secondary public schools as set forth in the USDOE Guidance and Constitutionally



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Protected Prayer in Public Elementary and Secondary Schools, dated February 7, 2003. See

http://www2.ed.gov/policy/gen/guid/religionandschools/prayer_guidance.html

- The subgrant program certifies that if it has expended \$750,000 or more in federal funds in the preceding year, it will receive a single audit or program specific audit (2 CFR 200.501)
- All partners will review and comply with the above assurances.

The Training Center
Applicant Name (LEA or Organization)

Mary L. Pross
Authorized Signature

8/6/2020
Date



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SIGNED MOUS FOR ALL PROGRAM PARTNERS/LEAS



MEMORANDUM OF UNDERSTANDING



The Training Center, Incorporated and New Life Community Church

The **Training Center**, hereinafter referred to as **Center**, and the **New Life Community Church**, hereinafter referred to as **New Life** enter into this Memorandum of Understanding (MOU) for the express purpose of implementing a 21st Century Community Learning Center Out-of-School Time Program. It is understood by and between the parties that the implementation of the MOU is contingent upon continued funding received by **The Training Center** from the Indiana Department of Education.

The Training Center and **New Life Community Church** desire to work cooperatively to build an asset based approach to the delivery of services to youth and families. **The Center** will implement effective strength-focused strategies for positive youth development as part of the Out-of-School Time Program at **Training Center, Incorporated** serving students of **Marion Community Schools**.

PURPOSE

The purpose of this Memorandum of Understanding is to establish a formal working relationship between the parties, based on the intent to meet the service delivery needs of the Out-of-School Time Program as described in the program application (RFP), and to set forth the operative conditions which will govern this important partnership.

DESCRIPTION OF SERVICE PROVIDED ON BEHALF OF THE CENTER

1. **New Life Community Church** and the **Training Center** enter into this partnership as a lease agreement. **New Life Community Church** will lease a designated area of the church building to the **Training Center** to be agreed upon annually. The monthly lease amount for year one of the grant cycle is \$ 400.00 per month. Remaining fair market amount of \$2600.00 to be listed as gift-in-kind.
2. Included in the agreement is utilities excluding phone and internet. Additionally, general supplies such as light bulbs, kitchen and restroom paper products and cleaning supplies will be provided.
3. **New Life** will supply janitorial services when the **Center** is not in session. This would include cleaning kitchen, restrooms, trash, and mopping and vacuuming floors as need.
4. The **Training Center** is responsible for cleaning the designate areas assigned to the **Center** – Monday – Thursday during the scheduled weeks of operation. The building will be cleaned and prepared for church usage as agreed upon.
5. The **Training Center** will be responsible for repair to damage caused by general use of the area designated. Details of the damage will be reported to **New Life** at the time of occurrence and a follow-up when repair is completed.
6. **New Life** and the **Center** will establish a method of communication and a point of contact for workflow items such as repairs, areas of concern such as failure to prepare building after usage, and issues that may arise unexpectedly.



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MEMORANDUM OF UNDERSTANDING

7. Agreement for vehicle usage and/or other equipment usage will be submitted two weeks prior to **Training Center** need. Approval would be determined at time of request.
8. **New Life** will give the **Training Center** notice of two (2) weeks when temporary changes to building usage are required.

TERMS

The term of this Memorandum of Understanding shall commence no earlier than **July 1, 2021** and continue through **June 30, 2025 (may be terminated by written notice)**. This MOU will be reviewed by both parties annually. This Agreement contains all the terms and conditions agreed upon by the parties regarding the subject matter of this Agreement and supersede any prior Agreement, oral or written, and all other communication between the parties relating to such subject matter. The **Training Center** will maintain and report the grant.

AMENDMENTS

Amendments to this MOU may be made with the mutual written agreement of both parties.

HOLD HARMLESS/INDEMNIFICATION

The Training Center agrees to indemnify, defend and hold harmless **New Life Community Church**, its board of trustees, officers, agents and employees from and against any and all claims, costs, demands, expenses (including attorney's fees), losses, damages injuries and liabilities arising from any accident, death, or injury whatsoever or however caused to any person or property, because of, arising out of, or related to the active negligence of **New Life Community Church**. It is understood that such indemnity shall survive the termination of this Agreement.

New Life Community Church agrees to indemnify, defend and hold harmless **The Training Center**, its board of trustees, officers, agents and employees from and against any and all claims, costs, demands, expenses (including attorney's fees), losses, damages injuries and liabilities arising from any accident, death, or injury whatsoever or however caused to any person or property, because of, arising out of, or related to the active negligence of **The Training Center**. It is understood that such indemnity shall survive the termination of this Agreement.

INDEPENDENT CONTRACTOR STATUS

The parties hereto agree that the relationship created by this Agreement is that of independent contractors. Each party will be responsible for providing its own salaries, payroll taxes, withholding, insurance, workers compensation coverage and other benefits of any kind, as required by law, for its own employees.

FINGERPRINTING

New Life Community Church shall conduct a criminal background check of its employees and, upon receipt of those checks, certify to **The Training Center** that no employee of New Life working with youth and parents of the **Center** has been convicted of a violent or serious felony as defined by



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MEMORANDUM OF UNDERSTANDING



statute. The Training Center will not permit any employee to have any such contact with a student or parent of the Center until such certification has been received.


WRITTEN NOTICE

Written notices regarding this MOU required to be provided herein shall be sent, first class mail or email to each of the following signers below:

APPROVALS



The Training Center Authorized Signature



Date



New Life Community Church
Authorized Signature



Date



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MEMORANDUM OF UNDERSTANDING

The Training Center, Incorporated and Allen Elementary School – Marion Community School

The **Training Center**, hereinafter referred to as **Center**, and the **Allen Elementary School – Marion Community Schools**, hereinafter referred to as **Allen**, enter into this Memorandum of Understanding (MOU) for the express purpose of implementing a 21st Century Community Learning Center Out-of-School Time Program. It is understood by and between the parties that the implementation of the MOU is contingent upon continued funding received by **The Training Center** from the Indiana Department of Education.

The Training Center and **Allen Elementary School** desire to work cooperatively to build an asset based approach to the delivery of services to youth and families. **The Center** and **Allen** will implement effective strength-focused strategies for positive youth development as part of the Out-of-School Time Program at **Training Center, Incorporated** serving students of Marion Community Schools – **Kendall, Riverview, Allen, Francis Slocum Elementary, Justice Intermediate, and McCulloch Jr High School.**

PURPOSE

The purpose of this Memorandum of Understanding is to establish a formal working relationship between the parties, based on the intent to meet the service delivery needs of the Out-of-School Time Program as described in the program application (RFP), and to set forth the operative conditions which will govern this important partnership.

DESCRIPTION OF SERVICE PROVIDED ON BEHALF OF THE CENTER

1. Working collaboratively **the Center/Allen** will identify high-priority student participants and to meet needs of youth served in the program.
2. Develop common confidentiality guidelines to share information between **Center** and **Allen** to the extent permitted by the Indiana Education Code and the Welfare and Institutions Code governing client confidentiality.
3. **Allen** will provide the **Training Center** the needed student assessment data and evaluation requirements such as school attendance, behavior referrals/improvements, NWEA scores, state required assessment results and/or



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other information to assist in academic improvement of students participating in the 21st Century Community Learning Center.

4. Assist with coordination of safe transportation from **Allen** to the **Center** for students enrolled who eligible for MCS Bus transportation. This includes providing a list of youth who are transported by parents/authorized guardians to the **Center**.
5. Designate a **Allen** employee to serve on the **Training Center** Advisory Group for continual program improvement.
6. Allow a **Center** employee to meet regularly (to be determined) with designated staff at **Allen** to discuss needed improvements, assessments, etc of students participating in the 21st Century Community Learning Center.

TERMS

The term of this Memorandum of Understanding shall commence no earlier than **July 1, 2021** and continue through **June 30, 2025**. This MOU may be reviewed by both parties annually. This Agreement contains all the terms and conditions agreed upon by the parties regarding the subject matter of this Agreement and supersede any prior Agreement, oral or written, and all other communication between the parties relating to such subject matter.

AMENDMENTS

Amendments to this MOU may be made with the mutual written agreement of both parties.

HOLD HARMLESS/INDEMNIFICATION

The Training Center agrees to indemnify, defend and hold harmless **Allen/Marion Community Schools**, its board of trustees, officers, agents and employees from and against any and all claims, costs, demands, expenses (including attorney's fees), losses, damages injuries and liabilities arising from any accident, death, or injury whatsoever or however caused to any person or property, because of, arising out of, or related to the active negligence of **Allen/Marion Community Schools**. It is understood that such indemnity shall survive the termination of this Agreement.

Allen/Marion Community Schools agrees to indemnify, defend and hold harmless **The Training Center**, its board of trustees, officers, agents and employees from and against any and all claims, costs, demands, expenses (including attorney's fees), losses, damages injuries and liabilities arising from any accident, death, or injury whatsoever or however caused to any person or property, because of, arising out



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of, or related to the active negligence of **The Training Center**. It is understood that such indemnity shall survive the termination of this Agreement.

INDEPENDENT CONTRACTOR STATUS

The parties hereto agree that the relationship created by this Agreement is that of independent contractors. Each party will be responsible for providing its own salaries, payroll taxes, withholding, insurance, workers compensation coverage and other benefits of any kind, as required by law, for its own employees.

FINGERPRINTING

The Training Center shall conduct a criminal background check of its employees and, upon receipt of those checks, certify to **Allen Elementary** that no employee of the Center working with youth and parents of **Center** has been convicted of a violent or serious felony as defined by statute. **The Training Center** will not permit any employee to have any such contact with a student of **Allen Elementary** until such certification has been received by **the Training Center**. **The Training Center** shall supply **Allen Elementary** with a list of names of those employees who are cleared to work with youth and parents of the school.

WRITTEN NOTICE

Written notices regarding this MOU required to be provided herein shall be sent, first class mail to each of the following signers below:

APPROVALS

Mary L Prows
The Training Center Authorized Signature

7/29/2020
Date

Op Messner
Allen Elementary Authorized Signature

7/29/2020
Date



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MEMORANDUM OF UNDERSTANDING

The Training Center, Incorporated and Francis Slocum Elementary School – Marion Community School

The **Training Center**, hereinafter referred to as **Center**, and the **Francis Slocum Elementary School – Marion Community Schools**, hereinafter referred to as **Francis Slocum**, enter into this Memorandum of Understanding (MOU) for the express purpose of implementing a 21st Century Community Learning Center Out-of-School Time Program. It is understood by and between the parties that the implementation of the MOU is contingent upon continued funding received by **The Training Center** from the Indiana Department of Education.

The Training Center and Francis Slocum Elementary School desire to work cooperatively to build an asset based approach to the delivery of services to youth and families. **The Center and Francis Slocum** will implement effective strength-focused strategies for positive youth development as part of the Out-of-School Time Program at **Training Center, Incorporated** serving students of Marion Community Schools – **Kendall, Riverview, Allen, Francis Slocum Elementary, Justice Intermediate, and McCulloch Jr High School.**

PURPOSE

The purpose of this Memorandum of Understanding is to establish a formal working relationship between the parties, based on the intent to meet the service delivery needs of the Out-of-School Time Program as described in the program application (RFP), and to set forth the operative conditions which will govern this important partnership.

DESCRIPTION OF SERVICE PROVIDED ON BEHALF OF THE CENTER

1. Working collaboratively **the Center/Francis Slocum** will identify high-priority student participants and to meet needs of youth served in the program.
2. Develop common confidentiality guidelines to share information between **Center and Francis Slocum** to the extent permitted by the Indiana Education Code and the Welfare and Institutions Code governing client confidentiality.
3. **Francis Slocum** will provide the **Training Center** the needed student assessment data and evaluation requirements such as school attendance, behavior referrals/improvements, NWEA scores, state required assessment results and/or other information to assist in academic improvement of students participating in the 21st Century Community Learning Center.



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other information to assist in academic improvement of students participating in the 21st Century Community Learning Center.

4. Assist with coordination of safe transportation from **Francis Slocum** to the **Center** for students enrolled who eligible for MCS Bus transportation. This includes providing a list of youth who are transported by parents/authorized guardians to the **Center**.
5. Designate a **Francis Slocum** employee to serve on the **Training Center** Advisory Group for continual program improvement.
6. Allow a **Center** employee to meet regularly (to be determined) with designated staff at Kendall to discuss needed improvements, assessments, etc of students participating in the 21st Century Community Learning Center.

TERMS

The term of this Memorandum of Understanding shall commence no earlier than **July 1, 2021** and continue through **June 30, 2025**. This MOU may be reviewed by both parties annually. This Agreement contains all the terms and conditions agreed upon by the parties regarding the subject matter of this Agreement and supersede any prior Agreement, oral or written, and all other communication between the parties relating to such subject matter.

AMENDMENTS

Amendments to this MOU may be made with the mutual written agreement of both parties.

HOLD HARMLESS/INDEMNIFICATION

The Training Center agrees to indemnify, defend and hold harmless **Francis Slocum/Marion Community Schools**, its board of trustees, officers, agents and employees from and against any and all claims, costs, demands, expenses (including attorney's fees), losses, damages injuries and liabilities arising from any accident, death, or injury whatsoever or however caused to any person or property, because of, arising out of, or related to the active negligence of **Francis Slocum/Marion Community Schools**. It is understood that such indemnity shall survive the termination of this Agreement.

Francis Slocum/Marion Community Schools agrees to indemnify, defend and hold harmless **The Training Center**, its board of trustees, officers, agents and employees from and against any and all claims, costs, demands, expenses (including attorney's fees), losses, damages injuries and liabilities arising from any accident,



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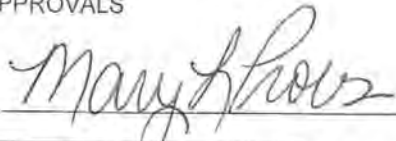
FINGERPRINTING

The Training Center shall conduct a criminal background check of its employees and, upon receipt of those checks, certify to Francis Slocum Elementary that no employee of the Center working with youth and parents of Center has been convicted of a violent or serious felony as defined by statute. The Training Center will not permit any employee to have any such contact with a student of Francis Slocum Elementary until such certification has been received by the Training Center. The Training Center shall supply Francis Slocum Elementary with a list of names of those employees who are cleared to work with youth and parents of the school.

WRITTEN NOTICE

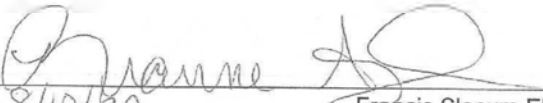
Written notices regarding this MOU required to be provided herein shall be sent, first class mail to each of the following signers below:

APPROVALS

 8/10/20

The Training Center Authorized Signature

Date


8/10/20 Francis Slocum Elementary Authorized Signature

Date



MEMORANDUM OF UNDERSTANDING

The Training Center, Incorporated and Kendall Elementary School – Marion Community School

The **Training Center**, hereinafter referred to as **Center**, and the **Kendall Elementary School – Marion Community Schools**, hereinafter referred to as **Kendall**, enter into this Memorandum of Understanding (MOU) for the express purpose of implementing a 21st Century Community Learning Center Out-of-School Time Program. It is understood by and between the parties that the implementation of the MOU is contingent upon continued funding received by **The Training Center** from the Indiana Department of Education.

The Training Center and **Kendall Elementary School** desire to work cooperatively to build an asset based approach to the delivery of services to youth and families. **The Center** and **Kendall** will implement effective strength-focused strategies for positive youth development as part of the Out-of-School Time Program at **Training Center, Incorporated** serving students of Marion Community Schools – **Kendall, Riverview, Allen, Francis Slocum Elementary, Justice Intermediate, and McCulloch Jr High School**.

PURPOSE

The purpose of this Memorandum of Understanding is to establish a formal working relationship between the parties, based on the intent to meet the service delivery needs of the Out-of-School Time Program as described in the program application (RFP), and to set forth the operative conditions which will govern this important partnership.

DESCRIPTION OF SERVICE PROVIDED ON BEHALF OF THE CENTER

1. Working collaboratively **the Center/Kendall** will identify high-priority student participants and to meet needs of youth served in the program.
2. Develop common confidentiality guidelines to share information between **Center** and **Kendall** to the extent permitted by the Indiana Education Code and the Welfare and Institutions Code governing client confidentiality.
3. **Kendall** will provide the **Training Center** the needed student assessment data and evaluation requirements such as school attendance, behavior referrals/improvements, NWEA scores, state required assessment results and/or



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other information to assist in academic improvement of students participating in the 21st Century Community Learning Center.

4. Assist with coordination of safe transportation from **Kendall** to the **Center** for students enrolled who eligible for MCS Bus transportation. This includes providing a list of youth who are transported by parents/authorized guardians to the **Center**.
5. Designate a **Kendall** employee to serve on the **Training Center** Advisory Group for continual program improvement.
6. Allow a **Center** employee to meet regularly (to be determined) with designated staff at Kendall to discuss needed improvements, assessments, etc of students participating in the 21st Century Community Learning Center.

TERMS

The term of this Memorandum of Understanding shall commence no earlier than **July 1, 2021** and continue through **June 30, 2025**. This MOU may be reviewed by both parties annually. This Agreement contains all the terms and conditions agreed upon by the parties regarding the subject matter of this Agreement and supersedes any prior Agreement, oral or written, and all other communication between the parties relating to such subject matter.

AMENDMENTS

Amendments to this MOU may be made with the mutual written agreement of both parties.

HOLD HARMLESS/INDEMNIFICATION

The Training Center agrees to indemnify, defend and hold harmless **Kendall/Marion Community Schools**, its board of trustees, officers, agents and employees from and against any and all claims, costs, demands, expenses (including attorney's fees), losses, damages injuries and liabilities arising from any accident, death, or injury whatsoever or however caused to any person or property, because of, arising out of, or related to the active negligence of **Kendall/Marion Community Schools**. It is understood that such indemnity shall survive the termination of this Agreement.

Kendall/Marion Community Schools agrees to indemnify, defend and hold harmless **The Training Center**, its board of trustees, officers, agents and employees from and against any and all claims, costs, demands, expenses (including attorney's fees), losses, damages injuries and liabilities arising from any accident, death, or injury whatsoever or however caused to any person or property, because of, arising out



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of, or related to the active negligence of **The Training Center**. It is understood that such indemnity shall survive the termination of this Agreement.

INDEPENDENT CONTRACTOR STATUS

The parties hereto agree that the relationship created by this Agreement is that of independent contractors. Each party will be responsible for providing its own salaries, payroll taxes, withholding, insurance, workers compensation coverage and other benefits of any kind, as required by law, for its own employees.

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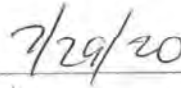
The Training Center shall conduct a criminal background check of its employees and, upon receipt of those checks, certify to **Kendall Elementary** that no employee of the Center working with youth and parents of **Center** has been convicted of a violent or serious felony as defined by statute. **The Training Center** will not permit any employee to have any such contact with a student of **Kendall Elementary** until such certification has been received by **the Training Center**. **The Training Center** shall supply **Kendall Elementary** with a list of names of those employees who are cleared to work with youth and parents of the school. **Kendall Elementary** will also provide a copy of criminal background checks of employees assigned to support the Training Center's Out-of-School Time Programs.

WRITTEN NOTICE

Written notices regarding this MOU required to be provided herein shall be sent, first class mail to each of the following signers below:

APPROVALS


The Training Center Authorized Signature


Date


Kendall Elementary Authorized Signature


Date



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MEMORANDUM OF UNDERSTANDING

The Training Center, Incorporated and Riverview Elementary School – Marion Community School

The Training Center, hereinafter referred to as **Center**, and the Riverview Elementary School – Marion Community Schools, hereinafter referred to as **Riverview**, enter into this Memorandum of Understanding (MOU) for the express purpose of implementing a 21st Century Community Learning Center Out-of-School Time Program. It is understood by and between the parties that the implementation of the MOU is contingent upon continued funding received by **The Training Center** from the Indiana Department of Education.

The Training Center and **Riverview Elementary School** desire to work cooperatively to build an asset based approach to the delivery of services to youth and families. **The Center** and **Riverview** will implement effective strength-focused strategies for positive youth development as part of the Out-of-School Time Program at **Training Center, Incorporated** serving students of Marion Community Schools – **Kendall, Riverview, Allen, Francis Slocum Elementary, Justice Intermediate, and McCulloch Jr High School.**

PURPOSE

The purpose of this Memorandum of Understanding is to establish a formal working relationship between the parties, based on the intent to meet the service delivery needs of the Out-of-School Time Program as described in the program application (RFP), and to set forth the operative conditions which will govern this important partnership.

DESCRIPTION OF SERVICE PROVIDED ON BEHALF OF THE CENTER

1. Working collaboratively **the Center/Riverview** will identify high-priority student participants and to meet needs of youth served in the program.
2. Develop common confidentiality guidelines to share information between **Center** and **Riverview** to the extent permitted by the Indiana Education Code and the Welfare and Institutions Code governing client confidentiality.
3. **Riverview** will provide the **Training Center** the needed student assessment data and evaluation requirements such as school attendance, behavior referrals/improvements, NWEA scores, state required assessment results and/or other information to assist in academic improvement of students participating in the 21st Century Community Learning Center.



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4. Assist with coordination of safe transportation from **Riverview** to the **Center** for students enrolled who eligible for MCS Bus transportation. This includes providing a list of youth who are transported by parents/authorized guardians to the **Center**.
5. Designate a **Riverview** employee to serve on the **Training Center** Advisory Group for continual program improvement.
6. Allow a **Center** employee to meet regularly (to be determined) with designated staff at Kendall to discuss needed improvements, assessments, etc of students participating in the 21st Century Community Learning Center.

TERMS

The term of this Memorandum of Understanding shall commence no earlier than **July 1, 2021** and continue through **June 30, 2025**. This MOU may be reviewed by both parties annually. This Agreement contains all the terms and conditions agreed upon by the parties regarding the subject matter of this Agreement and supersede any prior Agreement, oral or written, and all other communication between the parties relating to such subject matter.

AMENDMENTS

Amendments to this MOU may be made with the mutual written agreement of both parties.

HOLD HARMLESS/INDEMNIFICATION

The Training Center agrees to indemnify, defend and hold harmless **Riverview/Marion Community Schools**, its board of trustees, officers, agents and employees from and against any and all claims, costs, demands, expenses (including attorney's fees), losses, damages injuries and liabilities arising from any accident, death, or injury whatsoever or however caused to any person or property, because of, arising out of, or related to the active negligence of **Riverview/Marion Community Schools**. It is understood that such indemnity shall survive the termination of this Agreement.

Riverview/Marion Community Schools agrees to indemnify, defend and hold harmless **The Training Center**, its board of trustees, officers, agents and employees from and against any and all claims, costs, demands, expenses (including attorney's fees), losses, damages injuries and liabilities arising from any accident, death, or injury whatsoever or however caused to any person or property, because of, arising out of, or related to the active negligence of **The Training Center**. It is understood that such indemnity shall survive the termination of this Agreement.

INDEPENDENT CONTRACTOR STATUS

The parties hereto agree that the relationship created by this Agreement is that of independent contractors. Each party will be responsible for providing its own salaries, payroll taxes, withholding, insurance, workers compensation coverage and other benefits of any kind, as required by law, for its own employees.



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The Training Center shall conduct a criminal background check of its employees and, upon receipt of those checks, certify to Riverview Elementary that no employee of the Center working with youth and parents of Center has been convicted of a violent or serious felony as defined by statute. The Training Center will not permit any employee to have any such contact with a student of Riverview Elementary until such certification has been received by the Training Center. The Training Center shall supply Riverview Elementary with a list of names of those employees who are cleared to work with youth and parents of the school.

WRITTEN NOTICE

Written notices regarding this MOU required to be provided herein shall be sent, first class mail to each of the following signers below:

APPROVALS

Mary Hous 8/4/20

The Training Center Authorized Signature Date

Ashlee Deyo 8/4/20

Riverview Elementary Authorized Signature Date



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MEMORANDUM OF UNDERSTANDING

The Training Center, Incorporated and
Justice Intermediate/McCulloch Jr High School – Marion Community School

The Training Center, hereinafter referred to as Center, and the Justice Intermediate/McCulloch Jr High – Marion Community Schools, hereinafter referred to as Justice Intermediate/McCulloch Jr High, enter into this Memorandum of Understanding (MOU) for the express purpose of implementing a 21st Century Community Learning Center Out-of-School Time Program. It is understood by and between the parties that the implementation of the MOU is contingent upon continued funding received by The Training Center from the Indiana Department of Education.

The Training Center and Justice Intermediate/McCulloch Jr High Elementary School desire to work cooperatively to build an asset based approach to the delivery of services to youth and families. The Center and Justice Intermediate/McCulloch Jr High will implement effective strength-focused strategies for positive youth development as part of the Out-of-School Time Program at Training Center, Incorporated serving students of Marion Community Schools – Kendall, Riverview, Allen, Francis Stocum Elementary, Justice Intermediate, and McCulloch Jr High School.

PURPOSE

The purpose of this Memorandum of Understanding is to establish a formal working relationship between the parties, based on the intent to meet the service delivery needs of the Out-of-School Time Program as described in the program application (RFP), and to set forth the operative conditions which will govern this important partnership.

DESCRIPTION OF SERVICE PROVIDED ON BEHALF OF THE CENTER

1. Working collaboratively the Center/Justice Intermediate/McCulloch Jr High will identify high-priority student participants and to meet needs of youth served in the program.
2. Develop common confidentiality guidelines to share information between Center and Justice Intermediate/McCulloch Jr High to the extent permitted by the Indiana Education Code and the Welfare and Institutions Code governing client confidentiality.
3. Justice Intermediate/McCulloch Jr High will provide the Training Center the needed student assessment data and evaluation requirements such as school attendance, behavior referrals/improvements, NWEA scores, state required assessment results and/or other information to assist in academic improvement of students participating in the 21st Century Community Learning Center.



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4. Assist with coordination of safe transportation from **Justice Intermediate/McCulloch Jr High** to the **Center** for students enrolled who eligible for MCS Bus transportation. This includes providing a list of youth who are transported by parents/authorized guardians to the **Center**.
5. Designate a **Justice Intermediate/McCulloch Jr High** employee to serve on the **Training Center** Advisory Group for continual program improvement.
6. Allow a **Center** employee to meet regularly (to be determined) with designated staff at **Justice/McCulloch** to discuss needed improvements, assessments, etc of students participating in the 21st Century Community Learning Center.

TERMS

The term of this Memorandum of Understanding shall commence no earlier than **July 1, 2021** and continue through **June 30, 2025**. This MOU may be reviewed by both parties annually. This Agreement contains all the terms and conditions agreed upon by the parties regarding the subject matter of this Agreement and supersede any prior Agreement, oral or written, and all other communication between the parties relating to such subject matter.

AMENDMENTS

Amendments to this MOU may be made with the mutual written agreement of both parties.

HOLD HARMLESS/INDEMNIFICATION

The Training Center agrees to indemnify, defend and hold harmless **Justice Intermediate/McCulloch Jr High/Marion Community Schools**, its board of trustees, officers, agents and employees from and against any and all claims, costs, demands, expenses (including attorney's fees), losses, damages injuries and liabilities arising from any accident, death, or injury whatsoever or however caused to any person or property, because of, arising out of, or related to the active negligence of **Justice Intermediate/McCulloch Jr High/Marion Community Schools**. It is understood that such indemnity shall survive the termination of this Agreement.

Justice Intermediate/McCulloch Jr High/Marion Community Schools agrees to indemnify, defend and hold harmless **The Training Center**, its board of trustees, officers, agents and employees from and against any and all claims, costs, demands, expenses (including attorney's fees), losses, damages injuries and liabilities arising from any accident, death, or injury whatsoever or however caused to any person or property, because of, arising out of, or related to the active negligence of **The Training Center**. It is understood that such indemnity shall survive the termination of this Agreement.

INDEPENDENT CONTRACTOR STATUS

The parties hereto agree that the relationship created by this Agreement is that of independent contractors. Each party will be responsible for providing its own salaries.



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payroll taxes, withholding, insurance, workers compensation coverage and other benefits of any kind, as required by law, for its own employees.

FINGERPRINTING

The Training Center shall conduct a criminal background check of its employees and, upon receipt of those checks, certify to Justice Intermediate/McCulloch Jr High Elementary that no employee of the Center working with youth and parents of Center has been convicted of a violent or serious felony as defined by statute. The Training Center will not permit any employee to have any such contact with a student of Justice Intermediate/McCulloch Jr High Elementary until such certification has been received by the Training Center. The Training Center shall supply Justice Intermediate/McCulloch Jr High Elementary with a list of names of those employees who are cleared to work with youth and parents of the school.

WRITTEN NOTICE

Written notices regarding this MOU required to be provided herein shall be sent, first class mail to each of the following signers below:

APPROVALS

	
_____	_____
The Training Center Authorized Signature	Date
	
_____	_____
Justice Intermediate/McCulloch Jr High Authorized Signature	Date



21ST CCLC

BOWEN CENTER

The Otis R. Bowen Center for Human Services, Inc.

2621 E. Jefferson Street

Warsaw, IN 46581

(574) 267-7169

&

The Training Center

2011 W 10th Street

Marion, IN 46953

(765) 573-4599

Effective Date: August 3, 2020

The Otis R. Bowen Center for Human Services, Inc. (hereafter known as the Center) and The Training Center (hereafter known as Training Center) enter into this agreement to provide Individual Skill Training and Development services for identified Training Center clients. The agreed upon conditions are as follows:

1.0 The Center shall:

- 1.1 Provide an initial intake assessment to complete a thorough mental health needs assessment of clients who have been pre-screened by the Training Center in need of this service. Objectives of Center screening will include verification of eligibility for medically necessary Medicaid-funded services. This initial screening shall take place in the community or at the Training Center.
- 1.2 Provide appropriately credentialed staff members to provide community-based mental health support services, including Care Coordination and Individual Skill Training services to eligible clients and their families. The number of clock hours of staff availability with client will be determined based on the clients assessed Levels of Need (LON).
- 1.3 Provide the following Care Coordination and Skill Training services:
 - 1.3.1 Care Coordination and Individual Skills Training and Development as determined appropriate by a client's eligibility and LON.
 - 1.3.2 Collaboration with the Training Center staff.
 - 1.3.3 The Center's staff will operate under the supervision of the County Office Director.

The Bowen Center and
The Training Center
August 3, 2020



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- 1.4 Act in accordance with all applicable privacy standards in handling client information. Exchange of information shall occur on a "need to know" basis.
- 2.0 The Training Center shall:
 - 2.1 Serve as the liaison for the coordination and referral of clients to receive the Center services.
 - 2.2 Provide office room space to provide the agreed upon services, if needed.
- 3.0 Terms of Agreement:
 - 3.1 The Center will comply with all applicable Medicaid Rehabilitation Option (MRO) standards.
 - 3.2 The Training Center will not be held financially responsible for services.
 - 3.3 Either party may terminate this agreement by giving the other party thirty (30) days written notice of termination.
 - 3.4 If a client is determined to be ineligible for this program, but has an identified behavioral health need, Center staff will work with the designated staff to appropriately identify service alternatives and help facilitate referrals.
 - 3.5 It is expected that Center staff members will be given flexibility in the normal hours of the Training Center operation, so as to facilitate family involvement, as well as accommodate training and supervision needs. These times will be coordinated ahead of time with the designated the Training Center staff.
 - 3.6 The Center will not assign the Training Center clients to Center staff that were previously employed by the Training Center.
- 4.0 MRO Requirements:
 - 4.1 The client must meet criteria for an eligible DSM-IV-TR behavioral health diagnosis.
 - 4.2 The client must score at a Level of Need (LON) ≥ 3 based on his/her most recent Child Adolescent Needs and Strengths (CANS) Assessment or Adult Needs and Strengths (ANSA) Assessment.

The Bowen Center and
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August 3, 2020



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- 4.3 Observing or monitoring does not meet MRO standards as a medically necessary service. In order to remain a sustainable service, the Center staff will need to have “face-to-face” contact with clients.
- 5.0 Agreement Modification:
 - 5.1 This agreement can be modified per agreement of both parties. Such changes shall be recorded, in writing, either on or attached to this agreement dated and signed/initialed by a representative of both parties.
- 6.0 Staff liability, credentials, evaluation, and supervision
 - The Center shall:
 - 6.1 Provide professional malpractice insurance for the Center staff while delivering services to the Training Center.
 - 6.2 Provide the Training Center with recent criminal history check conducted by law enforcement for Bowen Center staff who delivers services to the Training Center.
 - 6.3 Verify the work eligibility status of all its newly hired employees through the E-Verify program as defined in IC 22-5-1.7-3.
 - 6.5 Provide opportunity to receive evaluative data regarding the performance of assigned Center staff.
 - 6.7 Abide by all of the Center’s applicable policies and procedures, with particular awareness (due to HIPAA regulations) of policy and procedure II-764, Use of Electronic Communications, which concerns the use of, access to, and disclosure of electronic communications. This agreement will automatically terminate if the above policy and procedure, or any Bowen Center policy and procedure is violated by the Provider.
- 7. HIPAA Clause
 - The Center Shall:
 - 7.1 Act in accordance with all applicable laws of confidentiality in handling client information i.e. Health Insurance Portability and Accountability Act (HIPAA), releases from parents, use of electronic communications, which concerns the use of, access to, and disclosure of electronic communications.

The Bowen Center and
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August 3, 2020



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- 7.2 Maintain the clinical record and PHI (Protected Health Information) shall only be released to the Training Center in accordance with all applicable laws of confidentiality in handling client information. A signed release of information by the parent/guardian is required.
- 7.3 Agree to report to the Training Center any known or suspected "security incident" as that term is defined CFR 164.304, not more than twenty-four (24) hours after learning of such security incident.
- 7.4 Shall indemnify and hold the Training Center harmless from and against any and all loss, cost, damage or expense, including reasonable attorneys' fees that arise out of: any breach by Company of this Contract or of the HIPAA privacy regulations, or the need for Center to enforce any provision of this agreement.

The Bowen Center and
The Training Center
August 3, 2020



21ST CCLC

Bowen Center

Kurt Carlson
Kurt Carlson
President and CEO

8-3-20
Date

The Training Center

Erica Farmer
Erica Farmer
President

8-3-20
Date

Jay M. Baumgartner
Jay Baumgartner
Sr. Vice President – Financial Services

08/03/2020
Date

Mary Prows
Mary Prows
Executive Director

8/3/20
Date

Alisha Jackson, BS
Alisha Jackson, BS
Interim Regional Director (Grant, Howard, and Tipton counties)

8/3/20
Date

The Bowen Center and
The Training Center
August 3, 2020



21ST CCLC



MEMORANDUM OF UNDERSTANDING

The Training Center, Incorporated and Purdue Extension – Grant County

The **Training Center**, hereinafter referred to as **Center**, and the **Purdue Extension - Grant County**, hereinafter referred to as **Purdue Extension** enter into this Memorandum of Understanding (MOU) for the express purpose of implementing a 21st Century Community Learning Center Out-of-School Time Program. It is understood by and between the parties that the implementation of the MOU is contingent upon continued funding received by **The Training Center** from the Indiana Department of Education.

The Training Center and **Purdue Extension - Grant County** desire to work cooperatively to build an asset based approach to the delivery of services to youth and families. **The Center** and **Purdue Extension** will implement effective strength-focused strategies for positive youth development as part of the Out-of-School Time Program at **Training Center, Incorporated** serving students of **Marion Community Schools**.

PURPOSE

The purpose of this Memorandum of Understanding is to establish a formal working relationship between the parties, based on the intent to meet the service delivery needs of the Out-of-School Time Program as described in the program application (RFP), and to set forth the operative conditions which will govern this important partnership.

DESCRIPTION OF SERVICE PROVIDED ON BEHALF OF THE CENTER

1. Working collaboratively **the Center/Purdue Extension - Grant County** will provide trainings for **Training Center** students. Extension trained educators will provide sessions which include nutrition, healthy living, STEM, human development and financial literacy.
2. Educators will provide sessions weekly, rotating with the 4H Youth Educator assigned two times per month, Nutrition Educator one time per month, and Health and Human Services Educator one time per month.
3. Educator sessions are scheduled for 30-45 minutes each and will be held at the Training Center.
4. Objectives:
 - a. Learn by Doing – 4H for Health, STEM
 - i. STEM – prepares students for problem solving skills, make sense of information, how to make decisions
 - ii. Healthy Living – Physical activity and wise eating habits



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PURDUE EXTENSION



- b. Health & Human Sciences
 - i. Human Development – Social Emotional Learning
 - ii. Financial Literacy – Build Knowledge of Money
 - iii. Foods & Nutrition – Healthy Habits
 - iv. Health & Wellness – Hygiene, physical fitness
- c. CATCH (Coordinated Approach to Child Health)
 - i. Promote Healthy Nutrition
 - ii. Learn how to prepare healthy snacks and light meals
 - iii. Food Safety
 - iv. Physical Fitness
- 5. Develop common confidentiality guidelines to share information between **Center** and **Purdue Extension - Grant County** to the extent permitted by Education, Welfare and Institutions Code governing client confidentiality.
- 6. **Purdue Extension - Grant County** will provide the **Training Center** with needed assessment data collected from student sessions.
- 7. Designate a **Purdue Extension - Grant County** employee to serve on the **Training Center** Advisory Group for continual program improvement.
- 8. The **Purdue Extension - Grant County** is providing services free of charge in partnership with the **Training Center**.

TERMS

The term of this Memorandum of Understanding shall commence no earlier than **July 1, 2021** and continue through **June 30, 2025 (may be terminated by written notice)**. This MOU may be reviewed by both parties annually. This Agreement contains all the terms and conditions agreed upon by the parties regarding the subject matter of this Agreement and supersede any prior Agreement, oral or written, and all other communication between the parties relating to such subject matter. The **Training Center** will maintain and report the grant.

AMENDMENTS

Amendments to this MOU may be made with the mutual written agreement of both parties.

HOLD HARMLESS/INDEMNIFICATION

The **Training Center** agrees to indemnify, defend and hold harmless **Purdue Extension - Grant County**, its board of trustees, officers, agents and employees from and against any and all claims, costs, demands, expenses (including attorney's fees), losses, damages injuries and liabilities arising from any accident, death, or injury whatsoever or however caused to any person or property, because of, arising



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PURDUE EXTENSION

- GRANT COUNTY



out of, or related to the active negligence of **Purdue Extension - Grant County**. It is understood that such indemnity shall survive the termination of this Agreement.

Purdue Extension - Grant County agrees to indemnify, defend and hold harmless **The Training Center**, its board of trustees, officers, agents and employees from and against any and all claims, costs, demands, expenses (including attorney's fees), losses, damages injuries and liabilities arising from any accident, death, or injury whatsoever or however caused to any person or property, because of, arising out of, or related to the active negligence of **The Training Center**. It is understood that such indemnity shall survive the termination of this Agreement.

INDEPENDENT CONTRACTOR STATUS

The parties hereto agree that the relationship created by this Agreement is that of independent contractors. Each party will be responsible for providing its own salaries, payroll taxes, withholding, insurance, workers compensation coverage and other benefits of any kind, as required by law, for its own employees.

FINGERPRINTING

Purdue Extension - Grant County shall conduct a criminal background check of its employees and, upon receipt of those checks, certify to **The Training Center** that no employee of **Purdue Extension** working with youth and parents of the **Center** has been convicted of a violent or serious felony as defined by statute. **The Training Center** will not permit any employee to have any such contact with a student or parent of the **Center** until such certification has been received.

WRITTEN NOTICE

Written notices regarding this MOU required to be provided herein shall be sent, first class mail or email to each of the following signers below:

APPROVALS

Mary Prows

The Training Center Authorized Signature

8/3/2020

Date

Stephanie McElley

Purdue Extension - Grant County
Authorized Signature

8-3-2020

Date



21ST CCLC



CITYof **MARION**

July 27, 2020

Indiana Dept. of Education
21st Century Community Learning Centers
200 W Washington St #200
Indianapolis, IN 46204

Re: Letter of Support for the Training Center

Dear 21st CCLC:

It is my pleasure to write a letter of support for the Training Center, an academic enrichment and youth development program located in Marion, Indiana since 2011. The Training Center is an important part of community making a difference in the lives of the young citizens of Marion who are at risk. The team at the Training Center focuses on empowering students to dream, offering hope of a better future.

The City of Marion is working to combat a very high poverty rate in children under the age of 18 years old. Programs such as the Training Center work with families and students, providing academic assistance, behavior modification, nutrition education, and other experiences to preparing students to become productive citizens in the community.

We support the Training Center in their endeavors to become a 21st Century Community Learning Center. Funding from the 21st CCLC grant would allow opportunity for the Center to serve a higher number of students in our community, making a greater impact on the City of Marion as together we are working to combat high poverty rates and partner with our underserved students and families.

The City of Marion offers to be a community liaison to assist the Training Center with connecting community partners as Center continues to serve our young citizens and leaders of tomorrow.

Sincerely,

A handwritten signature in black ink that reads "Jess Alumbaugh".

Jess Alumbaugh
Mayor of Marion, Indiana

301 South Branson St. Marion, IN 46952 | 833.662.9935 | 765.662.9931
www.cityofmarion.in.gov



21ST CCLC



Operational Partners Memorandum of Understanding

This Memorandum of Understanding (MOU) is made and entered between **The Training Center and the United Way of Grant County**. This agreement creates a voluntary agreement on common goals and expectations.

Background

The Training Center is applying to the Indiana Department of Education's Cohort 10 21st Century Community Learning Grant. The Grant's effective date is July 1, 2021 until June 30, 2025.

The United Way of Grant County has a mission to build stronger families through focused support of Health, Education and Financial Stability in Grant County to achieve measurable results but uniting community resources. United Way has partnered with the Training Center open network supports for afterschool care and programming to help meet this mission and will continue to expand this partnership to support families and at risk children.

Expectation of Partnership

- Complete this Memorandum of Understanding
- The Training Center will be responsible for management and reporting related to the grant award.
- The Training Center will be the applicant organization and point of contact for the State of Indiana Department of Education.
- The United Way of Grant County will be an advisory organization accepting the responsibility of helping to resource the Training Center and students/ families with unmet needs.
- United Way of Grant County will include the Training Center in the Grant County Nonprofit Coalition meeting held on the first Thursday of every month. This will encourage the growth of the support network to the Training Center and grant success.
- Partners will follow the guidelines and frameworks for privacy, tracking assistance, making referrals, etc. that are put in place by United Way of Grant County, The Training Center. These will be covered during training.
- Agree that no confidential data within or related to the families/students or grant application are publicly shared.
- Parties will keep information on programs and services as up-to-date as possible and provide as much information as possible as it relates to eligibility requirements.
- Parties will be responsible for making coordinated responses to concerns and suggestions.



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STATEMENT OF AGREEMENT

This Memorandum of Understanding reflects an entirely volunteer commitment among the parties to cooperate and work together to achieve the vision and/or mission articulated herein. This MOU is at-will and may be modified by mutual consent of authorized officials from The Training Center and the United Way of Grant County.

This MOU shall become effective upon signature by the authorized officials from The Training Center and the United Way of Grant County will remain in effect until modified or terminated by any one of the partners by mutual consent.

The Training Center	United Way of Grant County
<u>MARY L. PROWS</u> Agency Representative Name	<u>Aliecia Hazelwood</u> Agency Representative Name
<u>Executive Director</u> Agency Representative Title	<u>CEO</u> Agency Representative Title
<u>Mary L Prows</u> Agency Representative Signature	<u>Aliecia Hazelwood</u> Agency Representative Signature
<u>mlprowse@gmail.com</u> Agency Representative Email	<u>director@uwofgrantco.com</u> Agency Representative Email
<u>8/4/2020</u> Date	<u>8/4/2020</u> Date



21ST CCLC

Memorandum of Understanding Between Marion-Grant County Chamber of Commerce And The Training Center Concerning Cooperation on 21st Century Community Learning Centers Program

I. Purpose & Scope

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the 21st Century Community Learning Center Program. In particular, this MOU is intended to increase the Training Center's capacity to provide programming through support and partnership from the Marion-Grant County Chamber of Commerce.

II. Background

The Marion-Grant County Chamber of Commerce is a 501(c)6 non-profit with the mission of enhancing the retention and expansion of business throughout Grant County. The Chamber does this through four broad agendas – networking, education, support, and advocacy.

The Training Center is a 501(c)3 non-profit with the mission to partner with parents, the local community and school systems to provide an Academic Enrichment program for children enrolled in grades K-High School, living in Marion, Indiana and the surrounding area. They are committed to offering educational assistance that allows children the opportunity to excel in learning, academic achievement, and grow in character.

III. Roles & Responsibilities

- The Training Center is the lead organization on this partnership. They are responsible for the execution of all objectives laid out in grant, collecting data, and reporting data.
- The Marion-Grant County Chamber agrees to support the Training Center in the ways that make sense for both organizations.
- The Chamber will assist the Training Center is publicizing their efforts.
- The Chamber will also help connect the Training Center with employers and careers in the Grant County area to help educate and expose students to opportunities in the area.

IV. Timeframe

This MOU will be in effect for the length of the grant period or until mutually dissolved.



 Authorized Signature,
 Marion-Grant County Chamber of Commerce

Kyrie Jackson / President / CEO / 7/30/2020
 Printed Name / Title / Date



 Signature, The Training Center

Mary L Prows Executive Director
 Printed Name / Title / Date 7/30/20



21ST CCLC



Memorandum/Letter of Support

8/6/2020

To Whom It May Concern:

I am writing to provide a letter of support for The Training Center of Marion, Indiana. Children's Bureau Inc. will partner with The Training Center for the 2021 fiscal year. Our plan is to arrange, coordinate and partner to present trainings to parents who children attend The Training Center. Our hope is that the trainings would be offered every other month. We intend to leverage our current relationships and partnerships to accomplish this goal. While Children's Bureau doesn't have the staff with the expertise to present these trainings, we have the ability to coordinate within the community to assist with providing the trainings as needed. The trainings may cover topics such as Recognizing Signs of Autism Spectrum Disorder, Building Self Esteem in Youth, Addressing Mental Health Issues in Families (Suicide Prevention), Parenting on a Budget, Healthy Eating and Shopping on a Budget, Parents & Protective Factors (Parental Resilience), Practical Daily Ways to De-stress, and Spending Quality Time with Children. We anticipate each training will be approximately 90 minutes in length and be held at The Training Center. The outcome for this partnership is to provide parents with supportive information that can increase their knowledge of parenting and build stronger communities. This in turn will prevent stress in families allowing a more healthy and safe environment for children to thrive.

Please let me know if you need additional information.

Thank you

Denise Lovelace, LCSW
Director, Region 7

Mary Prows
The Training Center



21ST CCLC

MEMORANDUM OF UNDERSTANDING The Training Center, Incorporated and Project Leadership

The **Training Center**, hereinafter referred to as **Center**, and the **Project Leadership**, hereinafter referred to as **Project Leadership** enter into this Memorandum of Understanding (MOU) for the express purpose of implementing a 21st Century Community Learning Center Out-of-School Time Program. It is understood by and between the parties that the implementation of the MOU is contingent upon continued funding received by **The Training Center** from the Indiana Department of Education.

The Training Center and **Project Leadership** desire to work cooperatively to build an asset based approach to the delivery of services to youth and families. **The Center** and **Project Leadership** will implement effective strength-focused strategies for positive youth development as part of the Out-of-School Time Program at **Training Center, Incorporated** serving students of **Marion Community Schools**.

PURPOSE

The purpose of this Memorandum of Understanding is to establish a formal working relationship between the parties, based on the intent to meet the service delivery needs of the Out-of-School Time Program as described in the program application (RFP), and to set forth the operative conditions which will govern this important partnership.

DESCRIPTION OF SERVICE PROVIDED ON BEHALF OF THE CENTER

1. CURRICULUM – PL THRIVE COLLEGE & CAREER READY – SOCIAL & EMOTIONAL LEARNING STUDENT TOOLKIT SERVING AS A FOUNDATIONAL TOOL FOR PREPARING K-12 STUDENTS FOR SUCCESS - Project Leadership's College & Career Ready Student Toolkit is a 200-plus page curriculum with lesson plans and activities for students to complete independently or with a mentor, parent or teacher. The curriculum, designed by the PL team, is our response to a need to be more intentional with students in the time we have with them to produce stronger outcomes in post-secondary readiness and knowledge. The success of the grades 7-12 college and career curriculum has resulted in an elementary curriculum expansion for grades K-6. In addition to this expansion, PL is adding a social and emotional learning component to the curriculum that aligns with the state of Indiana's seven social & emotional learning competencies. **PL will provide The Training Center with full access to these college & career and social & emotional learning curriculum elements.**
2. INSTRUCTION & COACHING – ZOOM MEETINGS INTRODUCE CURRICULUM LESSON PLANS AND BUILD A SENSE OF COMMUNITY & RELATIONSHIPS WITH STUDENTS - How do students prepare to successfully transition to colleges and/or careers? The answer: Not alone. Instructions & coaching for one hour per week with



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students will highlight key material in the Project Leadership Thrive Toolkit curriculum.

PL will support the full cohort of The Training Center students through weekly meetings.

3. **EVALUATION & REPORTING – SEMESTER-END REPORTS PROVIDE SUMMARY OF OUTCOMES** - Project Leadership will develop pre- and post-surveys for the Thrive Student Curriculum and evaluate students' college and career readiness and social & emotional learning through self-reporting tools. Outcomes and results will be reported at the end of each semester. **PL will provide evaluation and reporting services that outline the results of the initiative.**
4. Objective one is to see students provided with supportive information to increase their knowledge of college and career options. To produce stronger outcome in post-secondary readiness and knowledge.
5. Objective two is to see students provided with the tools to align with the seven social & emotional learning objective. Outcome to produce highly effective citizens.
6. **Project Leadership** is providing the service to the **Training Center** for a determined amount agreed upon by both organizations.
7. Develop common confidentiality guidelines to share information between **Center** and **Project Leadership** to the extent permitted by Welfare and Institutions Code governing client confidentiality.
8. Designate a **Project Leadership** employee to serve on the **Training Center** Advisory Group for continual program improvement.

TERMS

The term of this Memorandum of Understanding shall commence no earlier than **July 1, 2021** and continue through **June 30, 2025 (may be terminated by written notice)**. This MOU may be reviewed by both parties annually. This Agreement contains all the terms and conditions agreed upon by the parties regarding the subject matter of this Agreement and supersede any prior Agreement, oral or written, and all other communication between the parties relating to such subject matter.

AMENDMENTS

Amendments to this MOU may be made with the mutual written agreement of both parties.

HOLD HARMLESS/INDEMNIFICATION

The Training Center agrees to indemnify, defend and hold harmless **Project Leadership**, its board of trustees, officers, agents and employees from and against any and all claims, costs, demands, expenses (including attorney's fees), losses, damages injuries and liabilities arising from any accident, death, or injury whatsoever or however caused to any person or property, because of, arising out of, or related to the active negligence of **Project Leadership**. It is understood that such indemnity shall survive the termination of this Agreement.



21ST CCLC

Project Leadership agrees to indemnify, defend and hold harmless **The Training Center**, its board of trustees, officers, agents and employees from and against any and all claims, costs, demands, expenses (including attorney's fees), losses, damages injuries and liabilities arising from any accident, death, or injury whatsoever or however caused to any person or property, because of, arising out of, or related to the active negligence of **The Training Center**. It is understood that such indemnity shall survive the termination of this Agreement.

INDEPENDENT CONTRACTOR STATUS

The parties hereto agree that the relationship created by this Agreement is that of independent contractors. Each party will be responsible for providing its own salaries, payroll taxes, withholding, insurance, workers compensation coverage and other benefits of any kind, as required by law, for its own employees.

FINGERPRINTING

Project Leadership shall conduct a criminal background check of its employees and, upon receipt of those checks, certify to **The Training Center** that no employee of the Project Leadership working with youth and parents of the **Center** has been convicted of a violent or serious felony as defined by statute. **The Training Center** will not permit any employee to have any such contact with a student or parent of the **Center** until such certification has been received.

WRITTEN NOTICE

Written notices regarding this MOU required to be provided herein shall be sent, first class mail or email to each of the following signers below:

APPROVALS

Mary H Prou
The Training Center Authorized Signature

8/10/20
Date

Jimmy Pease
Project Leadership Authorized Signature

8.10.2020
Date



21ST CCLC

MEMORANDUM OF UNDERSTANDING

The Training Center, Incorporated and Indiana Wesleyan University – Marion, IN

The **Training Center**, hereinafter referred to as **Center**, and the **Indiana Wesleyan University**, hereinafter referred to as **IWU**, enter into this Memorandum of Understanding (MOU) for the express purpose of implementing a 21st Century Community Learning Center Out-of-School Time Program. It is understood by and between the parties that the implementation of the MOU is contingent upon continued funding received by **The Training Center** from the Indiana Department of Education.

BACKGROUND

The Training Center desire to work cooperatively with community to build an asset based approach to the delivery of services to youth and families. **The Center** implements effective strength-focused strategies for positive youth development as part of the Out-of-School Time Program at **Training Center, Incorporated** serving students of Marion Community Schools – **Kendall Elementary, Riverview Elementary, Allen Elementary, Francis Slocum Elementary, Justice Intermediate, and McCulloch Jr High School.**

Indiana Wesleyan University students have been an intricate part of the **Training Center** since the center began in 2011.

PURPOSE

The purpose of this Memorandum of Understanding is to establish a formal working relationship between the parties, based on the intent to meet the service delivery needs of the Out-of-School Time Program as described in the program application (RFP), and to set forth the operative conditions which will govern this important partnership.

DESCRIPTION OF SERVICE PROVIDED ON BEHALF OF THE CENTER

1. **Financial Aid Department** – Subject to U.S. Department of Education regulations and funding, IWU will hire available students based upon the need of the **Center** to work as tutors assisting with remedial Math and Reading. Students work at the Center but are funded 100% through Federal Work Study as Community Service Tutors. Students must successfully pass a background check prior to working at the Center.
2. **Behavioral Science Division** – The Center will continue to work with the Behavioral Science Division students to serve as a location for volunteers, practicums, mentors, and internships. Students will complete a volunteer application with the Center that includes permission for the Center to submit a criminal background check.



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3. **Music Division** – IWU Music Therapy students will be assigned as available to serve the Center with music sessions design to help youth deal with their physical, emotional, cognitive and social needs. The process begins with an assessment by a music student who determines the youth's abilities and needs. Activities designed help achieve those goals through music. IWU students are supervised by a faculty member.
4. **Health & Human Science** – Exercise Science practicum students will be assigned as available to provide a systematic program that includes healthy exercise and wellness. IWU students are supervised by a faculty member.
5. **Mentor** – IWU and the Center will continue their longstanding partnership of Indiana Wesleyan students serving as mentors the Training Center's One-on-One Mentoring Program. Students are interviewed and must complete a Center application and submit to a criminal background check.
6. **Other** – IWU and the Center will continue to serve youth of Marion by providing Indiana Wesleyan students from other areas of academics in need of case study, volunteers hours, internships or practicum as determined.

TERMS

The term of this Memorandum of Understanding shall commence no earlier than **July 1, 2021** and continue through **June 30, 2025**. This MOU may be reviewed by both parties annually. This Agreement contains all the terms and conditions agreed upon by the parties regarding the subject matter of this Agreement and supersede any prior Agreement, oral or written, and all other communication between the parties relating to such subject matter.

The parties agree that no confidential data within or related to the families, students or grant application will be publicly shared with the exception of reports and disclosure that may be required under the grant or applicable law.

The Training Center is responsible for management and reporting related to the grant award. Additionally, the Center serves as the point of contact with the State of Indiana regarding the grant award.

AMENDMENTS

Amendments to this MOU may be made with the mutual written agreement of both parties.

HOLD HARMLESS/INDEMNIFICATION

The Training Center agrees to indemnify, defend and hold harmless **Indiana Wesleyan University**, its board of trustees, officers, agents and employees from and against any and all claims, costs, demands, expenses (including attorney's fees), losses, damages injuries



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and liabilities arising from any accident, death, or injury whatsoever or however caused to any person or property, because of, arising out of, or related to the active negligence of **Indiana Wesleyan University**. It is understood that such indemnity shall survive the termination of this Agreement.

Indiana Wesleyan University agrees to indemnify, defend and hold harmless **The Training Center**, its board of trustees, officers, agents and employees from and against any and all claims, costs, demands, expenses (including attorney's fees), losses, damages injuries and liabilities arising from any accident, death, or injury whatsoever or however caused to any person or property, because of, arising out of, or related to the active negligence of **Training Center**. It is understood that such indemnity shall survive the termination of this Agreement.

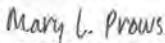

INDEPENDENT CONTRACTOR STATUS

The parties hereto agree that the relationship created by this Agreement is that of independent contractors. Each party will be responsible for paying its own salaries, payroll taxes, withholding, insurance, workers compensation coverage and other benefits of any kind, as required by law, for its own employees. Each party will exercise independent decision-making with regard to the hiring, supervision and retention of its employees.

WRITTEN NOTICE

Written notices regarding this MOU required to be provided herein shall be sent, first class mail to each of the following signers below:

APPROVALS

<small>DocuSigned by:</small>		
	Executive Director	08/12/20
<small>2283018E1E90406</small>	_____	_____
The Training Center Authorized Signature	Title	Date
<small>DocuSigned by:</small>		
	Executive VP & CFO	08/12/20
<small>D05C047CE31047F</small>	_____	_____
Indiana Wesleyan University Authorized Signature	Title	Date



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The Training Center and Praxis Strategies & Solutions

Memorandum of Understanding

This memorandum of understanding is entered into between The Training Center and Praxis Strategies & Solutions (Praxis).

It is the intent of both parties represented in this memorandum to define the collaboration between the above stated entities and to work in support of the implementation of the 21st Century Community Training Center to be located in Marion, Indiana, subject to funding by the Indiana Department of Education.

DESCRIPTION OF PROGRAM SERVICES

The Training Center agrees to the following:

1. Offer a range of high quality educational, developmental, and recreational programming aligned with Indiana Academic Standards and the Indiana Afterschool Standards
2. Orient programming to produce positive academic, social, and behavioral outcomes
3. Collect relevant academic outcome data from schools and provide these data to the evaluator in a timely manner.
4. Disseminate evaluation results to relevant stakeholders
5. Employ evaluation findings in decision-making as stated in the evaluation plan

Praxis Strategies & Solutions (PRAXIS) agrees to the following:

1. Assist The Training Center in creating and measuring the project outcomes.
2. Design and administer data collection tools such as surveys and focus group or interview guides to be used with school and project personnel or participants.
3. Collection qualitative data through site visits and key informant interviews of adults and children as needed during the project.
4. Supervise the data collection process, maintain records of all collected data and conduct statistical analyses for both formative and summative evaluation reports.
5. Prepare formative and summative evaluation reports as stated in the evaluation plan.
6. Provide technical assistance to the Training Center, as well as programming, data entry support, training, data management, and planning assistance.

TERMS

The term of this Memorandum of Understanding shall commence no earlier than **July 1st, 2021** and continue through **July 31st, 2025**. This MOU may be reviewed by both parties annually. Existing labor contracts will be honored in the execution of services. The intent is not to supplant work that would belong to a bargaining unit member. This Agreement contains all the terms and conditions agreed upon by the parties regarding the subject matter of this Agreement and supersede any prior Agreement, oral or written, and all other communication between the parties relating to such subject matter.

TERMINATION CLAUSE

This Memorandum of Understanding may be terminated by either party in sixty (60) days of giving written notice of intention to terminate the agreement.

AMENDMENTS

Amendments to this MOU may be made with the mutual written agreement of both parties.



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WRITTEN NOTICE

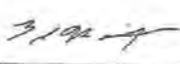
Written notices regarding this MOU required to be provided herein shall be sent, via email to each of the following signers below:

This memorandum of understanding becomes effective when funding is granted through the Indiana Department of Education and when the properly authorized signatures of agency representatives are affixed.

The Training Center
2011 W. 10th Street
Marion, Indiana 46953

Praxis Strategies and Solutions
101 East Mishawaka Ave
Mishawaka, IN 46545

	Executive Director
_____ Signature	_____ Title
Mary L Prows	07/22/20
_____ Printed Name	_____ Date

	President
_____ Signature	_____ Title
Brad McLeish	05 August 2020
_____ Printed Name	_____ Date



21ST CCLC

MEMORANDUM OF UNDERSTANDING

The Training Center, Incorporated and Grant County Rescue Mission

The **Training Center**, hereinafter referred to as **Center**, and the **Grant County Rescue Mission**, hereinafter referred to as **Grant County Rescue Mission** enter into this Memorandum of Understanding (MOU) for the express purpose of implementing a 21st Century Community Learning Center Out-of-School Time Program. It is understood by and between the parties that the implementation of the MOU is contingent upon continued funding received by **The Training Center** from the Indiana Department of Education.

The Training Center and **Grant County Rescue Mission** desire to work cooperatively to build an asset based approach to the delivery of services to youth and families. **The Center** will implement effective strength-focused strategies for positive youth development as part of the Out-of-School Time Program at **Training Center, Incorporated** serving students of **Marion Community Schools**.

PURPOSE

The purpose of this Memorandum of Understanding is to establish a formal working relationship between the parties, based on the intent to meet the service delivery needs of the Out-of-School Time Program as described in the program application (RFP), and to set forth the operative conditions which will govern this important partnership.

DESCRIPTION OF SERVICE PROVIDED ON BEHALF OF THE CENTER

1. Working collaboratively **the Center/Grant County Rescue Mission** will provide meals for **Training Center** students. The meals provided will meet or exceed approved USDA guidelines for nutrition and the IDOE Office of School and Community Nutrition program.
2. Meals will include components from the USDA MyPlate guidelines Time to be determined.
3. Meals will be provided when the **Training Center** is in session. An updated calendar will be provided to **GCRM** to assist in their planning.
4. Objective is to see students provided with healthy, hot, nutritious meals. To assist in filling the gap in areas of food desert and low income families of Marion, IN.
5. Confidentiality guidelines will be followed to share information between **Center** and **Grant County Rescue Mission** to the extent permitted by Welfare and Institutions Code governing client confidentiality.



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6. Funding for the meals is in cooperating of the **Center/Grant County Rescue Mission** and will come resources such as Second Harvest Food Bank and local grant funding.
7. Designate a **Grant County Rescue Mission** employee to serve on the **Training Center Advisory Group** for continual program improvement.

TERMS

The term of this Memorandum of Understanding shall commence no earlier than **July 1, 2021** and continue through **June 30, 2025 (may be terminated by written notice)**. This MOU may be reviewed by both parties annually. This Agreement contains all the terms and conditions agreed upon by the parties regarding the subject matter of this Agreement and supersede any prior Agreement, oral or written, and all other communication between the parties relating to such subject matter.

AMENDMENTS

Amendments to this MOU may be made with the mutual written agreement of both parties.

HOLD HARMLESS/INDEMNIFICATION

The Training Center agrees to indemnify, defend and hold harmless **Grant County Rescue Mission**, its board of trustees, officers, agents and employees from and against any and all claims, costs, demands, expenses (including attorney's fees), losses, damages injuries and liabilities arising from any accident, death, or injury whatsoever or however caused to any person or property, because of, arising out of, or related to the active negligence of **Grant County Rescue Mission**. It is understood that such indemnity shall survive the termination of this Agreement.

Grant County Rescue Mission agrees to indemnify, defend and hold harmless **The Training Center**, its board of trustees, officers, agents and employees from and against any and all claims, costs, demands, expenses (including attorney's fees), losses, damages injuries and liabilities arising from any accident, death, or injury whatsoever or however caused to any person or property, because of, arising out of, or related to the active negligence of **The Training Center**. It is understood that such indemnity shall survive the termination of this Agreement.

INDEPENDENT CONTRACTOR STATUS

The parties hereto agree that the relationship created by this Agreement is that of independent contractors. Each party will be responsible for providing its own salaries, payroll taxes, withholding, insurance, workers compensation coverage and other benefits of any kind, as required by law, for its own employees.



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FINGERPRINTING

Grant County Rescue Mission shall conduct a background check of its employees and, upon receipt of those checks, certify to **The Training Center** that no employee of the Grant County Rescue Mission working with youth and parents of the **Center** has been convicted of a violent or serious felony as defined by statute. **The Training Center** will not permit any employee to have any such contact with a student or parent of the **Center** until such certification has been received.

WRITTEN NOTICE

Written notices regarding this MOU required to be provided herein shall be sent, first class mail or email to each of the following signers below:

APPROVALS

Mary L. Pross
The Training Center Authorized Signature

8/10/20
Date

Rh Li
Grant County Rescue Mission
Authorized Signature

8-10-2020
Date



21ST CCLC

MEMORANDUM OF UNDERSTANDING The Training Center, Incorporated and Tiny Tots Childcare

The **Training Center**, hereinafter referred to as **Center**, and the **Tiny Tots Childcare**, hereinafter referred to as **Tiny Tots Childcare** enter into this Memorandum of Understanding (MOU) for the express purpose of implementing a 21st Century Community Learning Center Out-of-School Time Program. It is understood by and between the parties that the implementation of the MOU is contingent upon continued funding received by **The Training Center** from the Indiana Department of Education.

The Training Center desire to work cooperatively to build an asset based approach to the delivery of services to youth and families. **The Center** will implement effective strength-focused strategies for positive youth development as part of the Out-of-School Time Program at **Training Center, Incorporated** serving students of **Marion Community Schools**.

PURPOSE

The purpose of this Memorandum of Understanding is to establish a formal working relationship between the parties, based on the intent to meet the service delivery needs of the Out-of-School Time Program as described in the program application (RFP), and to set forth the operative conditions which will govern this important partnership.

DESCRIPTION OF SERVICE PROVIDED ON BEHALF OF THE CENTER

1. Working collaboratively **the Center/Tiny Tots Childcare** will provide snacks for **Training Center** students. The snacks provided will meet or exceed approved USDA guidelines for nutrition and the IDOE Office of School and Community Nutrition program.
2. Meals will include components from the USDA MyPlate guidelines. Time to be determined.
3. Meals will be provided when the **Training Center** is in session. An updated calendar will be provided to **Tiny Tot Childcare** to assist in their planning.
4. Objective is to see students provided with healthy, hot, nutritious meals. To assist in filling the gap in areas of food desert and low income families of Marion, IN.
5. Confidentiality guidelines will be followed to share information between **Center** and **Tiny Tots Childcare** to the extent permitted by Welfare and Institutions Code governing client confidentiality.
6. Funding for the meals is in cooperating of the **Center/Tiny Tots Childcare** and will come resources such as Second Harvest Food Bank and local grant funding.



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7. Designate a **Tiny Tots Childcare** employee to serve on the **Training Center** Advisory Group for continual program improvement.

TERMS

The term of this Memorandum of Understanding shall commence no earlier than **July 1, 2021** and continue through **June 30, 2025 (may be terminated by written notice)**. This MOU may be reviewed by both parties annually. This Agreement contains all the terms and conditions agreed upon by the parties regarding the subject matter of this Agreement and supersede any prior Agreement, oral or written, and all other communication between the parties relating to such subject matter.

AMENDMENTS

Amendments to this MOU may be made with the mutual written agreement of both parties.

HOLD HARMLESS/INDEMNIFICATION

The Training Center agrees to indemnify, defend and hold harmless **Tiny Tots Childcare**, its board of trustees, officers, agents and employees from and against any and all claims, costs, demands, expenses (including attorney's fees), losses, damages injuries and liabilities arising from any accident, death, or injury whatsoever or however caused to any person or property, because of, arising out of, or related to the active negligence of **Tiny Tots Childcare**. It is understood that such indemnity shall survive the termination of this Agreement.

Tiny Tots Childcare agrees to indemnify, defend and hold harmless **The Training Center**, its board of trustees, officers, agents and employees from and against any and all claims, costs, demands, expenses (including attorney's fees), losses, damages injuries and liabilities arising from any accident, death, or injury whatsoever or however caused to any person or property, because of, arising out of, or related to the active negligence of **The Training Center**. It is understood that such indemnity shall survive the termination of this Agreement.

INDEPENDENT CONTRACTOR STATUS

The parties hereto agree that the relationship created by this Agreement is that of independent contractors. Each party will be responsible for providing its own salaries, payroll taxes, withholding, insurance, workers compensation coverage and other benefits of any kind, as required by law, for its own employees.



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FINGERPRINTING

Tiny Tots Childcare shall conduct al background check of its employees and, upon receipt of those checks, certify to **The Training Center** that no employee of the **Tiny Tots Childcare** working with youth and parents of the **Center** has been convicted of a violent or serious felony as defined by statute. **The Training Center** will not permit any employee to have any such contact with a student or parent of the **Center** until such certification has been received.

WRITTEN NOTICE

Written notices regarding this MOU required to be provided herein shall be sent, first class mail or email to each of the following signers below:

APPROVALS

Mary J. Pross
The Training Center Authorized Signature

8/10/20
Date

Janique R. Lee
Tiny Tots Childcare Authorized Signature

8/10/20
Date



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CITY of MARION

MEMORANDUM OF UNDERSTANDING

August 1, 2020

This Memorandum of Understanding (MOU) occurs between the Neighborhood Associations within the City of Marion and the Training Center of Marion, IN. This partnership is naturally fitting to the missions of both organizations as we pursue holistic community development for our neighbors and their children.

As many of our neighbors live in situations of cyclical economic poverty, these families lack resources due to many factors. Socio-emotional intellect along with other educational factors can contribute to societal problems. The complexities leading to this status for many households within our community begets a need for complex solutions. As neighborhood associations, we recognize the Training Center as one such resource seeking these complex solutions. As families have needs towards skills development, tutorial assistance, and socio-emotional learning; the Training Center is there to fill in that gap and assist neighbors.

As students learn better educational and socio-emotional skills, they are better equipped to be a positive contribution to their neighborhoods. We are grateful to the Training Center for focusing on this and working with K-8th grade students to ensure they have a firm foundation towards societal engagement.

Neighborhood Associations function under the understanding that "Together, we can build and maintain safe, welcoming neighborhoods" in our community. With the presence of the Training Center, we feel more equipped on this journey towards safe, welcoming neighborhoods.

With Gratitude,

Handwritten signature of Kayla M. Johnson.

Kayla Johnson

Neighborhood Association Coordinator

City of Marion

765-382-3797

kjohnson@cityofmarion.in.gov



21ST CCLC

COMPLETED NON-PUBLIC CONSULTATION FORM(S)

**EQUITABLE PARTICIPATION OF NON-PUBLIC SCHOOL
CONSULTATION FORM**

Training Center Incorporated met with **St Paul School** on **June 9, 2020** in consultation for participation in a 21st CCLC initiative in **Marion, IN 46953**

We hereby testify as indicated by the below signatures that appropriate consultation as described by Subpart 1 of Part E of Title VIII of the ESEA has occurred.

- Yes, we wish to participate
- No, we do not wish to participate
- Yes, we wish to participate and request further consultation

Veronica Weimer
Non-Public School Representative

8-7-20 Veronica Weimer
Signature

Mary Prows
Applicant Representative

Mary Prows
Signature



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MEMORANDUM OF UNDERSTANDING

The Training Center, Incorporated and St Paul Catholic Parish School

The **Training Center**, hereinafter referred to as **Center**, and the **St Paul Catholic Parish School**, hereinafter referred to as **St Paul**, enter into this Memorandum of Understanding (MOU) for the express purpose of implementing a 21st Century Community Learning Center Out-of-School Time Program. It is understood by and between the parties that the implementation of the MOU is contingent upon continued funding received by **The Training Center** from the Indiana Department of Education.

The Training Center and **St Paul Catholic Parish School** desire to work cooperatively to build an asset based approach to the delivery of services to youth and families. **The Center** and **St Paul Catholic Parish School** will implement effective strength-focused strategies for positive youth development as part of the Out-of-School Time Program at **Training Center, Incorporated** serving students of **St Paul Catholic Parish School**.

PURPOSE

The purpose of this Memorandum of Understanding is to establish a formal working relationship between the parties, based on the intent to meet the service delivery needs of the Out-of-School Time Program as described in the program application (RFP), and to set forth the operative conditions which will govern this important partnership.

DESCRIPTION OF SERVICE PROVIDED ON BEHALF OF THE CENTER

1. Working collaboratively **the Center/St Paul Catholic Parish School** will identify high-priority student participants and to meet needs of youth served in the program.
2. Develop common confidentiality guidelines to share information between **Center** and **St Paul Catholic Parish School** to the extent permitted by the Indiana Education Code and the Welfare and Institutions Code governing client confidentiality.
3. **St Paul Catholic Parish School** will provide the **Training Center** the needed student assessment data and evaluation requirements such as school attendance, behavior referrals/improvements, NWEA scores, state required



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- assessment results and/or other information to assist in academic improvement of students participating in the 21st Century Community Learning Center.
4. Assist the **Center** with coordination of safe transportation from **St Paul Catholic Parish School** to the **Center** for students in need. This includes providing a list of youth who are transported by parents/authorized guardians to the **Center**.
 5. Designate a **St Paul Catholic Parish School** employee to serve on the **Training Center** Advisory Group for continual program improvement.
 6. Allow a **Center** employee to meet regularly (to be determined) with designated staff at **St Paul Catholic Parish School** to discuss needed improvements, assessments, etc of students participating in the 21st Century Community Learning Center.

TERMS

The term of this Memorandum of Understanding shall commence no earlier than **July 1, 2021** and continue through **June 30, 2025**. This MOU may be reviewed by both parties annually. This Agreement contains all the terms and conditions agreed upon by the parties regarding the subject matter of this Agreement and supersede any prior Agreement, oral or written, and all other communication between the parties relating to such subject matter.

AMENDMENTS

Amendments to this MOU may be made with the mutual written agreement of both parties.

HOLD HARMLESS/INDEMNIFICATION

The Training Center agrees to indemnify, defend and hold harmless **St Paul Catholic Parish School**, its board of trustees, officers, agents and employees from and against any and all claims, costs, demands, expenses (including attorney's fees), losses, damages injuries and liabilities arising from any accident, death, or injury whatsoever or however caused to any person or property, because of, arising out of, or related to the active negligence of **St Paul Catholic Parish School**. It is understood that such indemnity shall survive the termination of this Agreement.

St Paul Catholic Parish School agrees to indemnify, defend and hold harmless **The Training Center**, its board of trustees, officers, agents and employees from and against any and all claims, costs, demands, expenses (including attorney's fees), losses, damages injuries and liabilities arising from any accident, death, or injury whatsoever or however caused to any person or property, because of, arising out



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of, or related to the active negligence of **The Training Center**. It is understood that such indemnity shall survive the termination of this Agreement.

INDEPENDENT CONTRACTOR STATUS

The parties hereto agree that the relationship created by this Agreement is that of independent contractors. Each party will be responsible for providing its own salaries, payroll taxes, withholding, insurance, workers compensation coverage and other benefits of any kind, as required by law, for its own employees.

FINGERPRINTING

The Training Center shall conduct a criminal background check of its employees and, upon receipt of those checks, certify to **St Paul Catholic Parish School** that no employee of the Center working with youth and parents of the **Center** has been convicted of a violent or serious felony as defined by statute. **The Training Center** will not permit any employee to have any such contact with a student of **St Paul Catholic Parish School** until such certification has been received by **the Training Center**. **The Training Center** shall supply **St Paul Catholic Parish School** with a list of names of those employees who are cleared to work with youth and parents of the school.

WRITTEN NOTICE

Written notices regarding this MOU required to be provided herein shall be sent, first class mail to each of the following signers below:

APPROVALS

The Training Center Authorized Signature
St Paul

8-7-20

Date

St Paul Catholic Parish School Training Center
Authorized Signature

8/7/20

Date



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Minutes of Meeting with Veronica Weimer

Date: June 9, 2020

Time: 3pm

Discussion of Non Public Schools to participate and receive service at the Training Center for students found to be in need of services.

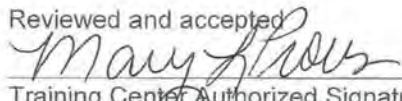
Mary Prows explained the Training Center's work with at risk students in the community. Additionally, she gave details of Cohort 10's proposed 21st Century Community Learning Center.

Activities required by St Paul Catholic Parish School

1. Review, sign and return appendix 3 indicating interest in being included as a participant in the grant application made by the Training Center.
2. If the grant is awarded, St Paul's staff would work to identify students in need of services. Information would be forwarded to the Training Center and families to begin the enrollment process.
3. Transportation was not be a barrier as reason for a student being able to attend. In the event family members are unable to transport child to the Training Center, transportation would be arranged.
4. If St Paul Catholic Parish School opts to be a participant, a Memorandum of Understanding would be drafted, reviewed and signed. Additionally, minutes of the meeting would also need to be signed by both St Paul's authorized staff and Training Center staff.

Activity by Training Center

1. Meeting held Wednesday, June 9.
2. Appendix 3 sent Sunday, July 19
3. Follow up call made Thursday, July 30, left message
4. MOU sent Friday, July 31
5. Email sent on Saturday, August 2 inquiring.

Reviewed and accepted

 Training Center Authorized Signature

7/31/20
 Date


 St Paul Catholic Parish School
 Authorized Signature

7-31-20
 Date



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EQUITABLE PARTICIPATION OF NON-PUBLIC SCHOOL CONSULTATION FORM

Training Center Incorporated met with **Lakeview Christian School** on **June 7, 2020** in consultation for participation in a 21st CCLC initiative in **Marion, IN 46953**

We hereby testify as indicated by the below signatures that appropriate consultation as described by Subpart 1 of Part E of Title VIII of the ESEA has occurred.

- Yes, we wish to participate
- No, we do not wish to participate
- Yes, we wish to participate and request further consultation

Julie M. Hertzog 8/7/20 Julie M Hertzog
 Non-Public School Representative Signature

Mary L Prows 8/7/20 Mary Prows
 Applicant Representative Signature



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MEMORANDUM OF UNDERSTANDING

The Training Center, Incorporated and Lakeview Christian School

The **Training Center**, hereinafter referred to as **Center**, and the **Lakeview Christian School**, hereinafter referred to as **Lakeview**, enter into this Memorandum of Understanding (MOU) for the express purpose of implementing a 21st Century Community Learning Center Out-of-School Time Program. It is understood by and between the parties that the implementation of the MOU is contingent upon continued funding received by **The Training Center** from the Indiana Department of Education.

The Training Center and **Lakeview** desire to work cooperatively to build an asset based approach to the delivery of services to youth and families. **The Center** and **Lakeview** will implement effective strength-focused strategies for positive youth development as part of the Out-of-School Time Program at **Training Center, Incorporated** serving students of **Lakeview Christian School**.

PURPOSE

The purpose of this Memorandum of Understanding is to establish a formal working relationship between the parties, based on the intent to meet the service delivery needs of the Out-of-School Time Program as described in the program application (RFP), and to set forth the operative conditions which will govern this important partnership.

DESCRIPTION OF SERVICE PROVIDED ON BEHALF OF THE CENTER

1. Working collaboratively **the Center/Lakeview** will identify high-priority student participants and to meet needs of youth served in the program.
2. Develop common confidentiality guidelines to share information between **Center** and **Lakeview** to the extent permitted by the Indiana Education Code and the Welfare and Institutions Code governing client confidentiality.
3. **Lakeview** will provide the **Training Center** the needed student assessment data and evaluation requirements such as school attendance, behavior referrals/improvements, NWEA scores, state required assessment results and/or other information to assist in academic improvement of students participating in the 21st Century Community Learning Center.



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4. Assist the **Center** with coordination of safe transportation from **Lakeview Christian School** to the **Center** for students in need. This includes providing a list of youth who are transported by parents/authorized guardians to the **Center**.
5. Designate a **Lakeview Christian School** employee to serve on the **Training Center** Advisory Group for continual program improvement.
6. Allow a **Center** employee to meet regularly (to be determined) with designated staff at **Lakeview** to discuss needed improvements, assessments, etc of students participating in the 21st Century Community Learning Center.

TERMS

The term of this Memorandum of Understanding shall commence no earlier than **July 1, 2021** and continue through **June 30, 2025**. This MOU may be reviewed by both parties annually. This Agreement contains all the terms and conditions agreed upon by the parties regarding the subject matter of this Agreement and supersede any prior Agreement, oral or written, and all other communication between the parties relating to such subject matter.

AMENDMENTS

Amendments to this MOU may be made with the mutual written agreement of both parties.

HOLD HARMLESS/INDEMNIFICATION

The Training Center agrees to indemnify, defend and hold harmless **Lakeview Christian School**, its board of trustees, officers, agents and employees from and against any and all claims, costs, demands, expenses (including attorney's fees), losses, damages injuries and liabilities arising from any accident, death, or injury whatsoever or however caused to any person or property, because of, arising out of, or related to the active negligence of **Lakeview Christian School**. It is understood that such indemnity shall survive the termination of this Agreement.

Lakeview Christian School agrees to indemnify, defend and hold harmless **The Training Center**, its board of trustees, officers, agents and employees from and against any and all claims, costs, demands, expenses (including attorney's fees), losses, damages injuries and liabilities arising from any accident, death, or injury whatsoever or however caused to any person or property, because of, arising out of, or related to the active negligence of **The Training Center**. It is understood that such indemnity shall survive the termination of this Agreement.



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INDEPENDENT CONTRACTOR STATUS

The parties hereto agree that the relationship created by this Agreement is that of independent contractors. Each party will be responsible for providing its own salaries, payroll taxes, withholding, insurance, workers compensation coverage and other benefits of any kind, as required by law, for its own employees.

FINGERPRINTING

The Training Center shall conduct a criminal background check of its employees and, upon receipt of those checks, certify to **Lakeview Christian School Elementary** that no employee of the Center working with youth and parents of the **Center** has been convicted of a violent or serious felony as defined by statute. **The Training Center** will not permit any employee to have any such contact with a student of **Lakeview Christian School Elementary** until such certification has been received by **the Training Center**. **The Training Center** shall supply **Lakeview Christian School Elementary** with a list of names of those employees who are cleared to work with youth and parents of the school.

WRITTEN NOTICE

Written notices regarding this MOU required to be provided herein shall be sent, first class mail to each of the following signers below:

APPROVALS

Mary Prows
The Training Center Authorized Signature

8/7/20
Date

Julie M. Hutsey
Lakeview Christian School Authorized Signature

8/7/2020
Date



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Minutes of Meeting with Justin Simos & Julie Hertzog

Date: June 10, 2020

Time: 1pm

Discussion of Non Public Schools to participate and receive service at the Training Center for students found to be in need of services.

Mary Prows explained the Training Center's work with at risk students in the community. Additionally, she gave details of Cohort 10's proposed 21st Century Community Learning Center.

Activities required by Lakeview Christian School

1. Review, sign and return appendix 3 indicating interest in being included as a participant in the grant application made by the Training Center.
2. If the grant is awarded, Lakeview Christian School's staff would work to identify students in need of services. Information would be forwarded to the Training Center and families to begin the enrollment process.
3. Transportation was not be a barrier as reason for a student being able to attend. In the event family members are unable to transport child to the Training Center, transportation would be arranged.
4. If Lakeview Christian School opts to be a participant, a Memorandum of Understanding would be drafted, reviewed and signed. Additionally, minutes of the meeting would also need to be signed by both Lakeview's authorized staff and Training Center staff.

Activity by Training Center

1. Meeting held Wednesday, June 10.
2. Appendix 3 sent Sunday, July 19
3. Email sent July 24
4. Follow up call and email made Thursday, July 30, left message
5. MOU sent Friday, July 31
6. Email sent on Saturday, August 2 inquiring.

Reviewed and accepted

Mary Prows
Training Center Authorized Signature

8/7/2020
Date

Julie M Hertzog
Lakeview Christian School
Authorized Signature

8/7/2020
Date



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PROJECT ABSTRACT (2.5 POINTS, 2 PAGES MAXIMUM)

The Training Center – A place where dreams begin. The Center’s mission is to partner with families and community to provide an academic enrichment and youth development program for children enrolled in grades K-8 in Marion, Indiana. The Center’s vision is to see children develop community and build stability and strong academics on their way to attaining their dreams. The Center recognizes the needs of the at risk students in the Marion community and partners with families to help students pursue success and reach their full potential, becoming the people they were created to be. The Center uses the Search Institutes researched and evidence-based program called the 40 Developmental Assets to incorporate positive assets to develop healthy social and emotional stability, helping students to pursue the best to be their best.

As a 21st CCLC, the Center will increase capacity to serve the great need of students attending Marion Community Schools. 41.9% of children under the age of 18 live at or below poverty in the city of Marion. Academic test scores and state competencies are currently at the 50% range or less in most of the schools. Many children are unable to access quality, constructive programs due to a lack of resources and transportation.

The pursuit of the 21st CCLC grant has strengthened community partnerships. Greater relationships have been established with partnering schools, the business community, and a local university. The community has a common goal to segue change, and the Training Center’s community partnerships have increased from six to over twenty.

Key people and organizations have committed to helping the Center produce the outcomes needed for students to become successful. Partners include principals from the four elementary schools, the intermediate and jr high, and two local non public schools who serve a student population where 78% receive free or reduced lunches. Other partners and support comes for the local Chamber of Commerce, United Way, the Mayor of Marion, and Indiana Wesleyan University. The 21st CCLC grant will allow the Marion community to come together to provide a better future for its students. .

PROGRAM QUALIFICATION (5 POINTS, 2 PAGES MAXIMUM)

1. *Minimum Criteria* – Each of the targeted schools in this proposal meet the eligibility standards for consideration of 21st Century Community Learning Center Funding. The Training Center is targeting all Marion Community School Elementary Schools, the MCS Middle Schools, and both Non Public Schools within a 5 mile radius of the center. All



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schools targeted by the program are serving high economic need students, qualify for Title 1, and/or fail to meet State or Federal Guidelines.

Targeted School Eligibility Data:
Table 1

Targeted School	Economic Disadvantage/Free & Reduced Lunch	State Grade 19/20	Title 1	Federal Designation
MCSC	79.20%	C		
Allen	90.00%	B	√	Approaches Expectations
Francis Slocum	81.10%	B	√	Approaches Expectations
Kendall	78.10%	C	√	Approaches Expectations
Riverview	70.40%	A	√	Meets Expectations
Justice	79.90%	D	√	Additional Target Support
McCulloch	74.30%	F	√	Comprehensive Support
Non Public			□	
St Paul Parish	79.90%	C	□	
Lakeview Christian	75.30%	D	□	

2. *Origin of Partnership* – The Training Center (Inc) has served Marion Community School’s elementary schools since 2011. Community leaders organized the Center to offer collaborative programming to expand educational learning opportunities for students failing to thrive in the City of Marion. The original target population was elementary students K-4 living on the west side of Marion in a six block radius of the center. The radius encompassed students attending three of the four elementary schools. School redistricting resulted in the radius only serving Kendall Elementary students. As a result of school choice, however, students in a five mile radius of the Training Center have inquired about the opportunity to participate in out of school learning. As a result, the Center currently serves students from each of the four MCS elementary schools targeted in the grant proposal. Additionally, due to the lack of organized out of school learning for middle school students (5-8), the Training Center expanded in 2012 to continue serving the needs of older students in the community. Currently, the Training Center has a working relationship with MCS’s four elementary and middles schools (intermediate & junior high). Together the Training Center and Marion Community Schools have worked to identify and refer students who have and continue to benefit from out of school learning. Relationship with Lakeview Christian



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School and Saint Paul Parish School has been established recently after the Center began pursuing the 21st Century Community Learning Center program grant.

3. *Priority Area* – The Training Center, Inc. will lend priority focus to Social Emotional Learning (SEL) with an enhanced focus of Literacy, STEM, College & Career Readiness. With the priority focus of SEL, students will receive intentional activities using the Search Institutes 40 Developmental Assets, identified as a set of skills, experiences, relationships, and behaviors that enable young people to develop into successful and contributing adults. This evidence based program of assets can be separated into the categories defined as the competencies of Social Emotional Learning. In addition to following the 40 Developmental Assets, the Training Center is partnering with Project Leadership, a local agency, to use their new curriculum developed to serve as a toolkit with foundational tools for preparing students for success. The Training Center will also continue to intertwine social & emotional learning competencies throughout other programming. This will be expounded upon under program design later in this proposal.

PRIORITY POINTS (5 POINTS, 1 PAGE MAXIMUM)

- New Applicant – The Training Center opened in September of 2011 and has not been a recipient of 21st CCLC funds. The Center has primarily been funded by local individual and business donations, grants and funds from the Grant County Community Foundation.
- RLIS – Marion Community Schools (2685) is listed on the Master Reap Eligibility list.
- Unable to determine if Marion Community Schools are listed as a Comprehensive Support & Improvement (CSI) school; however, all students in the Marion Community School District received free and reduced meals, although the rate is 75.1%.
- The Training Center currently serves students through foster care, adoption, and with disabilities. Approximately 30% of students served by the Training Center are identified in one of the prior categories.

NEED FOR PROJECT (10 POINTS, 7 PAGES MAXIMUM)

1. *Data Evidence* – The schools targeted to actively participate in the Training Center’s program are defined as underperforming, approaching expectations, comprehensive support needed and achieves expectation. Each of the schools, however, show high poverty, low scores, lack of family resources and high level of unemployment. The crime index is higher in Marion, Indiana than the national average. Additionally, the median household income of Marion families is 69% compared to the median for the State of



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Indiana. In Marion, the child poverty rate is 41.9% compared to 17.9% in the State of Indiana.

Tables 2 and 3 support the need to assist in partnering with Marion Community School families facing barriers by offering successful educational and social & emotional learning. Data was collected through the Indiana Department of Education website and City-Data.com.

Targeted School Demographics

Table 2.

Targeted School	Hispanic	White	Black/ Brown	Multiracial/ other	Asian	Native American	Special Ed Students	ELL Students
MCSC	13.20%	49.30%	21.20%	15.10%	1.10%	0.20%	14.70%	4.20%
Allen	16.80%	49.50%	13.20%	19.70%	0.00%	0.80%	10.50%	4.90%
Francis Slocum	11.20%	33.30%	40.40%	14.40%	0.70%	0.00%	13.20%	4.80%
Kendall	10.60%	52.70%	16.80%	17.60%	2.00%	0.20%	10.40%	3.50%
Riverview	16.00%	57.30%	13.10%	12.40%	0.70%	0.20%	12.90%	5.40%
Justice	13.90%	48.30%	19.20%	18.10%	0.50%	0.00%	18.60%	5.10%
McCulloch	16.10%	49.90%	19.50%	13.60%	0.70%	0.20%	18.60%	4.20%
Non Public								
St Paul Parish	34.40%	52.70%	1.10%	6.50%	5.40%	0.00%	4.30%	23.70%
Lakeview Christian	7.00%	77.30%	5.40%	8.10%	2.20%	0.00%	3.80%	1.60%

Student Achievement Data at Targeted Schools

Table 3.

Assessments and Student Data	Allen	Frances Slocum	Kendall	Riverview	Justice	McCulloch	St Paul	Lakeview
I-LEARN ELA Pass Rate (All) 2019-20	17.70%	20.80%	29.30%	50.00%	26.70%	26.60%	58.50%	33.60%
I-LEARN Math Pass Rate 2019-20	25.20%	32.30%	33.60%	51.80%	26.90%	18.90%	52.80%	33.60%
I-LEARN Science Pass Rate 2019-20	8.10%	20.20%	20.50%	32.70%	27.20%		56.00%	46.90%
Reading Proficiency Rate 2019-20	73.30%	72.50%	70.10%	83.60%			100.00%	20.80%
I-LEARN Social Studies 5 Pass Rate 2019-20					25.20%			81.00%
Out of School Suspension Data 2019-20	3.40%	4.20%	7.00%	5.40%	16.20%	15.20%		
School Expulsion Data 2019-20								
Chronic Absenteeism Data 2019-20	20.70%	24.30%	13.20%	12.50%	19.10%	26.00%	4.00%	8.20%

2. *Current Programming* – Table 4 shows the programming currently offered in the public and non public schools requesting to be served under the 21st CCLC. Although there are opportunities at the local schools for out-of-school learning, many of the programs are geared towards specific topics such as STEM, Robotics, and sports or are limited to a number of students within a specific demographic. School leaders have offered additional assistance to their Title 1 students for after school, but the response has been low.

Other providers such as the Boys & Girls Club and Grant County YMCA offer homework assistance but have not incorporated a structured program with a focus on college &



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career readiness and social emotional learning. The Training Center will seek to fill this service gap in the out-of-school time programming

The Training Center serves students through high school. Current programming, however, is primarily focused on K-4 (elementary age for Marion Community Schools). Programming includes remedial reading, math, homework assistance, and behavior modification. Students in 5th-12th grade have been limited to homework assistance due to the lack of staffing to expand their programming. The Training Center's expansion as a 21st CCLC will allow the Center to offer students K-8th grade structured, evidence based programming for Social Emotional Learning, Literacy, STEM, College & Career Readiness, and community based family services through local partnerships.

Current and Proposed Services for Target Schools

Table 4.

School/ Grade Levels Served	Current programs	21st CCLC Programming
Allen Grade Levels K-4	Robotics Club YMCA Boys & Girls Club Grant County Brain Kitchen Student Council PAL Club Judo/Martial Arts Training Center Academic Enrichment	21st CCLC Program *Days - Monday - Thursday *Time - 2:45pm-6:00pm *Summer Programming *Transportation offered *Expands # served Additional Service *STEM *4H, Nutrition, Life Skills *Social Emotional Learning *Tutoring & Homework Help *40 Development Assets
Frances Slocum Grade Levels K-4	Robotics Club YMCA Boys & Girls Club Grant County Student Council PAL Club Judo/Martial Arts Training Center Academic Enrichment	21st CCLC Program *Days - Monday - Thursday *Time - 2:45pm-6:00pm *Summer Programming *Transportation offered *Expands # served Additional Service *STEM *4H, Nutrition, Life Skills *Social Emotional Learning *Tutoring & Homework Help *40 Development Assets



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School/ Grade Levels Served	Current programs	21st CCLC Programming
Kendall Grade Levels K-4	Robotics Club YMCA Boys & Girls Club Grant County Student Council PAL Club Judo/Martial Arts Training Center Academic Enrichment	21st CCLC Program *Days - Monday - Thursday *Time - 2:45pm-6:00pm *Summer Programming *Transportation offered *Expands # served Additional Service *STEM *4H, Nutrition, Life Skills *Social Emotional Learning *Tutoring & Homework Help *40 Development Assets
Riverview Grade Levels K-4	Robotic Club YMCA Boys & Girls Club Grant County Student Council PAL Club Judo/Martial Arts Center for Success (Limit 12 Students) Training Center Academic Enrichment	21st CCLC Program *Days - Monday - Thursday *Time - 2:45pm-6:00pm *Summer Programming *Transportation offered *Expands # served Additional Service *STEM *4H, Nutrition, Life Skills *Social Emotional Learning *Tutoring & Homework Help *40 Development Assets
Justice Grade Levels 5-6	Robotic Club YMCA Boys & Girls Club Grant County Student Council Judo/Martial Arts Title 1 Tutoring Volleyball Basketball Training Center Academic Enrichment	21st CCLC Program *Days - Monday - Thursday *Time - 3:45pm-6:00pm *Summer Programming *Transportation offered *Expands # served currently no formal agreement with school Additional Service *STEM *4H, Nutrition, Life Skills *Social Emotional Learning *Tutoring & Homework Help *40 Development Assets
McCulloch Grade Levels 7-8	Robotic Club YMCA Boys & Girls Club Grant County Student Council Judo/Martial Arts Title 1 - Tutoring Volleyball Basketball Football Training Center Academic Enrichment	21st CCLC Program *Days - Monday - Thursday *Time - 2:45pm-6:00pm *Summer Programming *Transportation offered *Expands # served currently no formal agreement with school Additional Service *STEM *4H, Nutrition, Life Skills *Social Emotional Learning *40 Development Assets *Tutoring & Homework Help *College & Career Readiness



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School/ Grade Levels Served	Current programs	21st CCLC Programming
Saint Paul Parish School	Math Club STEM Club Robotics Club Student Ambassador Program St. Paul Spectacular 4-H Club Sports Club Life Skills Club	21st CCLC Program *Days - Monday - Thursday *Time - 2:45pm-6:00pm *Summer Programming *Transportation offered *Expands # served currently no formal agreement with school Additional Service *Social Emotional Learning *40 Development Assets *Tutoring & Homework Help
Lakeview Christian School K-8	Information Not Available	21st CCLC Program *Days - Monday - Thursday *Time - 2:45pm-6:00pm *Summer Programming *Transportation offered *Expands # served currently no formal agreement with school Additional Service *STEM *4H, Nutrition, Life Skills *Social Emotional Learning *40 Development Assets *Tutoring & Homework Help *College & Career Readiness

3. *Enhance & Expand* – The Training Center will be able to enhance programming and expand capacity as a 21st CCLC. The Center has served an average of 25-30 students per year, with good, yet limited outcomes. The 21st CCLC grant will allow the Training Center to serve 40 or more K-4th grade students per year with enhanced programming and intentional outcomes. The Training Center will also be able to increase capacity for Middle School students to 20 or more with the receipt of the grant. In 2019-2020, the Training Center served an average of 10 middle school aged students. The awarding of a 21st CCLC grant will allow the Training Center improve services for children from each of Marion Community Schools four elementary locations, two non public schools, and MCS middle schools. Currently the Training Center is serving students from each of the different public elementary schools. Due to lack of staffing at the Training Center, however, the Center previously has been unable to build a strong relationship with the administrative staff of each school. Thus, the Center was not able to reach capacity and serve the needs of students. Through the pursuit of the grant process, relationships have been established with each of the four principals and their assistants at the elementary schools. Additionally, relationships have been established with two non public schools within five miles of the Center’s location. Both of the non public schools serve a high need population, and



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through the process, the principals have opted to participate and refer students for needed services.

Although the Training Center serves students through 12th grade, a formal relationship has never been established with the administration at the middle and high schools. Marion Community Schools restructured its Intermediate and Jr High into a combined middle school concept beginning in the 2020-21 school years. A relationship has been created with the current principal and through this relationship it has opened communication to recruit and serve Middle School students in a greater way.

4. Identified Needs – The process to identify needs has been through discussions including school administrators and staff, community leaders, families, and students. Marion and Grant County have had growing concern for the community as they have continued to see child poverty increase, more children placed in foster care, and academic trends decrease. Through this discussion, conversations were held, surveys used, and community and academic data was reviewed.

Outcomes from the assessment showed the need for community to have enhanced quality and affordable out of school resources for families and children, the benefit of offering extended learning in a neutral location (away from the school), preparing students for college and career readiness, and the benefits of incorporating the concepts and values of social & emotional learning.

The opportunity to receive a 21st CCLC grant will offer additional assistance to families in the community allowing provision for a high quality program model that aligns with current school curriculum.

PARTNERSHIPS (5 POINTS, 3 PAGES MAXIMUM)

1. Project Collaboration – The local community was very receptive to creating a collaborative partnership to empower students enrolled at the Training Center. The enhancement of becoming a 21st CCLC will expand the community partnerships already established. The result was a community collaborative effort to enhance out of school learners, with The Training Center serving as the recipient of the 21st CCLC grant fund and giving primary programming oversight. The Training Center leadership, public and non public principals, teachers, social service staff, and community leaders are committed to supporting the overall family and student goals and objectives provided in the grant proposal. Collectively, community can insight change and expect greater outcomes: success for students, families, and the community.



**21st CCLC Program Partner and Responsibilities - Completed MOU
Table 5.**

21st CCLC Program Partner	Program Responsibilities
New Life Community Church	Provide facility usage with utilities excluding internet and phone. Additionally, New Life will provide janitorial supplies, restroom supplies ie. toilet paper, paper towel, hand soap and hand sanitizer. Facility includes office space, 12 classrooms, kitchen and gym
Allen Elementary School (MSC) K-4	Provide student data collection including school day academic data, assessments, behavioral reports, and attendance reports. Provide program marketing and recruitment, assist in identifying students for the 21st CCLC, regular communication between school leadership, administrators, and teachers for the purpose of program alignment. Advisory member
Frances Slocum Elementary School (MSC) K-4	Provide student data collection including school day academic data, assessments, behavioral reports, and attendance reports. Provide program marketing and recruitment, assist in identifying students for the 21st CCLC, regular communication between school leadership, administrators, and teachers for the purpose of program alignment. Advisory member
Kendall Elementary School (MSC) K-4	Provide student data collection including school day academic data, assessments, behavioral reports, and attendance reports. Provide program marketing and recruitment, assist in identifying students for the 21st CCLC, regular communication between school leadership, administrators, and teachers for the purpose of program alignment. Advisory member
Riverview Elementary School (MSC) K-4	Provide student data collection including school day academic data, assessments, behavioral reports, and attendance reports. Provide program marketing and recruitment, assist in identifying students for the 21st CCLC, regular communication between school leadership, administrators, and teachers for the purpose of program alignment. Advisory member
Middle School (MSC) Justice Thurgood Marshall - 5/6 McCulloch Jr High - 7/8	Provide student data collection including school day academic data, assessments, behavioral reports, and attendance reports. Provide program marketing and recruitment, assist in identifying students for the 21st CCLC, regular communication between school leadership, administrators, and teachers for the purpose of program alignment. Advisory member
Lakeview Christian School K-8	Provide student data collection including school day academic data, assessments, behavioral reports, and attendance reports. Provide program marketing and recruitment, assist in identifying students for the 21st CCLC, regular communication between school leadership, administrators, and teachers for the purpose of program alignment. Advisory member
St Paul Catholic Parish School K-6	Provide student data collection including school day academic data, assessments, behavioral reports, and attendance reports. Provide program marketing and recruitment, assist in identifying students for the 21st CCLC, regular communication between school leadership, administrators, and teachers for the purpose of program alignment. Advisory member



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Otis R. Bowen Center for Human Services, Inc	Serve as a community partner to identify students with mental health needs through intake assessments, provide appropriate staff members to assist with mental health services qualified through Medicaid. Assist with family involvement and training.
Purdue University/Grant County Extension Office	Educators will provide sessions which include nutrition, cooking, healthy living, STEM, human development and financial literacy. Learning objectives: problem solving, retention of information, decision making, healthy lifestyle, social emotional, financial skills, basic cooking skills. Advisory Member
City of Marion Indiana	Supports the program and will serve as a liaison with additional community partners.
United Way of Grant County	Will serve on advisory board, include the Training Center in the Grant County Non Profit Coalition, will serve as a resource to the Center and families for unmet need. Advisory member
Marion-Grant County Chamber of Commerce	The Chamber will assist in publicizing the program, connect the Center with employers and organization to assist students educationally and with potential careers. Advisory Member
Children's Bureau, Inc	Provide/arrange trainings for parents and families, assist in building parents' skills in actively participating in child's education, school, and overall well being. Advisory Member
Project Leadership	Provide curriculum, instruction, and evaluation for College & Career Readiness, along with Social & Emotional Learning. Advisory Member
Indiana Wesleyan University	Provide paid tutors through Federal Work Study, mentor, volunteers through practicums, internships, placements, etc from various division of campus as available. IWU's Grant Advisor will serve on the 21st CCLC advisory committee. (Continuing a long term partnership since 2011)
Grant County Rescue Mission	Provide meal. The Mission will work with the Training Center to provide a hot meal four times a week. The meal will meet or exceed USDA Guidelines and the IDOE Nutritional Guidelines. The Mission works in conjunction with Second Harvest Food Bank to provide nutrition to lower income families. Remaining portion is paid by a grant from American Woodmark Foundation.
Praxis Strategies & Solutions	Provide assistance in creating and measuring outcomes, design and administer data collections tools, collect qualitative data, supervise data collection, maintain records, prepare a formative and summative evaluation, and provide technical assistance, as well as programming, data entry, management and planning assistance. Advisory Member
Tiny Tot ChildCare Program/My Way Pre-K	Provide assistance with snack and meal. They are currently approved through the Child and Adult Care Food Program.
Marion Indiana Neighborhood Association	The neighborhood will help identify families of at risk students. Supports the work of the Center in the community to help students and families improve quality of life.



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Additionally, the Training Center has strong ties to Prevent Child Abuse Grant County, local Systems of Care, attends Indiana Youth Institutes trainings, is a member of the Indiana Afterschool Network, and works collaboratively with the Boys & Girls Club of Grant County. The Training Center also has a working relationship with the local DCS office, The Villages, and other community agencies working on behalf of children in foster care or who have been adopted.

2. *Identifying Partners* – To identify partners, the grant writing team identified and reached out to current partners, organizations who will strengthen the Center and add additional value to the program and community as a whole, as well as those who will allow the Center to be an efficient organization without using additional resources. Through intentional conversation, the grant writing team and leaders of potential partners worked together to develop Memorandums of Understanding and identify partner strengths and resources that will help meet program needs and goals. Specific partner contributions are detailed in Table 5 in the previous section.

3. *Volunteers* – The Training Center has invited community volunteers from partnering organizations. The majority of volunteers will be recruited from Indiana Wesleyan University through speaking in classes from various divisions. Volunteers will meet the programs need for tutors and mentors. Volunteers will submit a criminal background check prior to volunteer service per MOU for each organization. Volunteers not part of community partners will also submit a background check prior to contact with students.

PROGRAM DESIGN (15 POINTS, 10 PAGES MAXIMUM)

1. *Recruitment Criteria* – The Training Center will continue to use an application process for admission. Applications and information brochures will be forwarded to the partnering schools for distribution to families when a student has been identified as in need of additional out of school assistance. The targeted MCS schools are all classified as Title 1 schools, have a high eligibility of free and reduced lunches, and are scoring low on state assessments. The two non public schools service students showing low achievement score, high poverty, and serving a higher population of English learners. The Training Center is committed to targeting students who have the most need and can benefit from participating in out of school learning. The Center relies on referrals from key school staff who understand the needs of their students and the capacity of the Training Center. The Center will participate in school sponsored events that will allow the opportunity to market out of school learning to families, educators, and community.

1a. Specific Criteria –

1. Enrolled in K-8th grade in a participating (targeted) school
2. Have a recommendation from teachers, principal, local partners, parents or other community partners that student is in need of additional out of school learning



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1b. Recruitment Effort –

1. Students who have previously attended the Center or a sibling whose family has had previous involvement with the Center.
2. Referred by School personnel, DCS. or other youth support organizations.
3. Parents who reach out to the Center directly; however, must have a confirmation of need from participating school

1c. Distribution of Information –

1. As a 21st CCLC, the Training Center and its partners will share information through marketing via social media, newsletters, direct mail, newspaper, and radio. The information included in marketing materials will be written for easy assimilation of the information for ability of the target market. The information will include program offering, times of service, and guidelines for admission.
2. The major portion of marketing materials will be presented in English; however, as one of the partnering schools has a high concentration of English Learner students, the information will also be available in Spanish.

Projected Target Schools

Table 6

21st CCLC Program Partner	
Allen Elementary School (MSC) K-4	
Frances Slocum Elementary School (MSC) K-4	
Kendall Elementary School (MSC) K-4	
Riverview Elementary School (MSC) K-4	
Middle School (MSC) Justice Thurgood Marshall - 5/6 McCulloch Jr High - 7/8	
Lakeview Christian School	K-8
St Paul Catholic Parish School	K-6



2. Community Data –
Table 7

Marion Community Data		
Dropout Rate		15.9% overall
		19.2% 18-35
		32.9% of drop outs live in poverty
Literacy Rate		Average reading level
		6.2 grade level
Poverty Rate		27.1% overall
		45% under 18 yrs old
Median Income		\$31,200
Unemployment Rate		13.30%
Crime Rate:		Risk of 42 in 1000

3. Parental Involvement –
Parental Involvement, family literacy, education activities
Table 8.

Family Activity	Description	Frequency
Parent orientation	Introduce Program, discuss goals and objectives about the program, students and families.	Twice per year
Parent Engagement	Discussion of school day and OST	Two - four time per year
Family Night Activity/Dinner	Family focused dinner and activity	Four times per year
Volunteer Opportunities	Include families in fundraising opportunities	Three times per year
Parent Listening Nights	Classes for families present through Children's Bureau	Five-six times per year
Survey Completion	Phone or written opportunity for parent to share thoughts on program and the effectiveness for their student	Twice per year
Community Connections	Access to local social service agencies such as Bowen Center, Purdue Nutrition, Children's Bureau	Year round

Parental involvement is a vital part of the success of the students attending the Training Center. The Center is committed to empowerment of families through engagement. One



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of the most important factors to empowerment is relationships: building trust. As the Center works to empower and build relationships it will encourage families through various activities previously listed by taking a vital role in their student's education and offer training that allows parents to grow personally. Parental growth will translate into greater outcomes for their students.

4. *Snacks and/or Meals* – Training Center students are provided a healthy, nutritious snack each afternoon prior to beginning homework labs. Providing a healthy snack that includes brain foods instead of whoa foods increases students' abilities to concentrate and stay on task to complete homework in a more efficient manner. The snack meets or exceeds USDA nutritional requirements. As a 21st CCLC, the Training Center will incorporate a full dinner for students prior to dismissal. Offering a balanced meal will fill a gap for many of the students in the Marion community whose families do not always provide a nourishing meal.

The Training Center is working with two organizations to assist with snacks and meals. Tiny Tots Childcare is slated to be the snack provider and will assist with reimbursement through Child and Adult Food Care Program. A staff member of Tiny Tots Childcare will help with menus approved for reimbursement. Staff from Tiny Tots is trained in food handling safety. Evening dinners will be provided by the Grant County Rescue Mission. The Mission is a recipient of food through Second Harvest Food Bank. Menus for evening meals will be made in conjunction with guidelines that meet or exceed those of USDA for after school providers. Funding for evening meals is provided through a grant each year from the American Woodmark Foundation and resources from Second Harvest Food Bank.

5. *Weekly Schedule* – Following this written description of the schedule, Table 9-11 show an example of weekly programming for K-4 grade (elementary) and for 5-8 grade (middle) school students. The schedule is set to accommodate 40 elementary and 20 middle school students. All programming will be off site from the target schools and held at the Training Center's primary location. The Center will be open each day Monday–Thursday from 2:45-6pm. Elementary students' hours are 2:45-6:00pm and middle school students' hours are 3:30-6:00pm.

Elementary Schedule – Table 9 - Snack will be served immediately upon arrival. Each day there are varied activities scheduled for elementary students with the primary activity being homework completion. Other activities include STEM, Social Emotional Learning, Extension—including 4H, Nutrition, & Life Skills, –Music Therapy, Art, structured Gym, and MobyMax/Study Island learning software on the computer. Dinner is served after rotations prior to student dismissal.

Middle School Schedule – Table 10 - Snack is served upon arrival, along with middle school students having structured Gym. Next on the schedule is homework time, then weekly variety of rotations of Social Emotional Learning, which includes discussion days and career & college readiness, and Extension, including 4H, Nutrition & Life Skills.



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Summer Schedule – Table 11 - Each summer six weeks of project based learning will be offered by enrollment for students K-6. The program will take place from 9am-1pm. Daily, students will be served a breakfast upon arrival and served lunch prior to dismissal. The daily scheduled activities will vary based on the project for the week. Included may be trips related to the project topic, career speakers from the community, cooking, computer based research, STEM as hands on learning which follows with project based learning. The projects are introduced on the first day for students to plan, collaborate (team work), research, assess, create and present throughout the course of the week. Structured physical activity is regularly scheduled during break times as noted on the sample schedule.

Parent Activities – Parent activities will be added to the schedule typically as an extension of the regular schedule. Parents will receive a monthly schedule with details of the times of their planned session. These session include family dinner, learner session with Children’s Bureau, and orientations.

Weekly Schedule – Elementary K-4th grade Table 9

The Training Center 2011 W 10 th St, Marion, IN DAILY SCHEDULE 2020-21												
TIME	MONDAY			TUESDAY			WEDNESDAY			THURSDAY		
2:40-2:55	Student arrive			Student arrive			Student arrive			Student arrive		
2:40-2:55	Sign-in/quiet games			Sign-in/quiet games			Sign-in/quiet games			Sign-in/quiet games		
2:55-3:10	Snack			Snack			Snack			Snack		
3:10-3:15	Restroom			Restroom			Restroom			Restroom		
	Gp1	Gp2	Gp3	Gp1	Gp2	Gp3	Gp1	Gp2	Gp3	Gp1	Gp2	Gp3
3:15-3:30	Home Work Room Groups	Gym	Reading	Home Work Room Groups	Gym	Reading	Home Work Room Groups	Gym	Reading	Home Work Room Groups	Gym	Reading
3:30-3:45	Home Work Room Groups	Home Work Room Groups	Gym	Home Work Room Groups	Home Work Room Groups	Gym	Home Work Room Groups	Home Work Room Groups	Gym	Home Work Room Groups	Home Work Room Groups	Gym
3:45-4:00	Reading	Home Work Room Groups	Home Work Room Groups	Reading	Home Work Room Groups	Home Work Room Groups	Reading	Home Work Room Groups	Home Work Room Groups	Reading	Home Work Room Groups	Home Work Room Groups
4:00-4:15	Gym	Reading	Home Work Room Groups	Gym	Reading	Home Work Room Groups	Gym	Reading	Home Work Room Groups	Gym	Reading	Home Work Room Groups
	Rotation GP 1	Rotation GP 2	Rotation GP 1	Rotation GP 2	Rotation GP 1	Rotation GP 2	Rotation GP 1	Rotation GP 2	Rotation GP 1	Rotation GP 2	Rotation GP 1	Rotation GP 2
4:15-4:45	Moby/Study Island	Music Therapy	Art	SEL	Moby/Study Island	Extension	STEM	SEL-Discussion	Moby/Study Island	Extension	Art	SEL-Discussion
4:45-5:15	Music Therapy	STEM	SEL	Moby/Study Island	Extension	Art	SEL-Discussion	Moby/Study Island	Extension	Art	SEL-Discussion	Moby/Study Island
5:15-5:35	DINNER			DINNER			DINNER			DINNER		
5:35-5:50	Journal			Journal			Journal			Journal		
Journal	"Vitamin Day			What is a Road Map			If I had a Garden			Carmel Corn day		
5:50-6:00	Read Aloud Together			Read Aloud Together			Read Aloud Together			Read Aloud Together		
5:50-6:00	Clean/End of Day			Clean/End of Day			Clean/End of Day			Clean/End of Day		
6:00	Dismissal			Dismissal			Dismissal			Dismissal		



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**Weekly Schedule – Middle School 5-8th Grade
Table 10**

21 st CCLC – Middle School Schedule								
TIME	MONDAY		TUESDAY		WEDNESDAY		THURSDAY	
3:30-4:15	Arrival, Snack, gym		Arrival, Snack, gym		Arrival, Snack, gym		Arrival, Snack, gym	
4:15	Homework Lab Begins		Homework Lab Begins		Homework Lab Begins		Homework Lab Begins	
Group	G 5-8	B 5-8	G 5-8	B 5-8	G 5-8	B 5-8	G 5-8	B 5-8
4:15 – 5:00	Homework Lab Journal Reading	Homework Lab Journal Reading	Homework Lab 4:15-4:45	Homework Lab 4:15-4:45	Homework Lab Journal Reading	Homework Lab Journal Reading	Homework Lab Journal Reading	Homework Lab Journal Reading
	Rotation GP 1	Rotation GP 2	Rotation GP 1	Rotation GP 2	Rotation GP 1	Rotation GP 2	Rotation GP 1	Rotation GP 2
5:00-5:30	Career Journal	Career Journal	SEL 4:45-5:30	SEL 4:45-5:30	Extension	Extension	SEL - Discussion	SEL - Discussion
5:30-5:45	DINNER		DINNER		DINNER		DINNER	
5:45 – 6:00	Moby/Study Island		Moby/Study Island		Moby/Study Island		Moby/Study Island	
6:00	Dismiss		Dismiss		Dismiss		Dismiss	

**Weekly Summer Schedule
Table 11**

Theme: giants of the forest															
June 15 -				June 16 -				June 17 -				June 17 -			
Time	K-2	3-6 Girls	3-6 Boys	Time	K-2	3-6 Girls	3-6 Boys	Time	K-2	3-6 Girls	3-6 Boys	Time	K-2	3-6 Girls	3-6 Boys
8:45-9:15	Breakfast	Reading	Restroom	8:45-9:15	Breakfast	Reading time		8:45-9:15	Breakfast	Reading		8:45-9:15	Breakfast	Reading	
9:15-9:25	Travel to Salamonic			9:15-9:25	Restroom			9:15-9:25	Restroom			9:15-9:25	Restroom		
9:25-9:55				9:25-9:55	tree label	break	Tech	9:25-9:55	poster/speech	break	Tech	9:25-9:55	finish presentation		
9:55 - 10:00	Introduce handbook and expectations			9:55 - 10:00				9:55 - 10:00				9:55 - 10:00			
10:00-10:30				10:00-10:30	Tech	Tree/leaf art	hamburger plan	10:00-10:30	Tech	4 season art	poster/Speech	10:00-10:30			Presentations
10:30-10:35	snack			10:30-10:35				10:30-10:35				10:30-10:35			
10:35-11:05				10:35-11:05	break	tech	tree/leaf art	10:35-11:05	break	tech	4 season art	10:35-11:05	forest mix/ break		
11:05-11:10				11:05-11:10				11:05-11:10				11:05-11:10			
11:10-11:40	Departure to Home			11:10-11:40	art	hamburger plan	break	11:10-11:40	4 season art	poster/speech	break	11:10-11:40	final craft		
11:45-11:55	Restroom			11:45-11:55				11:45-11:55				11:45-11:55			
Noon-1:00	Lunch/Dismissal			Noon-1:00				Noon-1:00				Noon-1:00			awards

Notes	Notes	Notes	Notes
Breakfast - Cold Cereal, Fruit, Milk			
	Tech: www.arborday.org/kids		award: gold leaf and tongue awards
Snack: granola, fruit, water	kids.nationalgeographic.com/explore/books/field-guide-trees/		
handbook, pencil, crayon for rubbing clipboard		Tech: Reduce Reuse Recycle: Take care of our resources	
		jr.brainpop.com/science/conservation/reducereuserecycle/games	
		turtlediary.com/game/recycling-waste.html	
		kids.nationalgeographic.com/games/action-and-adventure/recycle-roundup-new/	
		www.abcya.com/games/recycling_game	



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6. *Alignment of Standards* – The Training Center strives to offer a high quality out of school learning environment. A place where students feel safe and loved. The Center believes that a community must work together to ensure students have the best childhood experiences: academic, social, and physical. The Center reviews the IAN standards as well as IAS standards on a regular basis to ensure children have the best environment to be successful. The Training Center works to offer balanced programming that is safe, nurturing and fun, gives positive experience addressing the whole students mind (academic), body (physical through activity and nutrition), and soul (social and emotional learning).

The Indiana Afterschool Network standards set a high bar for programming to ensure a positive safe learning environment. It is vital to the learning experience that students are guided through the learning experience with positive techniques, encouraging families to participate in an informed, hands on manner. Quality improvement must be an ongoing process as standards, values, and life experiences change the needs of the students. Quality also includes the standard set for employees, implementation of orientation, and continual personal development.

The majority of the students attending the Center have had adverse childhood experiences that have caused lasting trauma. The Training Center screens all employees prior to hiring. A criminal background check is completed for all staff who have contact with students and families. Staff complete an orientation prior to having direct contact with students. Staff are oriented in the culture of the Center, helping them understand how to use positive reinforcement and redirect, discussion on tone of voice, empowerment, and the safety of all students. There are written employee and student manuals documenting daily operations, safety, and classroom management and set up. Additionally, staff are trained to encourage positive nutrition and cooperative play. Staff are also encouraged to engage with parents in a positive manner.

The Center reviews academic standards to ensure programming is following guidelines for the local school systems. Academics are set to best practice, staff work to encourage students to strive to overcome barriers in the learning process, to grow, and not give up.

7. *Staff Recruitment and Retention* – The Training Center looks to add additional highly qualified staff as a 21st CCLC. The rigor of the program dictates staff who are passionate about learning, social awareness, and diversity. In addition to the staff hired directly by the Center, the Training Center works with Indiana Wesleyan University who provides tutors eligible through Federal Work Study and provides volunteers who serve as tutors, interns, and practicum students. Volunteers from Indiana Wesleyan must complete an application and background check prior to working for the Center. Work study tutors and other volunteers complete an orientation and are partnered with experienced staff prior to leading students unsupervised.

Key staff will be under the direction of the Executive Director, who will remain a volunteer under the 21st CCLC, while also acting as CFO and receiving compensation



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through the 21st CCLC grant for this role. The Center’s staffing model has always been a minimum ratio of one adult per five students. This model can be maintained as a 21st CCLC by continuing to use direct staff from paid tutors hired by Indiana Wesleyan who have gone through the proper orientation and training. Average time of employment for IWU tutors is 2-3 years. This longevity lends to the stability of the program.

To ensure equitable hiring practices, the Center will create a comprehensive job description, noting duties, minimum and desired levels of education, and work experience. Positions will be posted through local and national job sites. Qualified applicants will be interviewed by a committee of the Center’s board members. Retention plan is to offer competitive wages, vacation & sick days, and professional development that leads to growth for the employee as well as the program. New hires will work with the Executive Director to build a multi-year personal development plan. Staff will undergo an annual review that will have input from both the employee and supervisor.

Staff Positions & Rate of Pay	
1. Program Director/Site Coordinator	\$22 per hr @ 35 hr per week x 52 weeks = \$40040
2. Program Assistant	\$17 per hr @ 25 hr per week x 42 weeks = \$17850
3. Site Assistant	\$12 per hr @ 16 hr per week x 42 weeks = \$ 8064
4. CFO	\$20 per hr @ 10 hr per week x 52 weeks = \$10400
5. Information Specialist	\$14 per hr @ 20 hr per week x 42 weeks = \$11760
6. Bus Driver	\$12 per hr @ 10 hr per week x 42 weeks = \$ 5040
7. Janitor	\$12 per hr @ 10 hr per week x 42 weeks = \$ 5040

EVIDENCE OF PREVIOUS SUCCESS (7.5 POINTS; 5 PAGES MAXIMUM)

The Training Center has been in operation since September 2011. The business plan for the Center came as a result of need in the community to see children thrive despite adversity. The goal was to offer homework assistance, character development, and a healthy snack, along with a safe place to spend time after school. The Center was started to serve at risk students living on the west side of Marion, Indiana—an area that is a high poverty neighborhood. Due to need in the community, however, families from all areas of the county have reached out and requested service for their children.



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The Training Center has collected data for the past nine years; however, with limited staff, have not been able to quantify it in the manner to show in proposal. A measure of the Centers success is the continued growth of numbers served, vote of confidence from community schools, and the longevity of involvement from families.

Student Recruitment and Attendance

Request for service have come from students attending Marion Community Schools, four elementary schools, a local charter school, students from Marion attending a neighboring schools district, and two private schools. Initial recruitment came through refers from local school educators and social service staff. The Training Center has held information booths at local fairs, school open houses, and Center sponsored activities. One of the largest methods of recruitment has been attendee’s family or parents referring other members to the program.

The Training Center has served over 200 students in the past nine years. The first day the Training Center opened, there was enrollment of 9, serving grades K-4, with a maximum of 25 enrollment set for that year. The Center increased capacity in 2012 to 35 with the expansion of service to 5-8th grade.

Four students have attended the Training Center for nine years, with one graduating this past spring. Over 60% of students have attended for more than 3 years. The Training Center has seen days attended and retention increase during this time period. In 2017, of enrollment of 52, the average daily attendance was 43 or 82% of students. 2018 enrollment was 48 and the daily average was 41 for a percentage of 85%. Enrollment for 2019/20 was 49 students, prior to covid-19 the daily average attendance was 40 or a rate of 82%.

Academic Outcomes

Outcomes for academic success was collected through report card information, teacher, and parent surveys.

	1 st quarter	4 th quarter
17-18	60% below level	35% below grade level
18-19	58% below level	32% below grade level
19-20	62% below level	Data unavailable due to Covid

Parent and teacher’s report behavior and referrals were reduced for 18-19. Parents indicated their students’ interest in reading had improved.

Non 21st CCLC Programming Previously

The Training Center has partnered with the principals of the Marion Community Schools K-8 along with both non public schools to recruit youth of high academic need. Building relationships with students, families, and schools will allow for a greater success rate as the Center encourages and empowers student to unlock learning. One of the greatest obstacles for students is low self-esteem. As students begin to build confidence in



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themselves and take control of behavior and learning, they begin to thrive in the educational setting. Developing and actively pursuing relationships with families encourages them to invest in their students' attendance, behavior, and academic endeavors.

This application should reflect the measures that will be put into place to ensure improved academic improvement. Funding received from the 21st CCLC grant will allow for the additional staffing needed for continued data collection and programming. Community partnerships will strengthen outcomes for students and families.

PROGRAM IMPLEMENTATION (15 POINTS; 5 PAGES MAXIMUM)

1. *Evidence Based Programming* – As a 21st CCLC, the Training Center will continue to incorporate and implement programming from the Search-Institute called the 40 Developmental Assets. The 40 Developmental Assets is an evidenced based program that addresses the needs and support for Social Emotional Learning. The Assets are 40 positive supports, opportunities, and relationship qualities youth need in all areas of their lives (external assets) and personal skills, social emotional strengths, self-perceptions, and values they need to make wise choices, take responsibility for their actions, and become independent and well-adjusted in the community (internal assets).

The assets are woven into the programming at the Center. The assets and social emotional learning are not a concept but are actively practiced in group time, snack, homework, and physical fitness. Through incorporation of the 40 Developmental Assets, students begin to thrive and make wise choices, are less likely to engage in high risk-behavior, and learn to be resilient in the face of adversity. Students served by the Center have encountered many adverse childhood experiences (ACES) which has created barriers to their academic progress.

Through a systematic process of incorporating the Assets, the Center will see students thrive and take responsibility for the future.

Data assessment from the Search-Institutes shows the skills found in the internal assets are effective and reliable. The research shows the assets strengthen and influence a students' success in school and life.

In addition to the 40 Developmental Assets, the Center is working with Project Leadership. Project Leadership has been instrumental in the State of Indiana with direct work in Grant and Delaware Counties to empower students with the tools to become successful in college. Project Leadership has been highly effective in inspiring students to be prepared to access funds through 21st Century Scholars.

Project Leadership has recently developed a College & Career Ready Toolkit for students. The curriculum is designed to produce greater outcomes in post-secondary readiness and knowledge. The curriculum has been expanded to include K-6 in addition to the previous group of 7-12. The expansion is now incorporating social and emotional learning competencies that align with Indiana's seven social & emotional learning competencies.



Project Leadership has developed pre- & post- surveys for their curriculum called Thrive Student Curriculum. The surveys assess both college & career readiness along with social & emotional learning competencies.

Social Emotional Learning continues to be incorporated through the Center’s program during physical activity times. Skillastics® evidence-based resources will allow for the training of proper skills to students during physical activity while also incorporating SEL behaviors as well as STEM and Nutrition.

The use of these three evidence-based resources allows for students to develop strong SEL skills to become successful in all areas of their life: mentally, socially and physically, leading to strong productive citizens.

Strengthening of academics will improve for the Center’s students as the majority students served are very intelligent, but with the ACES experiences and trauma have failed to gain the SEL skills to help them be successful in an academic and societal setting.

Program Objectives

Table 12

Program Goals	Program Objectives	Program Activities	Performance Measures	Assessment Strategies
1) Improve Academic Achievement	1) Increase E/LA achievement reading comprehension achievement among regular participants	1.1) Tutoring for homework completion and E/LA skill development guided by consultation with students’ teachers	1.1-1.3) 60% of regular participants will maintain at least a B in English, or increase their grade by 4% from fall to spring	1.1-1.3) Report card grades
		1.2) Tutor-supervised reading for 20-30 minutes per day, minimum of 15 read aloud	1.1-1.3) 60% of regular participants will maintain a Study Island benchmark score of 80% or above in reading, or increase their score by the end of the school year.	1.1-1.3) Beginning and end of year Study Island benchmark assessment scores
		1.3) Student will work two days/week on Study Island, the school’s literacy e-learning platform, using their school log in		
	2) Increase mathematics achievement among regular participants	2.1) Tutoring for homework	2.1-2.2) 60% of regular participants	2.1-2.2) Report card grades



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		<p>completion and math skill development guided by consultation with students' teachers</p> <p>2.2) Student will work two days/week on MobyMax, the school's math e-learning platform, using their school log in</p>	<p>will maintain at least a B in math, or increase their grade by 4% from fall to spring</p> <p>2.1-2.2) 60% of regular participants will maintain a MobyMax Math Grade Level Score at or above their grade level, or increase their score by at least 1 point by the end of the school year.</p>	<p>2.1-2.2) Beginning and end of year MobyMax benchmark assessment scores</p>
<p>2) Improve Social and Behavioral Outcomes</p>	<p>2.1) Improve attitude and disposition toward learning</p> <p>2.2) Develop positive values, social competencies, and a positive identity among regular participants</p> <p>2.3) Improve healthy choices regarding nutrition and physical activity</p>	<p>2.1) Learning groups divided by age/gender interactive lessons and discussion based on Search Institute's 40 Developmental Assets</p> <p>2.2) Project Leadership "Thrive" program, a SEL curriculum that aligns with Indiana's social & emotional learning competencies.</p> <p>2.3a) Nutrition education led by TC staff or Purdue/Grant</p>	<p>2.1) 75% of regular participants will score 15 or above on the "Commitment to Learning" subscale of the 40 developmental assets assessment on both pre and post, or will improve their score from pre to post.</p> <p>2.2) 75% of regular participants will score 42 or above (of 56) on the combined "positive values, social competencies, and positive identity" subscales of the 40 developmental assets assessment on both pre and post, or will improve their score from pre to post.</p>	<p>2.1) pre/post assessment using the "Commitment to Learning" Subscale of the 40 developmental assets assessment</p> <p>2.2) pre/post assessment using the "positive values, social competencies, and positive identity" subscales of the 40 developmental assets assessment</p> <p>2.3) pre/post assessment</p>



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	<p>2.4) Increase students' knowledge and skills needed to succeed in post-secondary education and the workplace</p>	<p>County Extension Educators</p> <p>2.3b) Structured physical activity using Skillastics or provided by Purdue/Grant County Extension Educators</p> <p>2.4) Project Leadership college and career readiness program. Includes goal setting, 21st Century Scholar education and support, career research and exploration, and a college and career project journal</p>	<p>2.3) 75% of regular participants will demonstrate improved understanding of healthy habits by improving their score from pre to post on the Purdue Extension nutrition education assessments</p> <p>2.4) 75% of regular participants in grades 5-8 will demonstrate improved college/career readiness by improving their score from pre to post on the Project Leadership outcome assessments</p>	<p>conducted by the Purdue Extension</p> <p>2.4) pre/post assessment conducted by the Project Leadership</p>
<p>3) Increase Family Involvement</p>	<p>3.1) Increase Parent/ Guardian involvement in their student's education</p> <p>3.2) Increase Parent/ Guardian involvement in their student's school</p>	<p>3.1-3.2) Classes provide by Children's Bureau six times per year offering modules from IYI</p> <p>3.1-3.2) Family education and game nights</p>	<p>3.1) 70% of parents/ guardians of RAPs will be involved in their child's education as evidenced by positive responses to 3 or more measures in the parent survey.</p> <p>3.1) 50% of parents/ guardians of RAPs will be involved with their child's school as evidenced by positive responses to 2 or more measures in the parent survey.</p>	<p>3.1) End of year parent survey provided by evaluator</p> <p>3.2) End of year parent survey provided by evaluator</p>



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PROGRAM COMMUNICATION (5 POINTS, 2 PAGES MAXIMUM)

1. *Communication Plan* –

- a. **School Leadership** – The Program Coordinator has a goal to meet with school leadership for a minimum of one hour per week for each school partnered with the program. Relationships have been established with both Principals and Social Support Specialists that will allow for continued communication for serving students enrolled and students in need of service. These meetings will serve to strengthen relationships and allows for the Center to find opportunities to invest in the partner schools.
- b. **Applicable school-day staff** –
 - i. The Center's Information Specialist will work with the school Social Support Specialist as the designee to communicate necessary data to monitor objectives and academic progress.
 - ii. Permissions have been given for the Program Coordinator or their designee to have open communication with students' teachers. Direct communication will allow for updates on a regular basis for the immediate needs to correct area of academic shortfalls.
- c. **Community Stakeholders** – Community will have several venues of communication to be informed about the Center. The strong partnerships developed with community organizations and their direct involvement will allow for open communication. Partnerships such as United Way, Marion/Grant County Chamber of Commerce, the Neighborhood Association, and the City of Marion allow for opportunity to meet with community leaders and constituents of Marion to give updates on the program, volunteer opportunities, and ways together the Center and community can strengthen students served by the program. These organizations have a broad reach and influence to share the mission of the Training Center as a 21st CCLC. Schools will have brochures, as well as community having access to location, programming, and organization information through the online website, social media, and regular scheduled times with local radio. In addition, Center leadership is involved in community organizations such as Prevent Child Abuse Council, Systems of Care, and Circles[®] of Grant County.

2. *21st Century Terminology* – The Training Center is currently in the process of doing a rebranding of the Center's logo, marketing materials, and social media. A student design team will launch The Training Center's rebranding once the determination has been made for Cohort 10. The rebranding will include the incorporation of the 21st CCLC logo.

- a. The Training Center would be known locally as the Training Center 21st CCLC (aka The Training Center 21st Century Learning Center.). The name will be represented in letterhead, marketing materials, website, and social media.



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PROFESSIONAL DEVELOPMENT (10 POINTS; 5 PAGES MAXIMUM)

1. Professional Development Plan –



IDOE 21st CCLC Program Professional Development Plan

Program Name	The Training Center
Program Director	Cosette Mast
Dates of Implementation	June 2021 – June 2022

If relevant to your program, include training provided by other funding (Title funds, grant-funded, etc.) as well as any school-day training that is applicable in the afterschool program. **Do not include IDOE 21st CCLC required trainings.**

Training Name	Provider	Training Objective	Impact on Program Quality	Staff Participation (Staff Title & Number of Participants)	Hours of Training	Total Cost	What funds were used to pay for training?	Date of Training	CYC Competency Alignment (if applicable)
CPR/First Aid	MGH	Certify staff in CPR & First Aid	Safety of students and staff	Program Director – 1 Front Line Staff – 18 Program Assistant – 1 Bus Driver – 1 Executive Director – 1	2	\$300	21 st CCLC	August 2021	Safety (Foundations)
Positive Behavior Management	IWI	Improve overall behavior and management of students	Improve quality of program, encourage higher level of learning	Front Line Staff – 18 Program Director – 1 Program Assistant – 1 Executive Director – 1	2	\$200	21 st CCLC	October 2021	Foundations
Social Emotional	Project Leadership	Increase staff knowledge	Improve quality of learning	Program Director – 1 Program Assistant – 1	4	\$300	21 st CCLC	January 2022	Professional Competency
Trauma Informed Care	Dana Gault	Improve level of understanding of student need	Program Management & Child Development	Program Director – 1 Program Assistant – 1	2	\$100	21 st CCLC	March 2022	Professional Competency
IYI Conference	IYI	Growth for Leadership	Improve quality of program	Program Director – 1 Program Assistant – 1	2 Day	\$600	21 st CCLC	Nov/Dec 2021	Foundations
Spring Conference		Growth for Leadership	Improve quality of program	Program Directors – 1	2 Day	\$350	21 st CCLC	April 2022	Professional Competency
National Afterschool Conference		Leadership Growth	Quality of program	Program Directors – 1	4 Day	\$ 1050	21 st CCLC	March 2022	Professional Competency

Professional Development Plan Cost:

Total Estimated Cost	\$2900	% of Total Budget	1.9%
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2. **Assessment** – A strategic assessment of the organization will take place with the Executive Director, Program Coordinator, and the Program Assistant to review the needs of the organization. This assessment will include a SWOT analysis (Strengths, Weakness, Opportunities, Threats) of the program and staff. The analysis will allow for a plan to put into place to improve the overall quality of programming, staff and students including our families.

The second part would include staff interviews and advice from the advisory board for relevant input. Staff would be allowed to request training they feel is relevant to growth personally and the organization. Once the input and discussion is complete the



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leadership team will complete the annual professional development plan for the organization and the team members.

3. *Staff Plans* – As exhibited under item 1 in this section, the program’s initial Professional Development Plan for the Training Center includes development for multiple levels of staff. The plan includes safety features that include CPR/First Aid, along with behavior management for all levels of staff. It is vital for the staff of the organization to understand the programs overall mission which is to empower students to be the best in all areas of their lives. Some of the training will be in house and can be completed without loss of work hours. The Leadership team will receive development at State and National level in areas associated with growth of the program and organization.

4. *Enhancing Quality* – The annual plan is to provide areas of professional development to improve knowledge of all levels of staff to assist in receiving the Center’s overall goals and to achieve greater outcomes. Growing staff will lead to growing the organization. Growing the organization strengthens students, family, and community.

EVALUATION (10 POINTS, 5 PAGES MAXIMUM)

1. *Evaluation Plan* – The Center will partner with Praxis Strategies and Solutions (Praxis) to complete the annual evaluation as required by the grant. Evaluation will be a collaborative effort by the Center and Praxis using a multi-method, multi-source evaluation protocol that includes both quantitative and qualitative data collection measures to inform both summative and formative evaluation. This approach allows for a richer picture of the program to emerge and encourages the “story” of impact to be told.

Data collected will include:

Formative data

- Beginning-of-year meeting between Praxis and key program staff to discuss evaluation results from the previous year, as well as program adaptations arising from the evaluation, and to establish goals and priorities for the upcoming year.
- At least 2 site visits at each site by Praxis evaluators per year in fall and spring, with up to 2 additional visits as needed to observe process changes based on previous evaluation findings. Sites will be rated on all relevant Indiana Afterschool Standards. Evaluators will also provide qualitative feedback on priorities identified in the BOY interview. Ratings and feedback will be provided to the Center in a written report within one week of the visit.
- Weekly “coach’s notes”. These are short assessments of each participant—their behavior, performance and participation in activities, indication of emotional or other issues that may require intervention, or anything else of note—completed by



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frontline staff and submitted to program leadership. These allow leadership to make ongoing adjustments to programming or to make timely interventions as need arises.

- Regular consultation with school administrators and teachers to discuss progress and needs of individual participants, and to align school/afterschool practices.
- End-of-year interview between Praxis and key program staff to discuss successes and lessons learned in greater depth.

Summative assessment:

- *Fall and Spring semester grades, and performance on local academic assessments* in reading and math to assess student academic progress.
- *Teacher surveys* collected every spring to gauge the program's impact on student behavior and academic habits.
- *Social/Emotional Learning pre and post assessments* based on the 40 Developmental Assets. In addition to SEL programming, the Center's operations and culture are purposefully organized to reinforce the development of positive values, respect for others, and respect for self. Assessing these values serves as a broader
- *Program pre and post surveys.* The surveys provide perspective on how students' knowledge and behavior are affected by Center programming.
- *Parent survey* collected every spring to solicit feedback about the program, and to gauge the effectiveness of parent programming and outreach.

The Center will request academic and behavioral data, including grades, academic assessment scores, and school attendance from the schools as it becomes available at the end of each semester. The center will provide the schools with education record release forms signed by the students' parents. Grades and attendance will be collected from school administrators, while required teacher surveys will be completed by teachers annually beginning in March. Surveys will be distributed via the Cayen system, with manual follow-up as needed to clear technical hurdles and ensure completion. The school administrators will work with the Center and Praxis to ensure teachers complete the required surveys in a timely manner.

Praxis will maintain consistent communication with the Center and will provide technical assistance with both data collection and data management. This close collaboration and regular feedback will allow the Center to address evaluation progress and next steps on an on-going basis and support continual program improvement. The following table outlines the evaluation instruments to be used.



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Data collection instruments			
Type of Data to be Collected	Related Evaluation Component	When Collected	Source
Program attendance	Participation	Fall and Spring	Program records
School grades	Academic improvement	Fall and Spring	School records
Local assessment (Study Island and MobyMax)	Academic improvement	Beginning and end of school year	School records
Teacher survey	Academic improvement, Behavior	Spring	State-provided Teacher survey
Parent survey	Family involvement	Spring	Praxis-provided survey
Purdue Extension nutrition education pre/posttest data	Social/Behavioral Outcomes	Beginning and end of each session	Program-provided pre/post-test
Project leadership pre/posttest data	Social/Behavioral Outcomes	Beginning and end of each session	Program-provided pre/post-test
40 Developmental Assets assessment pre/posttest data	Social/Behavioral Outcomes	Beginning and end of school year	40 Developmental Assets self-assessment
Site observation	Program Quality	Fall and Spring	Praxis-provided site observation protocol
IN-QPSA results	Program Quality	Spring	IN-QPSA

All Praxis-provided tools are updated regularly and align with the Indiana Afterschool Standards so data collected will inform both the annual evaluation as well as the IN-QPSA process. The IN-QPSA team will include key staff, participants, parents, program partners including a Praxis evaluator, and school officials. Praxis will also conduct a mid-year data assessment to gauge the 21st CCLC’s ability to regularly collect and enter data from the programming and school. A summary of this assessment along with progress on outcomes will be reported back to the 21st CCLC shortly after the spring semester begins. The mid-year assessment will give the center an update on the progress toward program attendance and outcome goals to augment the Center’s internal ongoing assessments.

Use of evaluation data: Formative and summative data will be used to: assess progress on meeting required performance measures; assess efficacy of the program and effectiveness of project staff at meeting participant needs; garner feedback about program successes and challenges, assess program efficiency and efficacy; and collect feedback to inform improvement of the program. Quantitative and qualitative findings will be compared to check for alignment, thereby providing support of results or indicating a need for further inquiry.

The process component of the evaluations will be utilized to improve program processes and to gauge the extent to which the 21st CCLC program: *1- aligns with school improvement plans, 2- is academically substantive, 3-assists parents to become engaged in their students' academics, college/career preparation, academic*



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performance, and social development, 4-a highly professional operation driven by staff development, 5-achieves its self-articulated goals and objectives, and 6-utilizes effective policies & procedures to deliver service to students & parents.

Praxis will incorporate the federal data collection requirements into the evaluation and will perform longitudinal analyses of academic data for years 2, 3, and 4 as data are available for students who attend the program multiple years. Year-over-year changes in whole-group student performance will be incorporated in each annual report to show developing trends.

The Center will use the annual evaluation results, ongoing feedback from Praxis, and the results of its own ongoing self-assessments to improve its program and adjust processes for maximum program efficiency and effectiveness. Careful attention to evaluation results will demonstrate accountability, as well as build a case for sustainability.

Results of the evaluation will be combined with the Center's internal quality assessments including the cumulative results of weekly "coach's notes", pre and post program survey data, and feedback from staff, families, and participants. Evaluation results will be shared between Marion Community School Corporation and the Center. Results and program progress will be shared during the regular Principal and Site Coordinator meetings. The Center's Executive Director will share program impact at the final board meeting of the school year, and will present to community stakeholders and to Advisory Council members at our regularly scheduled meetings. Evidence of program impact will be shared with the broader community and our partners to reinforce and expand the case for support and promote sustainability.

2. Local Evaluator – The Center has selected Praxis Strategies and Solutions (Praxis) to serve as the external evaluator. Praxis is a research and consulting firm serving clients throughout Indiana. Each Praxis consultant holds a master's degree and has at least 5 years' experience evaluating programs in education, mental health, substance abuse prevention, and youth service. Praxis also employs additional support staff to provide data management and technical assistance to ensure the Center meets its data reporting requirements in a timely manner. Praxis began working with 21st CCLCs when the Indiana Youth Institute completed the first two rounds of statewide evaluations. Since then, it has conducted numerous local evaluations, including nine currently, and served as the statewide evaluator for the 21st CCLC program during the 2016-17 school year. In addition to 21st CCLCs, Praxis has long-standing relationships with many non-profit organizations and government agencies. It serves as the statewide evaluator for LEAD, an alcohol, tobacco and other drug prevention program through Geminus Corporation. It has also completed statewide evaluations of the 1003(g) and 1003(a) School Improvement Grants through the Indiana Department of Education, and the Indiana College Success Mentoring Program of the Indiana Commission for Higher Education.



3. *Strategies of Measurement* –

Attendance goals: The details of this proposal were developed in close consultation with school administrators to ensure alignment between school and Center activities, and a good fit between school needs and the Center’s capacity and competencies. Attention was paid to the number of students who fit the recruiting goals of the program, logistics/transportation, and the capacity of the Center. Attendance goals are based on this consultation with school administrators, and on the Center’s previous experience serving the community. Targets for academic goals were set based on whole-school achievement on standardized reading and math assessments at each feeder school. Growth measures were based on the lowest performing 25% of students at each school as this is the target population for recruitment into the program. Targets were set in consultation with teachers at the schools to ensure performance goals are ambitious, but realistic.

Academic goals: The proposed performance measures align with program activities and school practices to provide data-driven outcomes that reflect the impact of the program’s activities on participants’ academic performance. They are designed to cover a broad spectrum of factors which affect student learning, including skill mastery, academic habits, and positive mindset. Targets for all academic goals were set based on whole-school achievement and growth on standardized reading and math assessments at each feeder school, as well as the Center’s previous experience serving the Marion community.

Grades are a composite measure of skill mastery, behavior, and compliance with in-class procedures, and so serve as a broad measure of program impact. The grade-based performance measures are designed on a “do well, or do better” model, meaning they are intended to capture both those who are consistently performing at a level typical for their grade, or are at least improving. All feeder schools use a variation of the standard A-F scale, though some do not assign plusses or minuses. To maintain consistency, the grade-based performance measures assess the number of students who either maintain a B average throughout the school year, or improve the underlying percentage score by at least 4%, the equivalent of a “half-grade” improvement, e.g., from a C to a C+.

Study Island and MobyMax assessments in reading and math are skill based, and aligned with the Indiana Academic Standards, and so they serve as a more precise measure of academic growth. This is particularly important for students who are already behind grade level, as it can indicate the program’s impact on the rate at which these students are able to close the gap with their peers, which is unlikely to be reflected in their grades. The performance measures based on these assessments are designed on the same “do well or do better” model. For MobyMax, a one-point increase in Grade Level score represents the academic growth a typical student achieves in one school year. Study Island assessments are timing specific, so scoring above an 80% equates to performing “at grade level” for that point in the school year. Both performance



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measures assess the number of students who consistently score at or above grade-level or close the gap if they are behind.

In addition, results from the annual teacher survey and the 40 developmental assets assessment will augment the formal academic performance measures. Together with the pre and post data from the Center's character development and social emotional learning programs, these will gauge the program's impact on participants' academic habits, prosocial behaviors, and social/emotional development to address non-academic factors that can affect student performance and impede learning. Project Leadership specifically emphasizes social and emotional development necessary for success in post-secondary pursuits, and so is particularly useful in this regard.

SAFETY AND TRANSPORTATION (5 POINTS; 3 PAGES MAXIMUM)

1. *To and From School* – The Training Center is located on the west side of Marion. The Center is within a 4 mile radius of all of the targeted schools. The typical transportation time is 10-15 minutes from each school. Bus transportation is available from Kendall Elementary, Justice and McCulloch for students living in the regional area. The Training Center will work to assess the transportation needs of the students enrolled in the program. Transportation will include the local school transportation, parents/families transporting, or the Center working with families to transport students from their local school and to home if needed.

The local schools will assist the Center in the transportation of students. Currently, protocols are in place for school dismissal and families must designate if their student is riding a bus or parent pickup. Each of those designations have a procedure that is followed and will not change for students attending the Training Center. The Center will work in cooperation with each school to identify transportation needs. Once identified, a list will be presented to the school to assist with the transfer and safety of the students. The Center will provide transportation for students who do not have access to transportation, a parental ride, or ability to ride a bus. The Center will have a vehicle available for transportation to the Center and home if needed.

- a. The Training Center will not meet on local school property. The Center has a signed MOU with New Life Community Church to use the Education wing of the property. The area is approximately 10,000 square feet and includes restrooms, handicap access, gym, kitchen, outdoor play area, and available audio video equipment. Additionally, the Center owns its own computers and has an established computer lab.

2. *Needs of Working Families* – The Center serves as a safe place for students to attend after school while families are working. The hours from 3-6 each afternoon are a vulnerable time for students and a time when students are not supervised. The Center recognizes this need and has stepped in to provide the afterschool programming for the past nine years. In the event families are not available to pick up a child or



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arrangements are not made for the child to walk home, the Center's bus driver will transport the student home. The driver will hold a CDL license and have submitted a criminal background check prior to contact with students.

3. *On-Site Safety* – The Training Center has protocols in place to provide for the safety of students. Upon arrival, students are electronically signed in with the time of arrival. Currently, due to Covid-19, temperatures are checked, hand sanitizer provided, and a mask provided if a student does not have one when they arrive. Cleaning is done on an hourly basis, distancing is noted, and students work together to respect each other's' space. The main door is secure to access from the outside unless identified and access given by the Program Director. Students are in small groups under the direction of a 'coach' who takes them through the daily process from snack to dismissal. For safety and security, dismissal protocol allows for parents to drive up, staff will greet them at their car, verify ID, and notify Program Assistant said child's family has arrived. Children are held in the classroom until their 'coach' has been notified of a parent's arrival. Items are collected, child is then electronically checked out, and walked to their car. Electronic checkout includes time and the name of the person picking up the child. For students needing transportation, the protocol is the same; however, they would leave with the assigned driver.

4. *Hiring Practices* – The Training Center will advertise job listing postings available and minimum requirements. Applicant will complete a job application, be interviewed, references checked, and submit a criminal background. Applicants applying for a certified position such as a Literacy Coach must present the proper documentation for licensing or certification. All documents and background checks will be submitted and cleared prior to hiring and contact with students.

5. *Background Checks* – Personal information for all applicants, hires, and students will be kept in a locked file cabinet. Only the Executive Director/CFO and the Program Coordinator will have access to this information.

- a. All staff, outside instructional sources, and volunteers will present proof/copy of a criminal background check or complete documentation for a criminal background check to be secured by the Training Center.

PROGRAM STABILITY (2.5 POINTS; 2 PAGES MAXIMUM)

The Training Center has worked to establish relationships in the Marion community for the past nine years. The Center has been able to maintain programming for students as a result of those relationships. Local foundations, clubs, businesses, and individual donations have sustained the organization. The Center works to resource from other organizations working to serve the same population yet adding value to students and families.



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The Center's location has been donated as gift in kind, and the majority of paid staff have come through resources from Indiana Wesleyan University students. Educators and other volunteers from the community have supplied the remaining staff. The Center has a Board of Directors who are of diverse background from our community serving as law enforcement, education, business, and social agencies.

In the event 21st CCLC funds would no longer be available, the relationships established through the process of becoming a 21st Century Community Learning Center will be longstanding partnerships, creating program stability. Community leaders and organizations believe in assisting the at risk youth in Marion, Indiana. The Training Center has now secured enough documentation to assist in applying for grants with Lilly Foundation, the local United Way, Community Foundation, and others. Together, the Training Center and partnering organizations can invest in children's lives and grow the community of Marion for the better.

As a 21st CCLC, the Center will begin seeking out additional donors, grants, and funders through capital campaigns. The current Executive Director has a certification from the IU Lilly Family School of Philanthropy. The ED, along with the Board of Directors, will be able to show data and tell stories of the outcomes as a result of the funding received from 21st CCLC and show how the impact of the program has improved the behaviors and academics of the students served in order to secure further funding.

The need in our community is great; yet the outcomes and reward of helping students reach their potential, is well worth the investment.