

NAME OF LEA OR ORGANIZATION	COMMUNITIES IN SCHOOLS OF EAST CHICAGO, INC
ADDRESS	100 WEST CHICAGO AVENUE EAST CHICAGO, IN 46312
COUNTY	LAKE
NAME OF CONTACT PERSON	THOMAS JOHNSON
TITLE	EXECUTIVE DIRECTOR
PHONE NUMBER	219-378-9114
EMAIL	T.JOHNSON@CISOFLC.ORG
NAME OF SUPERINTENDENT OR EXECUTIVE DIRECTOR	THOMAS JOHNSON
EMAIL ADDRESS OF SUPERINTENDENT OR EXECUTIVE DIRECTOR	T.JOHNSON@CISOFLC.ORG

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
EAST CHICAGO CENTRAL HS (SCHOOL CITY OF EAST CHICAGO 4670)	80.0%	B	30	9-12
JOSEPH L. BLOCK JR. HIGH (SCHOOL CITY OF EAST CHICAGO 4670)	83.3%	C	20	7-8
WILLIAM MCKINLEY ELEMENTARY (SCHOOL CITY OF EAST CHICAGO 4670)	81.9%	F	20	3-6
ABRAHAM LINCOLN ELEMENTARY (SCHOOL CITY OF EAST CHICAGO 4670)	91.3%	D	20	3-6
BENJAMIN HARRISON ELEMENTARY (SCHOOL CITY OF EAST CHICAGO 4670)	82.2%	F	20	3-6
ST. STANISLAUS SCHOOL (B865)	82.3%	B	20	3-8
ASPIRE CHARTER SCHOOL (ASPIRE CHARTER SCHOOL 9680)	94.6%	D	20	3-8

NAME OF SITE	STREET ADDRESS	CITY/COUNTY
EAST CHICAGO CENTRAL HIGH SCHOOL	1100 W COLUMBUS DRIVE	EAST CHICAGO/LAKE
JOSEPH L. BLOCK JR. HIGH	2700 CARDINAL DR.	EAST CHICAGO/LAKE
WILLIAM MCKINLEY ELEMENTARY	4825 MAGOUN AVE	EAST CHICAGO/LAKE
ABRAHAM LINCOLN ELEMENTARY	3551 BLOCK AVENUE	EAST CHICAGO/LAKE
BENJAMIN HARRISON ELEMENTARY	4411 MAGOUN AVE	EAST CHICAGO/LAKE
ST. STANISLAUS SCHOOL	4930 INDIANAPOLIS BLVD	EAST CHICAGO/LAKE
ASPIRE CHARTER ACADEMY	1500 WEST 15 TH AVE	GARY/ LAKE

<u>TOTAL GRADE LEVEL(S) TO BE SERVED</u>	3-12
<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 2:30 PM - 5:00 AT EAST CHICAGO CENTRAL HIGH SCHOOL AFTER-SCHOOL 3:00PM-6:00PM AT ABRAHAM LINCOLN, BENJAMIN HARRISON, WILLIAM MCKINLEY ELEMENTARY SCHOOLS, ST. STANISLAUS SCHOOL, JOSEPH L. BLOCK JR HIGH AND ASPIRE CHARTER ACADEMY
<u>PROGRAM INCOME</u> DOES YOUR PROGRAM PLAN TO GENERATE PROGRAM INCOME? Y/N *FOR MORE INFO, SEE PAGE 22 OF RFP	NO

ASSURANCES

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;

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



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

- o 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)
- o All partners will review and comply with the above assurances.

Communities in Schools of East Chicago

Applicant Name (LEA or Organization)

Authorized Signature

8/11/20

Date

Memorandum of Understanding Between Communities In Schools of East Chicago and School City of East

Communities In Schools of East Chicago (DBA Communities In Schools of Lake County), hereinafter referred to as **CIS of East Chicago**, and School City of East Chicago, hereinafter referred to as **SCEC**, 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 Communities In Schools of East Chicago from the Indiana Department of Education.

Communities In Schools of East Chicago and School City of East Chicago desire to work cooperatively to build an asset-based approach to the delivery of services to youth and families. CIS of East Chicago and SCEC will implement effective, strength-focused, strategies for positive youth development as part of the Out-of-School Time Program at Benjamin Harrison, Abraham Lincoln, William McKinley, East Chicago Middle School and East Chicago Central 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 PROGRAM SERVICES

Communities In Schools of East Chicago CIS of East Chicago agrees to the following:

1. Act as the fiscal agent and ensure IDOE funds are spent appropriately toward implementation of the 21st CCLC Out-of-School Time Program.
1. Work collaboratively with School City of East Chicago to identify high-priority student participants and to meet needs of youth served in the program. Develop common confidentiality guidelines to share information between CIS of East Chicago and School City of East Chicago to the extent permitted by the Indiana Education Code and the Welfare and Institutions Code governing client confidentiality.
2. Maintain coordination of other agencies and service providers with School City of East Chicago.
3. Provide the needed student assessment forms and evaluation requirements, including the identification and selection of local evaluator.
4. Provide a parent sign-up table at each 21st CCLC program site's School Registration Days.
5. Provide Program Director to oversee Site Directors (Coordinators) and to support their collaborative work with school administrators and School City of East Chicago partner agencies.
6. Provide up to ten Youth Development Professionals at each site for a minimum of 3 hours a day x 130 days to provide academic enrichment, healthy lifestyles and character development program and activities that emphasize positive youth development, academic success, life skills, and pro-social behaviors. This will be delivered in the manner decided upon by SCEC Administration which will be virtual until such time as SCEC Administration determines it is safe to deliver in person after school programming.
7. Provide one Program Manager at each Out-of-School Time Program site (McKinley, Harrison, Lincoln, East Chicago Central, East Chicago Middle School) for 3 hours per day, four days per week for a minimum of 130 days. The Site Director will be

Memorandum of Understanding Between Communities In Schools of East Chicago and School City of East

responsible for coordinating all training and on-going professional development, as well as providing leadership for all Youth Development Professionals hired by CIS of East Chicago and employed in the Out-of-School Time Program at their site, as described in the Program Manager job description.

8. Deliver services as an out-of-school time program for 3 hours after school at each designated site from Monday-Thursday.
9. Reimburse SCEC for transportation costs associated with transporting students when the Youth PLUS after school program ends.
10. Be responsible for maintaining evaluation data, attendance forms, and other relevant program documentation as needed by CIS of East Chicago and project evaluators (local and State).
11. Be responsible for general program coordination, including set-ups & clean-up and first aid.

School City of East Chicago will:

1. Provide adequate space for services **when in person model is allowed**. This will include a minimum of a designated office space, the cafeteria, gymnasium, classroom space and the library media center/computer lab at Benjamin Harrison, Abraham Lincoln Elementary, William McKinley, East Chicago Middle School and East Chicago Central High School; and will include a designated office space, the cafeteria, gymnasium, large gathering room (LGI), classroom space (as needed) and the library/media center at each designated site. Space provided will also include access to needed school facilities, office equipment, telephones, and storage space for supplies at all sites.
2. Provide out-of-school time snacks and supper meals through the School Nutrition Program managed by IDOE.
3. Include CIS of East Chicago Staff in any professional development opportunities.
4. Designate a School City of East Chicago employee to serve on the Advisory Group for each designated site.

TERMS

The term of this Memorandum of Understanding shall commence no earlier than June, 2021 and continue through June, 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.

Memorandum of Understanding Between Communities In Schools of East Chicago and School City of East

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.

HOLD HARMLESS/INDEMNIFICATION

Communities In Schools of East Chicago agrees to indemnify, defend and hold harmless School City of East Chicago, 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 Communities In Schools of East Chicago. It is understood that such indemnity shall survive the termination of this Agreement.

Insurance: As part of, but without limiting the hold harmless covenant, CIS of East Chicago shall, during the term of this Agreement, carry a comprehensive general liability or property damage insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000). SCEC, and in their capacity as such, shall be named as additional named insured in said policy. A certificate of said insurance shall be filed with SCEC before commencement by Communities In Schools of East Chicago of performance under this MOU. Said insurance shall contain a clause prohibiting cancellation without ten (10) days advance notice to SCEC. A certificate of insurance showing compliance with these requirements shall be filed with SCEC.

Communities In Schools of East Chicago will be responsible for providing its own salaries, payroll taxes, withholding, workers compensation coverage and other benefits of any kind, as required by law, for its own employees.

FINGERPRINTING

CIS of East Chicago shall conduct a criminal background check of its employees and, upon receipt of those checks, certify to School City of East Chicago that no employee of the contractor working with youth and parents of School City of East Chicago/SCEC has been convicted of a violent or serious felony as defined by statute. CIS of East Chicago shall not permit any employee to have any such contact with a student of School City of East Chicago until such certification has been received by School City of East Chicago/SCEC.

CIS of East Chicago shall supply School City of East Chicago with a list of names of those employees who are cleared to work with youth and parents of the district. CIS of East Chicago will also conduct criminal background checks on employees working to support its Out-of-School Time Programs.

**Memorandum of Understanding Between
Communities In Schools of East Chicago and School City of East**

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



CIS of Lake County authorized signature

8/3/20
Date



LEA Authorized Signature

8-3-20
Date



MEMORANDUM OF UNDERSTANDING

Communities In Schools of East Chicago (DBA Communities In Schools Lake County)* and *National Heritage Academies, Inc. (NHA)

The ***Communities In Schools of East Chicago (DBA Communities In Schools Lake County)***, hereinafter referred to as **CIS OF EC**, and the **National Heritage Academies, Inc.**, hereinafter referred to as **NHA**, for services at **Aspire Charter Academy-Gary** 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 **CIS OF EC** from the Indiana Department of Education.

CIS OF EC and **NHA** desire to work cooperatively to build an asset-based approach to the delivery of services to youth and families. **CIS OF EC** and **NHA** will implement effective strength-focused strategies for positive youth development as part of the Out-of-School Time Program at **Aspire Charter Academy-Gary**.

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 for which will govern this important partnership.

DESCRIPTION OF PROGRAM SERVICES

CIS OF EC agrees to the following:

1. Act as the fiscal agent and ensure IDOE funds are spent appropriately toward implementation of the 21st CCLC Out-of-School Time Program.
2. Provide a Program Director to oversee Site Directors (Coordinators) and to support their collaborative work with administrators at NHA and partner agencies.
3. Provide up to 4 Youth Development Professionals at each site for a minimum of 3 hours a day x 130 days to provide academic enrichment, healthy lifestyles and character development program



21ST CCLC

and activities that emphasize positive youth development, academic success, life skills, and pro-social behaviors.

4. Be responsible for general program coordination, including set-ups & clean- up and first aid.
5. Provide one full-time Site Director at the Out-of-School Time Program site, Aspire Charter Academy-Gary for 3 hours per day, four days per week, for a minimum of 130 days. The Site Director will be responsible for coordinating all hiring, training and on-going professional development, as well as providing leadership for all Youth Development Professionals hired by CIS OF EC and employed in the Out-of-School Time Program, as described in the Site Director job description.
6. Deliver services as an out-of-school time program for 3 hours after school, Monday - Thursday Aspire Charter Academy-Gary on designated days of program's operation.
7. Work collaboratively with **NHA** to identify high-priority student participants and to meet needs of youth served in the program.
8. Be responsible for maintaining evaluation data, attendance forms, and other relevant program documentation as needed for reporting and project evaluators (local and State).
9. Develop common confidentiality guidelines to share information between **CIS OF EC** and **NHA** to the extent permitted by the Indiana Education Code and the Welfare and Institutions Code governing client confidentiality.
10. Maintain coordination of other agencies and service providers with **NHA**.
11. Provide the needed student assessment forms and evaluation requirements, including the identification and selection of local evaluator.
12. Oversee the pick-up of youth home following the 21st CCLC Out-of-School Time Program. This includes providing **NHA** with a list of youth who are transported by parents/authorized guardians.

NHA will:

1. Provide adequate space for services. This will include a minimum of a designated office space, the cafeteria, gymnasium, classroom space and the library media center/computer lab at Aspire Charter Academy-Gary (as needed). Space provided will also include access to needed school facilities, office equipment, telephones, and supplies at the site.
2. Provide a parent sign-up table at the 21st CCLC program site's School



21ST CCLC

- Registration Days.
3. Designate a **NHA** employee to serve on the Advisory Group (School Improvement/School wide Planning Committee) for the designated site.
 4. Provide out-of-school time snacks and supper meals through the School Nutrition Program managed by IDOE.

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. 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.

HOLD HARMLESS/INDEMNIFICATION

CIS OF EC agrees to indemnify, defend and hold harmless **NHA** and **Aspire Charter Academy-Gary**, 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 **CIS OF EC**. It is understood that such indemnity shall survive the termination of this Agreement.

NHA agrees to indemnify, defend and hold harmless **CIS OF EC**, 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 **NHA** or **Aspire Charter Academy-Gary**. It is understood that such indemnity shall survive the termination of this Agreement.

Insurance: As part of, but without limiting the hold harmless covenant, **CIS OF EC** shall, during the term of this Agreement, carry a comprehensive general liability or property damage insurance in the amount of ONE MILLION DOLLARS (\$1,000,000). **NHA** and **Aspire Charter Academy**, and in their capacity as such, its officers, agent and employees shall be named as additional named insured in said policy. A certificate of said insurance shall be filed with **NHA** before commencement by **CIS OF EC** of performance under this MOU. Said insurance shall contain a clause prohibiting cancellation without ten (10) days advance notice to **NHA**. A certificate of insurance showing compliance with these requirements shall be filed with **NHA**.

FINGERPRINTING

CIS OF EC shall conduct a criminal background check of its employees and, upon receipt of those checks, certify to **NHA** that no employee of the contractor working with youth and parents of **CIS OF EC** has been convicted of a violent or serious felony as defined by statute. **CIS OF EC** shall not permit any employee to have any such contact with a student of **NHA** until such certification has been received. **CIS OF EC** will also conduct criminal background checks on **NHA** employees working to support its 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



CIS OF EC Authorized Signature

8/7/20

Date



NHA Authorized Signature

8/10/2020

Date

MEMORANDUM OF UNDERSTANDING

Communities In Schools of East Chicago and **ST. STANISLAUS SCHOOL**

The ***Communities In Schools of East Chicago***, hereinafter referred to as **CIS OF EC**, and **ST. STANISLAUS**, hereinafter referred to as **SS**, 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 ***Communities In Schools of East Chicago*** from the Indiana Department of Education.

CIS of East Chicago and **ST. STANISLAUS** desire to work cooperatively to build an asset-based approach to the delivery of services to youth and families. **CISOFEC** and **SS** will implement effective strength-focused strategies for positive youth development as part of the Out-of-School Time Program at **St. Stanislaus 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 PROGRAM SERVICES

Communities In Schools of East Chicago (CISOFEC) agrees to the following:

1. Act as the fiscal agent and ensure IDOE funds are spent appropriately toward implementation of the 21st CCLC Out-of-School Time Program.
2. Work collaboratively with **ST. STANISLAUS/SS** to identify high-priority student participants and to meet needs of youth served in the program.
3. Develop common confidentiality guidelines to share information between **CISOFEC** and **ST. STANISLAUS /SS** to the extent permitted by the Indiana Education Code and the Welfare and Institutions Code governing client confidentiality.
4. Maintain coordination of other agencies and service providers with

ST. STANISLAUS/SS.

5. Provide the needed student assessment forms and evaluation requirements, including the identification and selection of local evaluator.
6. Provide CIS orientation to **ST. STANISLAUS/ SS** staff.
7. Pay up to 3 tutors (SS staff) and 1 Program Manager to work with groups of St. Stanislaus students to (1) complete homework; (2) engage in project based learning activities as well as recreational activities.

ST. STANISLAUS/SS (SCEC) will:

1. Implement the 21st CCLC Out-of-School Time Program onsite or/and digital platform.
2. Promote the program and sign students up that meet the eligibility.
3. Provide adequate space for services. This will include a minimum of a designated office space, the cafeteria, gymnasium, classroom space and the library media center/computer lab and will include a designated office space, the cafeteria, gymnasium, large gathering room (LGI), classroom space (as needed) and the library/media center. Space provided will also include access to needed school facilities, office equipment, telephones, and supplies at both sites.
4. Provide out-of-school time snacks and supper meals through the School Nutrition Program managed by IDOE or other program.
5. Assist with coordination of safe transportation of youth home following the 21st CCLC Out-of-School Time Program. This includes providing a list of youth who are transported by parents/authorized guardians
6. Designate a **ST. STANISLAUS/ SS** employee to serve as liaison to CIS and on the Advisory Group (School Improvement/Schoolwide Planning Committee).
7. Support the ethical mandate that student confidentiality is a CIS policy.
8. Be responsible for maintaining evaluation data, attendance forms, and other relevant program documentation as needed by **Communities In Schools of East Chicago** and project evaluators (local and State).
9. Provide access and assistance to appropriate data and information for program evaluation including, but not limited to:
 - Distributing school approved surveys to school staff, parents and/or students as needed;

- Providing student scores for pre- and post- tests, flagging CIS students on SASI; and providing assistance with tracking students' grades, attendance and behavior. (No information will be collected without parent consent.)

CISLC/ST. STANISLAUS Overall Partnership Goals/Outcomes

To refer students who meet 21st CCLC criteria to neighborhood schools that is implementing the program. Referred students are accepted based on the program capacity.

CISLC will implement services and provide resources to meet school wide needs.

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. 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.

HOLD HARMLESS/INDEMNIFICATION

ST. STANISLAUS agrees to indemnify, defend and hold harmless **CIS of East Chicago**, 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 **CIS East Chicago**. It is understood that such indemnity shall survive the termination of this

Agreement.

Insurance: As part of, but without limiting the hold harmless covenant, **St. Stanislaus** shall, during the term of this Agreement, carry a comprehensive general liability or property damage insurance in the amount of ONE MILLION DOLLARS (\$1,000,000). A certificate of said insurance shall be filed with **CIS of East Chicago** before commencement by **ST. STANISLAUS** of performance under this MOU. Said insurance shall contain a clause prohibiting cancellation without ten (10) days advance notice to **CIS of East Chicago**. A certificate of insurance showing compliance with these requirements shall be filed with **CIS of East Chicago**.

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



CIS of East Chicago Authorized Signature

8/4/20

Date



ST. STANISLAUS Authorized Signature

8.4.20

Date



MEMORANDUM OF UNDERSTANDING

Communities In Schools of East Chicago and Boys & Girls Clubs of Greater NWI

Communities In Schools of East Chicago, hereinafter referred to as **CIS OF EC**, and the **Boys & Girls Clubs of Greater NWI**, hereinafter referred to as **BGC-NWI**, 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 **Communities In Schools of East Chicago** from the Indiana Department of Education.

CIS of East Chicago and Boys & Girls Clubs of Greater NWI desire to work cooperatively to build an asset- based approach to the delivery of services to youth and families. **CISOFE**C and **GBC-NWI** implement effective strength-focused strategies for positive youth development as part of the Out-of-School Time Program for **CIS Of East Chicago pre-selected sites**.

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 PROGRAM SERVICES

Communities In Schools of East Chicago (CISOFE)C agrees to the following:

1. Act as the fiscal agent and ensure IDOE funds are spent appropriately toward implementation of the 21st CCLC Out-of-School Time Program.
2. Pay annual club fee for up to 50 select students who register in the CIS after school program and are enrolled at one of CIS of East Chicago's sites.
3. Pay up to 3 tutors (club staff) to work with groups of CIS students to (1) complete homework; (2) engage in project based learning activities as well as recreational activities.
4. Work with the local club director to develop a rotational program for the select students
5. Develop common confidentiality guidelines to share information between **CISOFE**C and **Boys & Girls Clubs of Greater NWI** to the extent permitted by the Indiana Education Code and the Welfare and Institutions Code governing client confidentiality.
6. Provide the needed student assessment forms and evaluation requirements,

including the identification and selection of local evaluator.

7. CIS of East Chicago will provide **Boys & Girls Clubs of Greater NWI** with a list of youth who are transported to their location from school sites, students who will be picked up by parents/authorized guardians.
8. Provide CIS orientation to Boys & Girls Clubs of Greater NWI staff.

Boys & Girls Clubs of Greater NWI (BGC-NWI) will:

1. Provide adequate space for services. This will include a minimum of a designated office space, the cafeteria, gymnasium, classroom space and the library media center/computer lab at; and will include a designated office space, the cafeteria, gymnasium, large gathering room (LGI), classroom space (as needed) and the library/media center if applicable. Space provided will also include access to needed school facilities, office equipment, telephones, and supplies.
2. Identify tutors/staff to implement the services for the CIS out-of-schooltime program at the Boys and Girls Clubs.
3. Transport students from **CIS of EC selected sites to the Boys & Girls Club facility.**
4. Coordinate safe transportation of youth home following the 21st CCLC Out-of-School Time Program. This includes receiving a list of youth from CIS who are transported by parents/authorized guardians and those who will board BGC-NWI buses for transportation home.
5. Deliver services as an out-of-schooltime program from 3:00 PM to 6:00 PM on designated days of program's operation.
6. Ensure all individuals working with students on behalf of CIS undergone the appropriate criminal background checks, drug screen, fingerprints and TB tests in accordance with CIS of Lake County.
7. Maintain confidentiality. BGC-NWI understands and agrees that all information on students and their families that is acquired in any way in the course of delivering services under this agreement is considered private and confidential and is not to be shared outside the program without the specific written authorization of the parent/legal guardian. This includes all forms of information---verbal, written, electronic, etc. HC understands that photographs or video recording of students is prohibited.
8. Be responsible for maintaining evaluation data, attendance forms, and other relevant program documentation as needed by **Communities In Schools of East Chicago** and project evaluators (local and State).
9. Be responsible for general program coordination, including set-ups & clean-up and first aid.

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. 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 supersedes 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.

HOLD HARMLESS/INDEMNIFICATION

CIS of East Chicago agrees to indemnify, defend and hold harmless **Boys & Girls Clubs of Greater NWI**, 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 **CIS of East Chicago**. It is understood that such indemnity shall survive the termination of this Agreement.

Boys & Girls Clubs of Greater NWI agrees to indemnify, defend and hold harmless **CIS of East Chicago**, 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 **Boys & Girls Clubs of Greater NWI**. It is understood that such indemnity shall survive the termination of this Agreement.

Insurance: As part of, but without limiting the hold harmless covenant, **Boys & Girls Clubs of Greater NWI** shall, during the term of this Agreement, carry a comprehensive general liability or property damage insurance in the amount of ONE MILLION DOLLARS (\$1,000,000). **CIS of East Chicago**, and in their capacity as such, its officers, agent and employees shall be named as additional named insured in said policy. A certificate of said insurance shall be filed with **CIS of East Chicago** before commencement by **Boys & Girls Clubs of Greater NWI** of performance under this MOU. Said insurance shall contain a clause prohibiting cancellation without ten (10) days advance notice to **CIS of East Chicago**. A



certificate of insurance showing compliance with these requirements shall be filed with CIS of East Chicago.

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

Boys & Girls Clubs of Greater NWI shall conduct a criminal background check of its employees and, upon receipt of those checks, certify to **CIS of East Chicago** that no employee of the contractor working with youth and parents of **CIS of East Chicago** has been convicted of a violent or serious felony as defined by statute. **Boys & Girls Clubs of Greater NWI** shall not permit any employee to have any such contact with a student of **CIS of East Chicago** until such certification has been received by **CIS of East Chicago**. **Boys & Girls Clubs of Greater NWI** shall supply **CIS of East Chicago** with a list of names of those employees who are cleared to work with youth and parents of the district. **CIS of East Chicago** will also conduct criminal background checks on **Boys & Girls Clubs of Greater NWI** employees working to support its 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



CIS of East Chicago Authorized Signature

8/4/20

Date



Boys & Girls Clubs of Greater NWI Authorized Signature

8-4-2020

Date



Communities
In Schools

Lake County

Written Agreement between
Communities In Schools of East Chicago and Praxis
Strategies & Solutions Inc.

Communities In Schools believes that transformative relationships are the key to unlocking a student's potential. We will succeed by including in our strategies, ingraining in our culture, and reflecting in our behaviors, principles and practices of diversity, equity and inclusion. As a result, we break down immediate and systemic barriers to create and sustain equitable outcomes.

I. INTRODUCTION

THIS WRITTEN AGREEMENT ("Agreement") between PRAXIS STRATEGIES & SOLUTIONS INC and Communities In Schools of East Chicago defines the responsibilities in the delivery of an effective partnership and program services. CIS of East Chicago will work with PRAXIS STRATEGIES & SOLUTIONS INC to evaluate the program delivery and address students' unmet needs. CIS of East Chicago uses existing resources to provide students with the Communities In Schools Five Basics:

- A one-on-one relationship with a caring adult;
- A safe place to learn and grow;
- A health start and healthy future;
- A marketable skill to use upon graduation; and
- A chance to give back to peers and community.

When CIS of East Chicago develops partnerships with high-quality local service providers, permanent change is the result thus ensuring positive outcomes for students. Therefore, CIS of East Chicago and PRAXIS STRATEGIES & SOLUTIONS INC agree to collaborate toward a mission of creating a strong service provider engagement on behalf of students and assume the responsibilities identified in this agreement.

II. COMMUNITIES IN SCHOOLS OF EAST CHICAGO WILL:

1. Provide a staff person on site as point of contact to server as a liaison to the school administrators, school staff, organization and volunteers.
2. Provide timely and consistent communication regarding areas of concern or issues in effective delivery of the program or service.
3. Provide training and orientation to PRAXIS STRATEGIES & SOLUTIONS INC volunteers prior to delivery of programs, services and activities.
4. Collect, evaluate and share approved data for CIS-related purposes. Additionally, CIS of East Chicago Executive will provide feedback/progress report to the service provider on results and outcomes of the programs, services and activities on an annual basis.
5. Promote service provider on marketing materials if appropriate.
6. Act as the fiscal agent and ensure IDOE funds are spent appropriately toward implementation of the 21st CCLC Out-of-School Time Program.
7. Provide adequate space for services at designated sites

III. PRAXIS STRATEGIES & SOLUTIONS INC WILL:

1. Provide a staff person as a point of contact and service as a liaison for CIS of East Chicago. This person will connect with the Program Manager mid-year and in-person annually to insure that both entities are providing the deliverables in a timely manner and as agreed by both parties.
2. Assists staff of CIS of East Chicago in creating and measuring the project outcomes.
3. Designing data collection tools such as surveys and focus groups or interview guides to be used with school and project personnel or participants.
4. Collecting qualitative data through site visits, focus group or key informant interview guides of adults and children as needed during the project.
5. Supervising the data collection process, maintaining records of all collected data, and conducting statistical analyses for both formative and summative evaluation reports
6. Preparing formative and summative evaluation report as stated in the plan.
7. Providing technical assistance to Communities in Schools of East Chicago, including but not limited to making the solutions call center available to assist with student recruitment, market parent programs, and to otherwise support staff efforts;
8. Provide programming and data entry support with database
9. Promote CIS of East Chicago on marketing materials if appropriate.
10. PRAXIS STRATEGIES & SOLUTIONS INC will provide insurance for its participation with CIS of East Chicago.
11. PRAXIS STRATEGIES & SOLUTIONS INC agrees to indemnify and hold harmless CIS of East Chicago, its Board of Directors and representatives of and from any and all claims, damages, and causes of action of any type whatsoever, including attorney's fees, arising out of, or in any way connected to this service provider agreement.

IV.

OVERALL ENGAGEMENT GOAL

Through to monitor and improve program delivery, gauge and understand the outcomes of activities and make recommendations to sustain continuous program improvements.

V. EFFECTIVE DATES AND DURATION

This term of this service provider engagement shall take effect upon signing by both Parties and shall remain in effect for a period of two (2) years from that date unless earlier terminated. The partnership may be renewed at the end of this period by mutual written agreement by both Parties.

Any Party may terminate this agreement at any time and for any reason by giving sixty (60) days prior written notice to the other Party.

The individuals signing this agreement on behalf of their respective entities represent and warrant (without personal liability therefor) that upon the signature of each, this MOU agreement shall have been duly executed by the entity each represents.

PRINCIPAL CONTACTS

The Principal Contacts for each one of the organizations is:

CIS of East Chicago
Thomas Johnson
Executive Director
100 West Chicago Ave
East Chicago, IN 46312

PRAXIS STRATEGIES & SOLUTIONS INC
Brad McLeish
President
101 E. Mishawaka Ave
Mishawaka, IN 46545

ENTIRETY

This Agreement embodies the entire and complete understanding and agreement between the service providers and no amendment will be effective unless signed by both service providers. Such signature by both service providers may be made by tele facsimile.

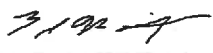
FOR CIS of East Chicago



Thomas Johnson
Executive Director

Date: 8-5-20

FOR PRAXIS STRATEGIES & SOLUTIONS INC



Brad McLeish
President

Date: 05 August 2020



Communities
In Schools

Lake County

Written Agreement between
Communities In Schools of East Chicago and
Junior Achievement

Communities In Schools believes that transformative relationships are the key to unlocking a student's potential. We will succeed by including in our strategies, ingraining in our culture, and reflecting in our behaviors, principles and practices of diversity, equity and inclusion. As a result, we break down immediate and systemic barriers to create and sustain equitable outcomes.

I. INTRODUCTION

THIS WRITTEN AGREEMENT ("Agreement") between Junior Achievement and Communities In Schools of East Chicago defines the responsibilities in the delivery of an effective partnership and program services. CIS of East Chicago will work with Junior Achievement address students' unmet needs. CIS of East Chicago uses existing resources to provide students with the Communities In Schools Five Basics:

- A one-on-one relationship with a caring adult;
- A safe place to learn and grow;
- A health start and healthy future;
- A marketable skill to use upon graduation; and
- A chance to give back to peers and community.

When CIS of East Chicago develops partnerships with high-quality local service providers, permanent change is the result thus ensuring positive outcomes for students. Therefore, CIS of East Chicago and Junior Achievement agree to collaborate toward a mission of creating a strong service provider engagement on behalf of students and assume the responsibilities identified in this agreement.

II. COMMUNITIES IN SCHOOLS OF EAST CHICAGO WILL:

1. Provide and implement an enrichment program and enrichment activities to students participating in the program at the agreed upon pre-selected sites within the School City of East Chicago or where CISEC sites are present.
2. Provide a staff person on site as point of contact to server as a liaison to the school administrators, school staff, organization and volunteers.
3. Provide timely and consistent communication regarding areas of concern or issues in effective delivery of the program or service.
4. Provide training and orientation to Junior Achievement volunteers prior to delivery of programs, services and activities.
5. Collect, evaluate and share approved data for CIS-related purposes. Additionally, CIS of East Chicago Executive will provide feedback/progress report to the service provider on results and outcomes of the programs, services and activities on an annual basis.
6. Promote service provider on marketing materials if appropriate.
7. Commitment to respecting all citizens, giving them full access to resources, and promote equal treatment and opportunity. Working to eliminate all forms of discrimination and responding quickly to racist and other discriminating incidents.

III. Junior Achievement WILL:

1. Provide a staff person as a point of contact and service as a liaison for CIS of East Chicago. This person will connect with the Program Manager mid-year and in-person annually to insure that both entities are providing the deliverables in a timely manner and as agreed by both parties.
2. Collaborate and communicate effectively with parents, school staff and other CIS of East Chicago service providers on behalf of students served.

3. Provide training and curricula at the agreed upon pre-selected sites within the School City of East Chicago or where CISEC is present.
4. JA must ask the Executive Director permission before using any equipment.
5. Coordinate all functions with the Executive/ Program Director.
6. Respect and operate within the policies, procedures and guidelines of the school district/ school where CISEC is present. Maintain the use of all facilities and equipment that are shared for the purpose of providing the CISEC's services in the building(s), leaving them as they were found and ready for use by school personnel and students.
7. Maintain confidentiality. JA understands and agrees that all information on students and their families that is acquired in any way in the course of delivering services under this agreement is considered private and confidential and is not to be shared outside the program without the specific written authorization of the parent/legal guardian. This includes all forms of information--- verbal, written, electronic, etc. JA understands that photographs or video recording of students is prohibited.
8. In the event that there is some circumstance such as personal illness or other unforeseen emergency which prohibits JA from performing service according to the specified schedule, JA agrees to provide notification to the Program Director as much in advance as possible.
9. Attend Advisory Council meetings
10. Participate in tracking, data collection, evaluation and reporting activities as necessary for fulfillment of funding sources, grants and other reasonable requirements.
11. Promote CIS of East Chicago on marketing materials if appropriate.
12. Junior Achievement will provide insurance for its participation with CIS of East Chicago.
13. Junior Achievement agrees to indemnify and hold harmless CIS of East Chicago, its Board of Directors and representatives of and from any and all claims, damages, and causes of action of any type whatsoever, including attorney's fees, arising out of, or in any way connected to this service provider agreement.
14. Commitment to respecting all citizens, giving them full access to resources, and promote equal treatment and opportunity. Working to eliminate all forms of discrimination and responding quickly to racist and other discriminating incidents.

IV. OVERALL ENGAGEMENT GOAL

Provide quality training to CISEC staff members on Junior Achievement curricula to effectively meet the needs of the students at pre-selected programming sites.

V. EFFECTIVE DATES AND DURATION

This term of this service provider engagement shall take effect upon signing by both Parties and shall remain in effect for a period of two (2) years from that date unless earlier terminated. The partnership may be renewed at the end of this period by mutual written agreement by both Parties.

Any Party may terminate this agreement at any time and for any reason by giving sixty (60) days prior written notice to the other Party.

The individuals signing this agreement on behalf of their respective entities represent and warrant (without personal liability therefor) that upon the signature of each, this MOU agreement shall have been duly executed by the entity each represents.

VI. PRINCIPAL CONTACTS

The Principal Contacts for each one of the organizations is:

CIS of East Chicago
Thomas Johnson
Executive Director
100 West Chicago Ave
East Chicago, IN 46312

SERVICE PROVIDER:

Junior Achievement of Chicago
Roz Malouhos
Director
3210 E. Watling St. M8-152.
East Chicago, IN 46312

ENTIRETY

This Agreement embodies the entire and complete understanding and agreement between the service providers and no amendment will be effective unless signed by both service providers. Such signature by both service providers may be made by tele facsimile.

FOR CIS of East Chicago



Thomas Johnson
Executive Director

Date: 8/6/20

FOR Junior Achievement



Roz Malouhos
Director

8-6-2020



Communities
In Schools

Lake County

Written Agreement between
Communities In Schools of East Chicago and
Purdue Extension-Nutrition Education Program

Communities In Schools believes that transformative relationships are the key to unlocking a student's potential. We will succeed by including in our strategies, ingraining in our culture, and reflecting in our behaviors, principles and practices of diversity, equity and inclusion. As a result, we break down immediate and systemic barriers to create and sustain equitable outcomes.

I. INTRODUCTION

THIS WRITTEN AGREEMENT ("Agreement") between Purdue Extension-Nutrition Education Program and Communities In Schools of East Chicago defines the responsibilities in the delivery of an effective partnership and program services. CIS of East Chicago will work with Purdue Extension-Nutrition Education Program address students'/ families unmet needs. CIS of East Chicago uses existing resources to provide students with the Communities In Schools Five Basics:

- A one-on-one relationship with a caring adult;
- A safe place to learn and grow;
- A health start and healthy future;
- A marketable skill to use upon graduation; and
- A chance to give back to peers and community.

When CIS of East Chicago develops partnerships with high-quality local service providers, permanent change is the result thus ensuring positive outcomes for students. Therefore, CIS of East Chicago and Purdue Extension-Nutrition Education Program agree to collaborate toward a mission of creating a strong service provider engagement on behalf of students and assume the responsibilities identified in this agreement.

II. COMMUNITIES IN SCHOOLS OF EAST CHICAGO WILL:

1. Implement an enrichment program and enrichment activities to students/families participating in the program at the agreed upon pre-selected sites within the School City of East Chicago
2. Provide a staff person on site as point of contact to server as a liaison to the school administrators, school staff, organization and volunteers.
3. Provide timely and consistent communication regarding areas of concern or issues in effective delivery of the program or service.
4. Provide training and orientation to Purdue Extension-Nutrition Education Program volunteers prior to delivery of programs, services and activities.
5. Collect, evaluate and share approved data for CIS-related purposes. Additionally, CIS of East Chicago Executive will provide feedback/progress report to the service provider on results and outcomes of the programs, services and activities on an annual basis.
6. Promote service provider on marketing materials if appropriate.
7. Commitment to respecting all citizens, giving them full access to resources, and promote equal treatment and opportunity. Working to eliminate all forms of discrimination and responding quickly to racist and other discriminating incidents.

III. Purdue Extension-Nutrition Education Program WILL:

1. Provide an instructor, materials and quality literacy activity instructions, to participants at pre-selected sites within the School City of East Chicago. PE-NEP must ask the Executive Director permission before using any equipment.

2. Provide a staff person as a point of contact and service as a liaison for CIS of East Chicago. This person will connect with the Program Manager mid-year and in-person annually to insure that both entities are providing the deliverables in a timely manner and as agreed by both parties.
3. Collaborate and communicate effectively with parents, school staff and other CIS of East Chicago service providers on behalf of students/families served.
4. Respect and operate within the policies, procedures and guidelines of CIS of EC' participating school buildings Maintain the use of all facilities and equipment that are shared for the purpose of providing the CISEC's services in the building(s), leaving them as they were found and ready for use by school personnel and students
5. Maintain confidentiality. PE-NEP understands and agrees that all information on students and their families that is acquired in any way in the course of delivering services under this agreement is considered private and confidential and is not to be shared outside the program without the specific written authorization of the parent/legal guardian. This includes all forms of information—verbal, written, electronic, etc. PE-NEP understands that photographs or video recording of students is prohibited.
6. In the event that there is some circumstance such as personal illness or other unforeseen emergency which prohibits PE-NEP from performing service according to the specified schedule, PE-NEP agrees to provide notification to the Program Director as much in advance as possible
7. Participate in tracking, data collection, evaluation and reporting activities as necessary for fulfillment of funding sources, grants and other reasonable requirements.
8. Promote CIS of East Chicago on marketing materials if appropriate.
9. Purdue Extension-Nutrition Education Program will provide insurance for its participation with CIS of East Chicago.
10. Purdue Extension-Nutrition Education Program agrees to indemnify and hold harmless CIS of East Chicago, its Board of Directors and representatives of and from any and all claims, damages, and causes of action of any type whatsoever, including attorney's fees, arising out of, or in any way connected to this service provider agreement.
11. Commitment to respecting all citizens, giving them full access to resources, and promote equal treatment and opportunity. Working to eliminate all forms of discrimination and responding quickly to racist and other discriminating incidents.

IV. OVERALL ENGAGEMENT GOAL

Provide quality nutrition instructions to stimulate students/parents desire to learn, improve or develop nutritious meals, be active, handle food safely, improve food purchasing and preparation skills, increase interest in and exposure to the healthy food choices.

V. EFFECTIVE DATES AND DURATION

This term of this service provider engagement shall take effect upon signing by both Parties and shall remain in effect for a period of two (2) years from that date unless earlier terminated. The partnership may be renewed at the end of this period by mutual written agreement by both Parties.

Any Party may terminate this agreement at any time and for any reason by giving sixty (60) days prior written notice to the other Party.

The individuals signing this agreement on behalf of their respective entities represent and warrant (without personal liability therefor) that upon the signature of each, this MOU agreement shall have been duly executed by the entity each represents.

VI. PRINCIPAL CONTACTS

The Principal Contacts for each one of the organizations is:

CIS of East Chicago
Thomas Johnson
Executive Director
100 West Chicago Ave
East Chicago, IN 46312

Purdue Extension-Nutrition Education Program
Megihann Leininger
Regional Supervisor
2293 North Main Street
Crown Point, IN 46307

ENTIRETY

This Agreement embodies the entire and complete understanding and agreement between the service providers and no amendment will be effective unless signed by both service providers. Such signature by both service providers may be made by tele facsimile.

FOR CIS of East Chicago

FOR Purdue Extension-Nutrition Education Program



Thomas Johnson
Executive Director



Megihann Leininger
Regional Supervisor

Date: 8/7/20

8/07/2020



Communities
In Schools

Lake County

Written Agreement between
Communities In Schools of East Chicago and
Advancing Christ's Kingdom Global Ministries
(ACKGM) - Food Pantry

Communities In Schools believes that transformative relationships are the key to unlocking a student's potential. We will succeed by including in our strategies, ingraining in our culture, and reflecting in our behaviors, principles and practices of diversity, equity and inclusion. As a result, we break down immediate and systemic barriers to create and sustain equitable outcomes.

I. INTRODUCTION

THIS WRITTEN AGREEMENT ("Agreement") between ACKG Ministries Food Pantry and Communities In Schools of East Chicago defines the responsibilities in the delivery of an effective partnership and program services. CIS of East Chicago will work with ACKG Ministries Food Pantry to provide food baskets to address students' unmet needs. CIS of East Chicago uses existing resources to provide students with the Communities In Schools Five Basics:

- A one-on-one relationship with a caring adult;
- A safe place to learn and grow;
- A health start and healthy future;
- A marketable skill to use upon graduation; and
- A chance to give back to peers and community.

When CIS of East Chicago develops partnerships with high-quality local service providers, permanent change is the result thus ensuring positive outcomes for students. Therefore, CIS of East Chicago and ACKG Ministries Food Pantry agree to collaborate toward a mission of creating a strong service provider engagement on behalf of students and assume the responsibilities identified in this agreement.

II. COMMUNITIES IN SCHOOLS OF EAST CHICAGO WILL:

1. Refer students and families to ACKG Ministries Food Pantry from the agreed upon pre-selected sites.
1. Provide a staff person on site as point of contact to server as a liaison to the school administrators, school staff, organization and volunteers.
2. Provide timely and consistent communication regarding areas of concern or issues in effective delivery of the program or service.
3. Provide training and orientation to ACKG Ministries Food Pantry volunteers prior to delivery of programs, services and activities.
4. Collect, evaluate and share approved data for CIS-related purposes. Additionally, CIS of East Chicago Executive will provide feedback/progress report to the service provider on results and outcomes of the programs, services and activities on an annual basis.
5. Promote service provider on marketing materials if appropriate.
6. Commitment to respecting all citizens, giving them full access to resources, and promote equal treatment and opportunity. Working to eliminate all forms of discrimination and responding quickly to racist and other discriminating incidents.

III. ACKG Ministries Food Pantry WILL:

1. Accept food baskets for participating students at the agreed upon pre-selected sites connected to CIS of East Chicago.

2. Provide a staff person as a point of contact and service as a liaison for CIS of East Chicago. This person will connect with the Program Manager mid-year and in-person annually to insure that both entities are providing the deliverables in a timely manner and as agreed by both parties.
3. Collaborate and communicate effectively with parents, school staff and other CIS of East Chicago service providers on behalf of students served.
4. Participate in tracking, data collection, evaluation and reporting activities as necessary for fulfillment of funding sources, grants and other reasonable requirements.
5. Promote CIS of East Chicago on marketing materials if appropriate.
6. ACKG Ministries Food Pantry agrees to indemnify and hold harmless CIS of East Chicago, its Board of Directors and representatives of and from any and all claims, damages, and causes of action of any type whatsoever, including attorney's fees, arising out of, or in any way connected to this service provider agreement.
7. Commitment to respecting all citizens, giving them full access to resources, and promote equal treatment and opportunity. Working to eliminate all forms of discrimination and responding quickly to racist and other discriminating incidents.

IV. OVERALL ENGAGEMENT GOAL

Through, this partnership both parties agree to collaborate in meeting the basic food needs of students and families facing food scarcity weekly or monthly.

V. EFFECTIVE DATES AND DURATION

This term of this service provider engagement shall take effect upon signing by both Parties and shall remain in effect for a period of two (2) years from that date unless earlier terminated. The partnership may be renewed at the end of this period by mutual written agreement by both Parties.

Any Party may terminate this agreement at any time and for any reason by giving sixty (60) days prior written notice to the other Party.

The individuals signing this agreement on behalf of their respective entities represent and warrant (without personal liability therefor) that upon the signature of each, this MOU agreement shall have been duly executed by the entity each represents.

VI. PRINCIPAL CONTACTS

The Principal Contacts for each one of the organizations is:

CIS of East Chicago
Thomas Johnson
Executive Director
100 West Chicago Ave
East Chicago, IN 46312

Advancing Christ Kingdom Global Ministries (ACKGM)- Food Pantry
James Randolph
Pastor
3833 Grand Blvd
East Chicago, IN 46312

ENTIRETY

This Agreement embodies the entire and complete understanding and agreement between the service providers and no amendment will be effective unless signed by both service providers. Such signature by both service providers may be made by tele facsimile.

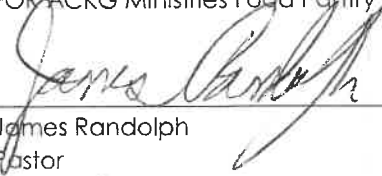
FOR CIS of East Chicago



Thomas Johnson
Executive Director

Date: 8-9-20

FOR ACKG Ministries Food Pantry



James Randolph
Pastor

8/9/2020



Communities
In Schools

Lake County

Written Agreement between
Communities In Schools of East Chicago and
Infinity Counseling & Wellness Center, LLC (ICWC)

Communities In Schools believes that transformative relationships are the key to unlocking a student's potential. We will succeed by including in our strategies, ingraining in our culture, and reflecting in our behaviors, principles and practices of diversity, equity and inclusion. As a result, we break down immediate and systemic barriers to create and sustain equitable outcomes.

I. INTRODUCTION

THIS WRITTEN AGREEMENT ("Agreement") between Infinity Counseling & Wellness Center, LLC and Communities In Schools of East Chicago defines the responsibilities in the delivery of an effective partnership and program services. CIS of East Chicago will work with Infinity Counseling & Wellness Center, LLC to provide mental health counseling services address students' unmet needs. CIS of East Chicago uses existing resources to provide students with the Communities In Schools Five Basics:

- A one-on-one relationship with a caring adult;
- A safe place to learn and grow;
- A health start and healthy future;
- A marketable skill to use upon graduation; and
- A chance to give back to peers and community.

When CIS of East Chicago develops partnerships with high-quality local service providers, permanent change is the result thus ensuring positive outcomes for students. Therefore, CIS of East Chicago and Infinity Counseling & Wellness Center, LLC agree to collaborate toward a mission of creating a strong service provider engagement on behalf of students and assume the responsibilities identified in this agreement.

II. COMMUNITIES IN SCHOOLS OF EAST CHICAGO WILL:

1. Refer student to Infinity Counseling & Wellness Center, LLC.
2. Pay for counseling services for select students, case-by-case, with CIS Admin approval, if student does not have insurance or does qualify for scaling scale fee. (refer to contract)
3. Provide a staff person on site as point of contact to server as a liaison to the school administrators, school staff, organization and volunteers.
4. Provide timely and consistent communication regarding areas of concern or issues in effective delivery of the program or service.
5. Provide training and orientation to Infinity Counseling & Wellness Center, LLC volunteers prior to delivery of programs, services and activities.
6. Collect, evaluate and share approved data for CIS-related purposes. Additionally, CIS of East Chicago Executive will provide feedback/progress report to the service provider on results and outcomes of the programs, services and activities on an annual basis.
7. Promote service provider on marketing materials if appropriate.
8. Commitment to respecting all citizens, giving them full access to resources, and promote equal treatment and opportunity. Working to eliminate all forms of discrimination and responding quickly to racist and other discriminating incidents.

III. Infinity Counseling & Wellness Center, LLC WILL:

1. Accept referrals from Communities In Schools of East Chicago.

2. Coordinate all functions with the Program Director or Site Coordinator.
3. Perform assessments and evaluations (including but not limited to personality testing, bio-psycho-, psychological, psycho-sexual assessments, Substance abuse) of participants. Provide the results to Communities in Schools of East Chicago.
4. Establish and implement treatment plan (tutoring, anger management, crisis management: trauma, depression, anxiety, sexual abuse, EMDR and/or wellness) accordingly.
5. Provide individual, group and or family counseling sessions to participants on case-by-case. ICWC must ask the Executive Director permission before using any equipment.
6. Conduct workshops for teachers, parents, CISEC staff on various topics.
7. Provide a staff person as point of contact and serve as liaison to CISEC.
8. Coordinate all functions with the Program Director.
9. Respect and operate within the policies, procedures and guidelines of the School City of East Chicago and each individual building. Maintain the use of all facilities and equipment that are shared for the purpose of providing the CISEC's services in the building(s), leaving them as they were found and ready for use by school personnel and students.
10. Maintain confidentiality. ICWC understands and agrees that all information on students and their families that is acquired in any way in the course of delivering services under this agreement is considered private and confidential and is not to be shared outside the program without the specific written authorization of the parent/legal guardian. This includes all forms of information—verbal, written, electronic, etc. ICWC understands that photographs or video recording of students is prohibited.
11. In the event that there is some circumstance such as personal illness or other unforeseen emergency which prohibits ICWC from performing service according to the specified schedule, ICWC agrees to provide notification to the Program Director as much in advance as possible.
12. Submit to CIS LC prior to the start of any work with CIS LC evidence that organization or company employees that work directly with CIS LC students have completed: Drug Screen, Background Checks, and Fingerprints. The screening, background check expense and associated administrative costs can be covered if the organization or company agrees in writing that those costs may be withheld from any invoices payable to the organization/ company by CIS LC.
13. Carry and provide evidence of \$1 Million liability insurance coverage to CISEC prior to work directly with CIS LC students. Such coverage shall, at CIS-LC's option, include a requirement of naming CIS-East Chicago as an additional insured without limiting exclusions that are not approved by CISEC. Neither CISEC nor East Chicago Schools shall be liable for any injury or damage to any person or property whatsoever by reason of or in any manner growing out of ICWC's acts or failure to act. ICWC agrees to indemnify and hold CISEC and East Chicago Schools harmless from all claims arising from the services provided by ICWC under this agreement.
14. Attend Advisory Council meetings
15. Provide a staff person as a point of contact and service as a liaison for CIS of East Chicago. This person will connect with the Program Manager mid-year and in-person annually to insure that both entities are providing the deliverables in a timely manner and as agreed by both parties.
16. Collaborate and communicate effectively with parents, school staff and other CIS of East Chicago service providers on behalf of students served.

17. Participate in tracking, data collection, evaluation and reporting activities as necessary for fulfillment of funding sources, grants and other reasonable requirements.
18. Promote CIS of East Chicago on marketing materials if appropriate.
19. Infinity Counseling & Wellness Center, LLC agrees to indemnify and hold harmless CIS of East Chicago, its Board of Directors and representatives of and from any and all claims, damages, and causes of action of any type whatsoever, including attorney's fees, arising out of, or in any way connected to this service provider agreement.
20. Commitment to respecting all citizens, giving them full access to resources, and promote equal treatment and opportunity. Working to eliminate all forms of discrimination and responding quickly to racist and other discriminating incidents.

IV. OVERALL ENGAGEMENT GOAL

Perform assessments and evaluations, implement treatment plans and provide counseling services to students.

V. EFFECTIVE DATES AND DURATION

This term of this service provider engagement shall take effect upon signing by both Parties and shall remain in effect for a period of two (2) years from that date unless earlier terminated. The partnership may be renewed at the end of this period by mutual written agreement by both Parties.

Any Party may terminate this agreement at any time and for any reason by giving sixty (60) days prior written notice to the other Party.

The individuals signing this agreement on behalf of their respective entities represent and warrant (without personal liability therefor) that upon the signature of each, this MOU agreement shall have been duly executed by the entity each represents.

VI. AMENDMENTS

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

VII. HOLD HARMLESS/INDEMNIFICATION

CIS of East Chicago agrees to indemnify, defend and hold harmless Infinity Counseling & Wellness Center, LLC, 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 CIS of East Chicago. It is understood that such indemnity shall survive the termination of this Agreement.

Infinity Counseling & Wellness Center, LLC agrees to indemnify, defend and hold harmless CIS of East Chicago, 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 Infinity Counseling & Wellness Center, LLC. It is understood that such indemnity shall survive the termination of this Agreement

VIII. Insurance:

As part of, but without limiting the hold harmless covenant, Infinity Counseling & Wellness Center, LLC shall, during the term of this Agreement, carry a comprehensive general liability or property damage insurance in the amount of ONE MILLION DOLLARS (\$1,000,000). CIS of East Chicago, and in their capacity as such, its officers, agent and employees shall be named as additional named insured in said policy. A certificate of

said insurance shall be filed with CIS of East Chicago before commencement by Infinity Counseling & Wellness Center, LLC of performance under this MOU. Said insurance shall contain a clause prohibiting cancellation without ten (10) days advance notice to CIS of East Chicago. A certificate of insurance showing compliance with these requirements shall be filed with CIS of East Chicago

IX. 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.

X. FINGERPRINTING

Infinity Counseling & Wellness Center, LLC shall conduct a criminal background check of its employees and, upon receipt of those checks, certify to CIS of East Chicago that no employee of the contractor working with youth and parents of CIS of East Chicago has been convicted of a violent or serious felony as defined by statute. Infinity Counseling & Wellness Center, LLC shall not permit any employee to have any such contact with a student of CIS of East Chicago until such certification has been received by CIS of East Chicago.

Infinity Counseling & Wellness Center, LLC shall supply CIS of East Chicago with a list of names of those employees who are cleared to work with youth and parents of the district. CIS of East Chicago will also conduct criminal background checks on Infinity Counseling & Wellness Center, LLC employees working to support its Out-of-School Time Programs.

XI. PRINCIPAL CONTACTS

The Principal Contacts for each one of the organizations is:

CIS of East Chicago
Thomas Johnson
Executive Director
100 West Chicago Ave
East Chicago, IN 46312

Infinity Counseling & Wellness Center, LLC
Dr. Mashone Parker, PhD, LMHC, NCC
Owner
1563 E 85th Avenue
Merrillville, IN 46410

ENTIRETY

This Agreement embodies the entire and complete understanding and agreement between the service providers and no amendment will be effective unless signed by both service providers. Such signature by both service providers may be made by tele facsimile.

FOR CIS of East Chicago



Thomas Johnson
Executive Director

Date: 8/10/20

FOR Infinity Counseling & Wellness Center, LLC

DocuSigned by:


Dr. Mashone Parker, PhD, LMHC, NCC
Owner

Date: 8/10/2020



Written Agreement between Communities In Schools of East Chicago and United Way of Porter County - Americorps

I. INTRODUCTION

THIS WRITTEN AGREEMENT ("Agreement") between United Way of Porter County - Americorps and Communities In Schools of East Chicago defines the responsibilities in the delivery of an effective partnership and program services. CIS of East Chicago will serve with United Way of Porter County - Americorps to bring in caring adults and resources to address students' unmet needs. CIS of East Chicago uses existing resources to provide students with the Communities In Schools Five Basics:

- A one-on-one relationship with a caring adult;
- A safe place to learn and grow;
- A health start and healthy future;
- A marketable skill to use upon graduation; and
- A chance to give back to peers and community.

When CIS of East Chicago develops partnerships with high-quality local service providers, permanent change is the result thus ensuring positive outcomes for children in CIS of East Chicago. Therefore, CIS of East Chicago and United Way of Porter County - Americorps agree to collaborate toward a mission of creating a strong service provider engagement on behalf of students and assume the responsibilities identified in this agreement.

II. COMMUNITIES IN SCHOOLS OF EAST CHICAGO WILL:

1. Provide a staff person on site as point of contact to server as a liaison to the school administrators, school staff, organization and members.
2. Provide timely and consistent communication regarding areas of concern or issues in effective delivery of the program or service.
3. Provide training and orientation to United Way of Porter County - Americorps members prior to delivery of programs, services and activities.
4. Collect, evaluate and share approved data for CIS-related purposes. Additionally, the CIS of East Chicago Executive Director will provide feedback/progress report to the service provider on results and outcomes of the programs, services and activities on an annual basis.
5. Promote service provider on marketing materials if appropriate.
6. Provide compensation for AmeriCorp member's hours of service as agreed upon terms highlighted in site agreement as well as AmeriCorp Member contract.

III. UNITED WAY OF PORTER COUNTY - AMERICORPS WILL:

1. Provide a staff person as a point of contact and service as a liaison for CIS of East Chicago. The person will meet with the Executive Director at least every six months to insure that both entities are providing the deliverables in a timely manner and as agreed by both parties.
2. Collaborate and communicate effectively with parents, school staff and other CIS of East Chicago service providers on behalf of students served.
3. Provide members for CIS of East Chicago academic enrichment programs and conduct or ensure completeness of adequate screening on members who will be at the school with any regularity. This includes a background check, confidentiality agreement, training on mandated reporting and receiving transportation policy PRIOR TO contact with students.
4. Participate in tracking, data collection, evaluation and reporting activities as necessary for fulfillment of funding sources, grants and other reasonable requirements.
5. Promote CIS of East Chicago on marketing materials if appropriate.
6. United Way of Porter County - Americorps will provide insurance for its participation with CIS of East Chicago.
7. United Way of Porter County - Americorps agrees to indemnify and hold harmless CIS East Chicago, its Board of Directors and representatives of and from any and all claims, damages, and causes of action of any type whatsoever, including attorney's fees, arising out of, or in any way connected to this service provider agreement.

IV. OVERALL ENGAGEMENT GOAL

1. Establish an after-school reading program where United Way of Porter County - Americorps provides members serving at a CIS of East Chicago school site. Senior members will be matched with a first or second-grade student and will meet with that student once a week for an hour of practice reading.
2. This partnership connects community resources with the academic and social needs of students at East Chicago Elementary School.
3. Other areas of collaboration may include but are not limited to capacity-building and grant-writing guidance.

V. EFFECTIVE DATES AND DURATION

This term of this service provider engagement shall take effect upon signing by both Parties and shall remain in effect for a period of two (2) years from that date unless earlier terminated. The partnership may be renewed at the end of this period by mutual written agreement by both Parties.

Any Party may terminate this agreement at any time and for any reason by giving sixty (60) days prior written notice to the other Party.

The individuals signing this agreement on behalf of their respective entities represent and warrant (without personal liability therefor) that upon the signature of each, this MOU agreement shall have been duly executed by the entity each represents.

VI. PRINCIPAL CONTACTS

The Principal Contacts for each one of the organizations is:

Thomas Johnson, Executive Director
CIS of East Chicago
100 West Chicago Avenue
East Chicago, Indiana 46312

SERVICE PROVIDER:
Maddie Grimm, Program Director
United Way of Porter County - Americorps
951 Eastport Centre Drive
Valparaiso, IN 46383
219.464.3583

ENTIRETY

This Agreement embodies the entire and complete understanding and agreement between the service providers and no amendment will be effective unless signed by both service providers. Such signature by both service providers may be made by telefacsimile.

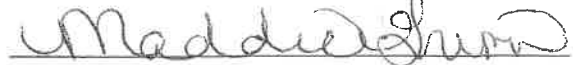
FOR CIS of East Chicago



Thomas Johnson
Director Of Programs

Date: 7/21/20

FOR United Way of Porter County - Americorps



Maddie Grimm
Program Director

Date: July 21, 2020

Host Agency: **Communities In Schools Of East Chicago Inc., FEIN: 30-0110893**

Address: **100 W. Chicago Avenue Ste. G, East Chicago, IN - 46312**

Phone: **(219) 378-9114 Ext:**

Fax: **(219) 398-9118**

The above named agency/organization, an equal employment opportunity employer, requests the services of enrollees from the AARP Foundation Senior Community Service Employment Agency.

This Agency is:

Participant Supervisor(s) are:

A Non-Profit Organization.
(Tax exempt under the Internal Revenue code 501(c)(3))

Compensated with federal funds.

A Public Organization.

Not compensated with federal funds.

The purpose of this agreement is for the host agency and AARP Foundation to enter into a joint engagement in the SCSEP, under which a participant receives training in a community service assignment while actively pursuing unsubsidized employment. The host agency agrees to provide meaningful training and work experience to the participant(s) in exchange for federally subsidized community service hours by AARP Foundation.

To ensure our host agency partners understand their important role in the daily lives of SCSEP participants and their responsibilities in supporting each participant's goals to enhance or learn new skills and to obtain unsubsidized employment, we ask that each host agency supervisor clearly understand and support the following agency and participant requirements in this agreement:

- 1) The host agency agrees to support SCSEP objectives and will consider hiring participant(s) in permanent employment positions(s), if a vacancy arises.
- 2) The host agency acknowledges that AARP Foundation may reassign participant(s) at any time in accordance with SCSEP rules, regulations, and policies. AARP Foundation acknowledges that participation as a host agency is voluntary and agrees to honor any host agency request in writing to reassign participants for any lawful reason.
- 3) It is understood that the purpose of the SCSEP is for a participant to provide community service while they actively pursue training and unsubsidized employment off of the program. When a participant enrolls and/or gets a job off the program they may lose their public benefits. These benefits may include, but are not limited to: Public Housing, Food Stamps, SSI/SSD, and Medicaid.
- 4) It is understood that participants may miss some hours at the host agency assignment in order to pursue training and unsubsidized employment that is provided outside of the host agency. Participants may be required by AARP Foundation SCSEP to complete programmatic activities and tasks which may include:
 - Accept referrals and interviews for employment outside the program;
 - Conduct an ongoing search for unsubsidized employment as specified in the Individual Employment Plan (IEP) and as directed by an AARP Foundation representative;
 - Accept regular transfers to other host agency assignments as necessary to further the participant's training and work experience;
 - Register and maintain registration with the State Employment Service and/or One Stop Center;
 - Attend job search training, job clubs, participant meetings, etc., when offered by the AARP Foundation office, and engage in continuing unsubsidized job search activities.
- 5) It is understood that The SCSEP is short-term, work-training to prepare participants for unsubsidized employment off of the program. The SCSEP is not an entitlement, nor is it designed to solely provide income maintenance. SCSEP participants are in training status, preparing for unsubsidized employment.
- 6) When practical, the Host Agency agrees to provide additional training support to their participants by allowing participants to utilize the Agency's computers and internet access for designated job search training and to complete online job search activities.
- 7) It is understood that training with the host agency is a short-term opportunity. Participation in the SCSEP is NOT a job, and participants are NOT employees of either the AARP Foundation or the host agency where they are temporarily assigned.

8) It is understood that AARP Foundation SCSEP does not conduct background checks or drug screening on participants. Host agencies may conduct background checks and drug screenings in their sole and exclusive discretion and in accordance with applicable law. The AARP Foundation SCSEP is not financially or otherwise responsible for any costs, expenses or claims associated with background checks or drug screenings.

9) The host agency agrees to have or obtain reliable technology services that would enable it to receive and send participant Time & Attendance Reports to and from the AARP Foundation office. Reliable technology services are those that can produce readable documents – not overly dark, overly light, blurred, or otherwise unreadable by an objectively reasonable standard. Without reliable electronic transmittal of Time and Attendance Reports, AARP Foundation SCSEP cannot provide participant stipend payments for those trained hours under SCSEP regulations and must place participants at an alternative agency.

10) The host agency agrees to provide supervision, training, and a safe work environment for each assigned participant. The host agency also agrees to the provisions outlined in the Participant and Host Agency Handbook as a condition of participation in the SCSEP, including AARP Foundation SCSEP's policies prohibiting discrimination, workplace violence, and harassment. Host agencies agree and acknowledge that, while on-site at the Host Agency, participants are under the direct control and supervision of the Host Agency and that the Host Agency is responsible for permitting participants to conduct any tasks that qualify for payment under the program. AARP Foundation will not assign job-training tasks to any participant pursuant to this Agreement.

11) The host agency agrees to respond to the host agency customer satisfaction survey that is issued by the U.S. Department of Labor (DOL) if randomly selected and acknowledges that completion of the survey influences continued DOL funding of the SCSEP grant. This survey is generally sent out in January, but timing is at the discretion of DOL.

12) Pursuant to SCSEP regulations, AARP Foundation, as a program administrator, is responsible for providing workers' compensation insurance for all participants, in accordance with state and federal law. The host agency is responsible for maintaining a safe working environment for participants during their normal course of duties; and to ensure that proper equipment, procedures, and safe practices are used in compliance with state and federal law. The Host Agency recognizes that if a safety violation involving a SCSEP participant occurs on the premises, AARP Foundation expects Host Agency to follow safety notification protocols as it would for its own employees.

AARP Foundation has the right to coordinate onsite safety inspections with the host agency to insure that work procedures, equipment and practices are used to protect the safety of participants. If the host agency fails to adhere to reasonable safe working practices, AARP Foundation has the right to terminate the agreement for cause and for the protection of the participants.

The host agency must keep the following key safety issues in mind at all times:

- No lifting over 20 pounds
- No step stools or ladders
- Participants may not drive unless the assignment, expressly includes driving, is approved in advance by AARP Foundation and is carried out in accordance with this Section 12 and Section 13 below.
- Participants must always be supervised

13) No participant is authorized to drive as part of his or her assignment without the advance written approval of AARP Foundation. Only in exceptional situations can a participant transport other passengers and only then with the approval of the national AARP Foundation SCSEP director. If participant duties include driving a vehicle owned or operated by the host agency, the host agency shall maintain appropriate automobile liability covering participant(s) engaged in the performance of their training assignments using a vehicle owned or operated by the host agency. Applicable statutes will govern the limits of liability for Federal, state, and local government host agencies. A copy of the host agency's certification of insurance and participant's current driver's license and a motor vehicle record (MVR) check is required prior to the driving assignment beginning. Participants will be reimbursed for the cost of the MVR by AARP Foundation SCSEP.

If the participant drives his or her own vehicle as part of his or her assignment, the Host Agency must ensure that participant maintains automobile liability insurance appropriate to cover performance of their assignments. The host agency shall also reimburse the participant for mileage if the participant drives his or her own vehicle in the performance of the host agency assignment. A copy of the host agency's certification of insurance, the participant's certification of insurance, the participant's current driver's license, and a MVR is required prior to the driving assignment beginning. Participants will be reimbursed for the cost of the MVR by AARP Foundation SCSEP.

14) It is understood that each party shall indemnify the other against all claims or actions that arise from the indemnifying party's performance of duties as described herein, including without limitation, claims arising from participant conduct under express instructions from the Host Agency as part of participant's assignment, claims of unpaid wages by participants that imply a breach of Section 15 hereunder, and claims arising from host agency's duty to maintain a safe working environment for participants. For the avoidance of doubt, management and control over of a participant's tasks and whereabouts while on-site at a host agency constitutes performance of the host agency's duties under this agreement and does not constitute AARP Foundation performance. The obligations of each party to indemnify the other shall survive the termination or expiration of this Agreement.

15) It is understood that the AARP Foundation's SCSEP is federally funded and is required to maintain documentation (timesheets) to substantiate the expenditure of federal funds for wages. It is also understood and agreed to that AARP Foundation SCSEP shall pay the wages of a wage stipend to participants assigned to the host agency within the limits expressly set out by SCSEP regulation and communicated to host agency at the onset of participant placement. The host agency shall not permit or instruct participant(s) to perform Work beyond such limits or require participant to perform unpaid or volunteer work as part of the participant's assignment.

If the host agency permits participant(s) to perform work exceeding authorized hours, or to return to community service training assignments without prior authorization from AARP Foundation representative or past the participant's termination date, host agency shall compensate participant(s) for such time. The host agency agrees to verify, sign and return accurately completed timesheets to AARP Foundation SCSEP for processing. Timesheets must be signed by the individual participant and by a responsible supervisory official having first-hand knowledge of the hours worked by the participant.

16) It is understood that host agency must not use participants as substitutes for permanent employees. Federal regulations prohibit such a "maintenance of effort." Participants are additions to, not substitutes for, regular agency staff. A community service assignment for a participant under Title V of the Older Americans Act is permissible only if the assignment does not:

- a. Reduce the number of employment opportunities or vacancies that would otherwise be available to individuals who are not SCSEP participants;
- b. Displace currently employed workers (including partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits);
- c. Impair existing contracts or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed; and
- d. Assign or continue to assign an SCSEP participant to perform the same work or substantially the same work as that performed by any other individual who is on layoff.

17) The host agency will be listed on the Time Attendance Report in SCSEP records accessible by the DOL. If there are changes to a participant's supervisor, the AARP Foundation SCSEP office must be notified so that the information can be updated in the databases.


18) It is understood that all participant(s) records are subject to the Privacy Act, 5U.S.C. § 552a and neither party shall release records without written release signed by participant(s) or otherwise in accordance with law.

19) The host agency shall maintain all records, including original or copies of participant(s) timesheets, relating to this agreement for a period of four years. The host agency shall retain original participant(s) time sheets if faxed to AARP Foundation for payment. AARP Foundation or the DOL, through any authorized representative, shall have access to and the right to examine all records related to this agreement.

20) It is understood that either party may terminate this agreement at any time for any reason upon notification to the other party.

21) It is understood that any amendment, modification, or addendum to this agreement including changes or modifications to training assignments, must be made by mutual consent of the parties, in writing, signed and dated by both parties, prior to assignment of participant(s) to host agency or any changes being performed.

Effective PY 20 (7/20)

Signature: 
Full Legal Name: Thomas Johnson Title: Executive Director
Date: 7/6/20

**APPENDIX 3—EQUITABLE PARTICIPATION OF
NON-PUBLIC SCHOOL
CONSULTATION FORM (2.5 POINTS)**

Check this box if there are no non-public schools within a 5 mile radius of each proposed programming site

Communities In Schools of Lake County met with **St. Stanislaus Catholic School** on **July 21, 2020**

in consultation for participation in a 21st CCLC initiative in **East Chicago, Indiana**

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



Non-Public School Representative



Signature



Applicant Representative



Signature

**Communities In Schools of East Chicago
21st Century Community Learning Center
Youth P.L.U.S. (Plan, Learn, Understand, Succeed)**

I. PROJECT ABSTRACT

Communities In Schools of East Chicago in collaboration with School City of East Chicago, Aspire Charter Academy and a diverse group of community based organizations are proposing to implement the 21st CCLC project targeting a combined total of 150 students. The needs of the students have been identified as; those who have not passed ISTEP, Ilearn or IRead 3 assessments in reading and math, have low attendance or behavior problems. CISEC and partnering organizations will provide high-quality after school programming to improve student performance on state standardized tests, decrease problem behaviors and increase parent and family involvement with the identified schools while providing supportive contexts for youth development in a supervised, safe environment. Seven (7) schools will serve as programming sites, East Chicago Central High School, Joseph L Block Jr High, McKinley Elementary School, Lincoln Elementary School (Cohort 7), Harrison Elementary School, Aspire Charter Academy and St. Stanislaus Catholic School. These schools have been identified as Title I; have 80-94.6% free and reduced lunch, poverty rates from 73% to 94.2%. The identified schools have the following school ratings from the Indiana Department of Education; East Chicago Central (B); Joseph L Block Jr High (C); William McKinley Elementary School (F); Abraham Lincoln (D), Benjamin Harrison Elementary (F), and St. Stanislaus Catholic School (B), Aspire Charter Academy (D). The expansions of activities will be the addition of new sites and serving more students through the 21st Century Community Learning Centers Program. In order to take a more focused and substantive approach to parent engagement, a Family Engagement Academy will be implemented across all sites. The inclusion of expanded family literacy activities and a 21st CCLC Summer Academy will create year round support for students and families. The core educational components of the project will include implementation of Small Group Tutoring/Mentoring. The Youth P.L.U.S. Initiative will meet the goals of 21st Century Community Learning Centers by providing a framework to provide youth with opportunities for academic enrichment, social emotional learning, physical fitness as well as engaging family members for effective, highly structured, enrichment programming. In addition to the activities identified previously, homework assistance and project based learning will be integrated into the program offerings. This framework will also include the integration of a CIS Site Coordinator to facilitate a seamless integration between the school day and after school programs. The CIS Site Coordinator plays a pivotal role as the single point of contact working inside the school with school leadership to coordinate and provide integrated student supports. They work to address both academic and nonacademic needs, allowing students to show up healthy, safe, and prepared to learn. Through conversations with school leadership and review of school improvement plans, the CIS site coordinator and the school support team will align goals that best meet the needs of the students, avoiding duplication of services and overlap of supports. We find that when we bring the right people to the table, we are able to surround students with a community of support, empowering them to stay in school and achieve in life.

**Communities In Schools of East Chicago
21st Century Community Learning Center
Youth P.L.U.S. (Plan, Learn, Understand, Succeed)**

II. PROGRAM QUALIFICATION

1. Minimum Criteria: All of the identified schools have free and reduced lunch rates that range from 80.7-91.3%, In Addition, all schools selected, with the exception of St. Stanislaus School, are identified as Does Not Meet or Approaches Expectations for federal accountability. Joseph Block Junior High (C), William McKinley Elementary(F) Abraham Lincoln Elementary(D) and Benjamin Harrison Elementary (F) have been identified by Indiana Department of education as Comprehensive Support and Improvement Schools. Though East Chicago Central is a (B) school, it is still identified as “Approaches Expectations”. Aspire Charter Academy (D) “Approaches Expectations”. This fits solidly within the minimum standards for qualification. This 21st Century Community Learning Centers project will focus on Social Emotional and demonstrate a connection throughout the project in program objectives, performance measures and professional development.

Lincoln, Harrison, McKinley, St. Stanislaus Catholic School and Aspire Charter Academy will be new sites for 21st CCLC programming.

2. Origin of Partnership: The project has an established partnership with the School City of East Chicago that began in 2008 in addition to other community based agencies. CIS of East Chicago has been providing integrated student supports within School City of East Chicago which housed CIS Site Coordinators in their buildings to work collaboratively to address both academic and non-academic issues which may be impacting students’ ability to thrive educationally. CIS of East Chicago was invited by Aspire Charter Academy to provide Integrated Student Supports or Multi-Tiered Systems of Support for their student population and realized that CIS of East Chicago was a current and former 21st CCLC grantee. St. Stanislaus School is within a 5-mile radius of School City of East Chicago and requested to be included in the project. School City of East Chicago and Aspire Charter Academy felt that since CISEC is a current and former 21st CCLC grantee, the leadership and administration of the project should remain with CISEC to maintain continuity of the collaborative partnerships created during previous project years. The application is submitted jointly by CISEC, School City of East Chicago, Aspire Charter Academy, St. Stanislaus School and other community-based organizations. It is the position of the collaborating partners that additional supports would help increase student achievement at all of the identified schools.

3. Priority Area: The program will focus on Social Emotional Learning Competencies using School – Connect Evidence Based Curriculum, Overcoming Obstacles and Sanford Harmony. The proposed project is designed to improve social emotional competencies of students through English/Language Arts, Math and other enrichment activities. The Youth P.L.U.S. program will also additional services and programs such as case management and nutritional health education. As part of the proposed program, families of students served by the community learning centers will receive opportunities for active and meaningful engagement in their children’s education including opportunities for literacy and related educational development. The implementation of a Family Leadership Academy will include parent learning opportunities related to supporting students’ academic progress, how to become their child’s learning facilitator, assist them preparing for test dates and ensuring their child has the right tools to assist them learn. Additionally, families of participating students will have available classes and programs for their own personal enrichment.

**Communities In Schools of East Chicago
21st Century Community Learning Center
Youth P.L.U.S. (Plan, Learn, Understand, Succeed)**

III. PRIORITY POINTS

The following schools have been identified as Comprehensive Support and Inclusion Schools included in the 21st Century Community Learning Centers application:

Joseph L. Block Junior High, William McKinley Elementary School, Benjamin Harrison Elementary.

The following schools with over 90% Free and Reduced lunch rates:

Abraham Lincoln Elementary School meets the free and reduced lunch criteria with 91.3% and Aspire Charter Academy has 94.6% free and reduced lunch.

The remaining selected schools have not been identified as Comprehensive Support and Inclusion schools but, have the following free and reduced lunch rates: East Chicago Central High School (80.7%), and St. Stanislaus School (82.3%).

**Communities In Schools of East Chicago
21st Century Community Learning Center
Youth P.L.U.S. (Plan, Learn, Understand, Succeed)**

IV. NEED FOR THE PROJECT –

1. Data Evidence:

The city of East Chicago, Indiana is an urban industrialized city located in the Northwestern Corner of East Chicago, Indiana. The community population is comprised of 36.3% African American, 57.9% Latino and 5.8% Caucasian. East Chicago has a very high concentration of Hispanics in the state and 34.2% of the population speaks a language other than English. The prominent Hispanic population contributes to the added pressure on School City of East Chicago programs, increasing demands for teachers conversant in Spanish influencing ISTEP and local assessment performance tied to English language proficiency. The school district experiences high expulsion and suspension rates. The unemployment rate in East Chicago is 8.8% compared to the state rate of 6.9% with a 32.5% poverty rate in the City. The public school faces considerable challenges in improving student achievement due to factors such as low per capita income and a history of poor educational attainment. 70.7% of East Chicago adults aged 25 or older are high school graduates, according to U. S. Census Bureau QuickFacts (2018). Only 7.5% of adults older than age 25 possess a bachelor's degree. According to Indiana Department of Education statistics, the state average for passing ISTEP in spring 2019 is 48.9 (English/LA); 48.7% (Math). However, East Chicago schools rank considerably lower with a district-wide average of 18.8% (English/LA); 18.8% (Math) in all tested grades. The state graduation rate is 86.4% and East Chicago's rate is 70.8%. Attendance in the district is 49.3% with the State average 65.3%.

Gary, Indiana Gary is a larger medium-sized city located in the state of Indiana. With a population of 75,282 people. Gary is the seventh largest community in Indiana. According to the U. S. Census Bureau Quick Facts the population is comprised of 79.8% African American, 14.1% Caucasian, 3.1% Other, 2.6% Bi-Racial. Gary also has a history of poor educational attainment and was identified as one of the state's "drop out factories". The percentage of adults in Gary with college degrees is slightly lower than the national average of 21.84% for all communities. 13.19% of adults in Gary have a bachelor's degree or advanced degree. ILearn results paint a picture of need for additional resources to support academics. English/LA-36.1%; Math – 24.5%; Science – 15.4%.

2. Currently Available Out of School Time Programming – The currently available out of school time programming for students are: Athletic teams such as; baseball, football, volleyball, basketball. In addition, there are several community programs available such as Girls On The Run and Excel 2 Fitness programs.

The existing 21st Century Community Learning Centers sites have sports teams as well as academic enrichment, project based learning and Social Emotional Learning. The proposed project would address the following identified gaps in service; (1) More substantive and focused family services and promotion of programs with parents.; (2) Need for additional specialized activities that reinforce Social Emotional Learning through experiences that do not merely replicate the traditional classroom regimen such as STEM activities and academic enrichment; (3) Lack of activities that focus on Character Education, Citizenship and Social / Emotional Learning in out of school time programs. The chart below identifies the currently available programs at each proposed site.

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School Name	Currently Available
Harrison Elementary School (K-6)	Title I Parent workshops Girls On The Run
Lincoln Elementary School (K-6)	Title I Parent workshops Girls On The Run
McKinley Elementary School (Cohort 7) (K-6)	CIS EC <ul style="list-style-type: none"> • Mon.-Thurs. • Homework Help • Academic Enrichment McKinley Staff <ul style="list-style-type: none"> • Title I Parent workshops. • Girls On The Run – Physical Activity • Robotics
St. Stanislaus School K-8	St. Stanislaus School Staff <ul style="list-style-type: none"> • Soccer • Basketball • Volleyball • Girls Basketball • Boys Basketball • Science Squad
Aspire Charter Academy	Aspire Academy Staff <ul style="list-style-type: none"> • Boys Basketball • Cheerleading • S.T.E.A.M.
Joseph L. Joseph L Block Jr High (Cohort 8) 7-8 grades	CIS EC <ul style="list-style-type: none"> • Mon – Thurs. • Homework Help • STEM • Tutoring
East Chicago Central High School (Cohort 8)	CIS EC Credit Bearing Classes <ul style="list-style-type: none"> • College Readiness • Integrated Math Tutoring • Freshman Academy

3. Enhance / Expansion of Services:

The chart below shows a comparison of currently available programming to the proposed expansion of services:

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School Name	Currently Available	Expanded Programming
Harrison Elementary School (K-6)	Title I Parent workshops Girls On The Run	Expanded/Added Academic Enrichment: 20 students- 3rd– 6 th grade (New 21 st CCLC Site) Mon.-Thurs. (3 Hours) <ul style="list-style-type: none"> • Case Management • Homework Assistance • Sanford Harmony SEL Program/Games • SEL through Visual Arts • Family Engagement Academy- Expanded Parent and Family Learning Opportunities. (Family Services)
Lincoln Elementary School (K-6)	Title I Parent workshops Girls On The Run	Expanded/Added Academic Enrichment: 20 students- 3rd – 6 th grade (New 21 st CCLC Site) Mon.-Thurs. (3 Hours) <ul style="list-style-type: none"> • Case Management • Homework Assistance • Sanford Harmony SEL Program/Games • SEL Through Visual Arts • Family Engagement Academy- Expanded Parent and Family Learning Opportunities (Family Services)
McKinley Elementary School (Cohort 7) (K-6)	CIS EC <ul style="list-style-type: none"> • Mon.-Thurs. • Homework Help • Academic Enrichment McKinley Staff <ul style="list-style-type: none"> • Title I Parent workshops. • Girls On The Run – Physical Activity • Robotics 	Expanded/Added Academic Enrichment: 20 students- 2nd – 6 th grade Mon.-Thurs. (3 Hours) (new 21 st CCLC Site) <ul style="list-style-type: none"> • Case Management • Sanford Harmony SEL Program/Games • SEL through Visual Arts • STEM • Family Engagement Academy- Expanded Parent and Family Learning Opportunities. (Family Services)
St. Stanislaus School	<ul style="list-style-type: none"> • Soccer • Basketball • Volleyball 	Expanded/Added Academic Enrichment: 20 students- 3rd – 6 th grade (New 21 st CCLC Site) Mon.-Thurs. (3 Hours)

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	<ul style="list-style-type: none"> • Girls Basketball • Boys Basketball • Science Squad 	<ul style="list-style-type: none"> • Homework Assistance • Sanford Harmony SEL Program/Games • SEL Through Visual Arts • STEM <p>Family Engagement Academy- Expanded Parent and Family Learning Opportunities (Family Services)</p>
Aspire Charter Academy	<ul style="list-style-type: none"> • Boys Basketball • Cheerleading • S.T.E.A.M. 	<p>Expanded/Added Academic Enrichment: 20 students- 3rd – 6th grade (New 21st CCLC Site) Mon.-Thurs. (3 Hours)</p> <ul style="list-style-type: none"> • Case Management • Homework Assistance • Sanford Harmony SEL Program/Games • SEL Through Visual Arts <p>Family Engagement Academy- Expanded Parent and Family Learning Opportunities (Family Services)</p>
Joseph L. Joseph L Block Jr High (Cohort 8) 7-8 grades	<p>CIS EC</p> <ul style="list-style-type: none"> • Mon – Thurs. • Homework Help • STEM • Tutoring 	<p>Expanded/Added Academic Enrichment: 20 students- 7th-8th grade Mon.-Thurs. (3.0 Hours daily)</p> <ul style="list-style-type: none"> • Case Management • Sanford Harmony SEL Program/Games • Homework Help • SEL through Visual Arts • STEM <p>Family Engagement Academy- Expanded Parent and Family Learning Opportunities. (Family Services)</p>
East Chicago Central High School (Cohort 8)	<p>CIS EC Credit Bearing Classes</p> <ul style="list-style-type: none"> • College Readiness • Integrated Math Tutoring • Freshman Academy 	<p>Expanded/Added Academic Enrichment: 30 students- 9th-12th grade (10 additional students) Mon.-Thurs. (2.0 Hours daily)</p> <ul style="list-style-type: none"> • Case Management • Life Skills – SEL (School Connect) • Freshman Academy – credit bearing • Integrated Math – credit bearing <p>Family Engagement Academy- Expanded Parent and Family Learning Opportunities. (Family Services)</p>

4. Identified Needs - To develop a collaborative proposal, CIS met with community based agencies, parents, school leaders, youth and school staff. Using disaggregated data from the CIS Annual needs assessment, school improvement plans, focus groups and community interviews

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this early advisory group identified and prioritized academic and non-academic gaps. This information was used as a foundation for planning. It was clear from those results there were a number of clear gaps that were identified: (1) More substantive and focused family services and promotion of programs with parents that ensure that the students of today are ready for careers of tomorrow; (2) Need for additional specialized activities that reinforce basic skills through experiences that do not merely replicate the traditional classroom regimen such as STEM activities and academic enrichment; (3) Lack of activities that focus on Character Education, Citizenship and Social / Emotional Learning in out of school time programs.

By identifying needs and gaps in services, it was possible to begin formulating the strategies that would help bring about intended change. The Advisory Council articulated a general position that focused strategies for family engagement which are integrated into school improvement efforts was a critical issue. Also noted was the need for additional educational supports that extend beyond the traditional school hours and do not replicate the school day. It was also articulated that since, typically after school program staff are often employed by the school district during the day, the inclusion of a school based CIS Site Coordinator would facilitate a seamless integration between the school day and after school. This integration becomes an important ingredient to developing a plan that strengthens the academic and non-academic areas that present challenges to the student.

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V. PARTNERSHIPS

1. Project Collaboration

All 21st CCLC funded activities are coordinated with existing federal, state and local programs in the following manner: (1) Food and snacks will be provided by School City of East Chicago, Aspire Charter Academy and St. Stanislaus through USDA Child nutrition programs as an in-kind donation; (2) School City of East Chicago will provide transportation from school to home for participating students in the areas served by SCEC transportation. CISEC is also a School Age Child Care Grant recipient. Those additional funds allow provision of additional support staff to serve more students.

The 21st Century Community Learning Centers Youth P.L.U.S. program is supported by a network of community-based partners who were involved in the development of activities to help meet the goals of the project. Each program component was reviewed and discussed by all partners to ensure alignment with the needs assessment results, school improvement strategies as well as the overall goals, objectives and performance measures of 21st CCLC programs. The Advisory council identified specific programming from the needs assessment results which was woven into the proposed project to meet overall program goals. Each partner was chosen based on several factors; (1) services in alignment with needs assessment results and school improvement efforts; (2) their ability to provide the services needed; (3) willingness to become part of the Advisory Council and work collaboratively toward student/school improvement beyond the life of the funding.

2. Identifying Partners

Communities In Schools of East Chicago has identified the following partners:

Communities In Schools of East Chicago will provide programmatic and fiscal oversight of the project as well as ensure that all of partners' work is integrated, interconnected and coordinated to provide the support schools need the most. As fiscal agent, CISEC will be accountable for financial resources, ensuring that all reporting and data entry is completed as required by the Grantor. In addition, Communities In Schools of East Chicago has trained school-based site coordinators to oversee recruitment and ensure that after school activities have a seamless connection to the school day and students have access to wraparound services to address both academic and nonacademic issues to support their academic momentum.

School City of East Chicago provides the necessary infrastructure as an in-kind contribution; office space, classroom space at each site, access to computer labs at each site, snacks through the USDA Child Nutrition Program, transportation, access to individual student data, grade reports, test scores and transcripts.

Aspire Charter Academy-Gary/National Heritage Academies provides the necessary infrastructure as an in-kind contribution; office space, classroom space at Aspire Academy, access to computer lab, snacks through USDA Child Nutrition Program, access to individual student data grades reports, test scores and transcripts.

St. Stanislaus School provides the necessary infrastructure as an in-kind contribution; office space, classroom space at St. Stanislaus, access to computer lab, snacks through USDA Child Nutrition Program, transportation, access to individual student data grades reports, test scores and transcripts.

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Boys and Girls Clubs of Northwest Indiana is committed to the wellbeing of youth and will provide additional enrichment and physical activities to promote healthy lifestyles.

Infinity Counseling Services will provide on a contractual basis both individual and group counseling sessions for participants on various subjects that help improve social/emotional outcomes. In addition, Infinity Counseling will conduct workshops for teachers, parents and CIS EC staff on relevant subjects.

Purdue Extension- Nutrition Education Program will provide as in-kind, an instructor, materials for a 6-week program at each elementary school site that focuses on nutrition and physical activity for students in grades 1 -6

Junior Achievement of Chicago – Junior Achievement will provide as an in-kind service curricula and training for staff in the use of JA programs during the after school and summer programs.

AARP/SCSEP provides senior staff to work at our administrative office or as tutors at school sites.

AmeriCorps provides college students as staff to work at CISEC sites at a reduced rate.

Praxis Strategies and Solutions will provide on a contractual basis, evaluation tools, design and reports as required by 21st CCLC grantor to determine effectiveness of program components so that components may be adjusted and changed to obtain more substantive results as needed.

Advancing Christ's Kingdom Ministries will provide monthly Food Giveaways for families served through the 21st Century Community Learning Centers.

Volunteers

Communities In Schools of East Chicago has forged partnerships with Purdue Northwest, Indiana University Northwest, AmeriCorps and AARP Senior Corps. Purdue Northwest provides trained reading and math volunteers for out of school time programs. In addition, the Senior Corps provides experienced volunteers with prior knowledge of education strategies to support student learning. All volunteers are treated and trained as staff.

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VI. PROGRAM DESIGN

1. Recruitment Criteria:

All of the targeted schools are eligible schools under Title I. Additionally, all of the identified sites had local and state assessments that were well below the state average. Based on equitable participation of non-public schools, St. Stanislaus Catholic School has been notified of the collaborative effort and has requested to participate in this application.

Recruitment process will be as follows; Student identified as at risk of being retained, low grades i.e. “D” or less, non-pass on non-pass on state ISTEP, IREAD 3 and ILEARN will be actively recruited for participation. Students with Teacher and/or Counselor recommendations due to lack of academic momentum would also be recruited for participation. Additional recruitment efforts would come through Program partners and student self-referrals. Parents of participating students would automatically be allowed to participate in Family Engagement Academy offerings. The following schools are included in this project proposal: East Chicago Central High School, Joseph L. Joseph L Block Jr High, William McKinley Elementary School, Benjamin Harrison Elementary School, Abraham Lincoln Elementary School, Aspire Charter Academy, St. Stanislaus Catholic School.

2. Community Data

The city of East Chicago, Indiana and the City of Gary where Aspire Charter Academy are neighboring communities. East Chicago, Indiana is an urban industrialized city located in the Northwestern Corner of East Chicago, Indiana with a population of 28,728. The community population is comprised of 36.3% African American, 57.9% Latino and 5.8% Caucasian. The median household income is \$31,158. According to statistics the Free and Reduced Price Lunch rate is 83.5%; 32.5% of the population live at or below the poverty line. The graduation rate for 2019 was 73.1%. The dropout rate is 15.2%. The unemployment rate in East Chicago is 8.8% compared to the state rate of 6.9% with a 32.5% poverty rate in the City. The public school faces considerable challenges in improving student achievement due to factors such as low per capita income and a history of poor educational attainment. 70.7% of East Chicago adults aged 25 or older are high school graduates, according to U. S. Census Bureau QuickFacts (2018). Only 7.5% of adults older than age 25 possess a bachelor’s degree. The dishearteningly poor results on state standardized tests is also a cause for concern. According to Indiana Department of Education statistics, the state average for passing ISTEP in spring 2019 is 48.9 (English/LA); 48.7% (Math). However, East Chicago schools rank considerably lower with a district-wide average of 18.8% (English/LA); 18.8% (Math) in all tested grades.

Gary, Indiana Gary is a larger medium-sized city located in the state of Indiana. With a population of 75,282 people and 34 constituent neighborhoods, Gary is the seventh largest community in Indiana. The percentage of adults in Gary with college degrees is slightly lower than the national average of 21.84% for all communities. 13.19% of adults in Gary have a bachelor's degree or advanced degree. The economic prosperity of a city is critically influenced by the educational preparedness of its workforce. Research shows that out of school time programs with sufficient dosage can support students in several ways. By improving academic gains, providing enriching experiences, homework help and enhancing social emotional learning in a safe and supportive environment.

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The per capita income in Gary in 2010 was \$18,466, which is low income relative to Indiana and the nation. This equates to an annual income of \$73,864 for a family of four. Gary also has one of the higher rates of people living in poverty in the nation, with 35.8% of its population below the federal poverty line. According to the most recent ACS, the racial composition of Gary was: Black or African American: 79.84%; White: 14.07%; Other race: 3.06%; Two or more races: 2.66%; Asian: 0.24%; Native American: 0.11%; Native Hawaiian or Pacific Islander: 0.02%. Both cities have a history of poor educational attainment and high rates of poverty.

3. Parental Involvement: Parent activities will focus on engagement that is systematic, sustained and integrated into efforts to improve the school and outcomes for students. CIS Site Coordinators conduct an annual needs assessment and disseminate parent surveys. Using school and community data, stakeholder interviews and surveys and identified school priorities based on the school improvement plan, CIS prepares a needs assessment in collaboration with school staff to determine the priority needs for the community and student populations that should be addressed. Based on that information, the following family engagement issues were identified; need for more active and focused family involvement in leadership activities, lack of opportunities for parents to reach their own educational goals, parents want improved home, school, program communication regarding student progress in after school, connection to and knowledge of community resources. Therefore parent activities will focus on the following strategies; (1) Design and facilitate a Family Engagement Academy across each school site, (2) Facilitate 2 Youth P.L.U.S. program orientation sessions for parents (3) Annual parent/family surveys to gain feedback (3) Train parents on the school improvement process (4) implement a series of workshops to empower families to support, monitor and advocate for their children’s education, (5) Case Management Services to connect parents to community resources; (6) Home-School-Program connection by monthly newsletters to parents from site staff and written infographics (7) provide workshops for parents to achieve their own personal or educational goals; (8) ensure parents are on the advisory council. Activities and events will be jointly implemented with Parent Liaisons as well as marketed and promoted by all of the collaborators and partners in social media, newsletters, flyers, text messaging, by recorded messages to parents and on SCEC website.

3. Snacks and/or Meals:

Snacks will be provided at school sites as an in-kind donation by School City of East Chicago, Aspire Charter Academy and St. Stanislaus under the USDA Child Nutrition Program. School City of East Chicago provides and school city staff distributes after school snacks to each site based on enrollment of students at each site. During summer programming School City of East Chicago provides breakfast and lunch to all participating students at each site.

5. Weekly Schedule:

Elementary School- Harrison, McKinley , Lincoln, Aspire Academy, St. Stanislaus				
Time	Monday	Tuesday	Wednesday	Thursday
3:00-3:15	Nutrition/Snack	Nutrition/Snack	Nutrition/Snack	Nutrition/Snack
3:20 - 4:15p.m.	Homework Assistance	Homework Assistance	Homework Assistance	Homework Assistance

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4:20-5:10	Tutoring/SEL Activities using Sanford Harmony curriculum	Tutoring /SEL Activities using Sanford Harmony curriculum	Tutoring / SEL Activities using Sanford Harmony curriculum	Tutoring /SEL Activities using Sanford Harmony curriculum
5:10 – 6:00	Enrichment – JA More Than Money, JA Our City, JA Our Families (1 rotated every 6 wks.)	Enrichment- SEL Art Activities, Purdue EFNEP, Teamwork Activities, Etiquette Lessons	Enrichment – JA More Than Money, JA Our City, JA Our Families (1 rotated every 6 wks.)	Enrichment- SEL Art Activities, Teamwork Activities, Etiquette Lessons
6:00-6:30p.m.	Tutor Review/Planning Time	Tutor Review/Planning Time	Tutor Review/Planning Time	Tutor Review/Planning Time
Total Hours (12 hrs.)	3.0 hrs.	3.0 hrs.	3.0 hrs.	3.0 hrs.

East Chicago Central High School

All credit bearing classes taught by certified teachers

Time (8 hrs.)	Monday	Tuesday	Wednesday	Thursday
2:30 - 2:50	Nutrition/Snack	Nutrition/Snack	Nutrition/Snack	Nutrition/Snack
2:50 - 4:30	Integrated Math Tutoring School Connect Preparing for College and Careers - SEL Life Skills - SEL	Integrated Math Tutoring School Connect Preparing for College and Careers - SEL Life Skills - SEL	Integrated Math Preparing for College and Careers Life Skills	Integrated Math Preparing for College and Careers Life Skills
4:30-5:00pm	Teacher Planning Time	Teacher Planning Time	Teacher Planning Time	Teacher Planning Time
Total Hrs. (8)	2.0 hrs.	2.0 hrs.	2.0 hrs.	2.0 hrs.

**Joseph L. Joseph L Block Jr High
Regular Schedule**

Time	Monday	Tuesday	Wednesday	Thursday
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3:00-3:15	Nutrition/Snack	Nutrition/Snack	Nutrition/Snack	Nutrition/Snack
3:20 - 4:15p.m.	Homework Assistance/Tutoring	Homework Assistance/Tutoring	Homework Assistance/Tutoring	Homework Assistance/Tutoring
4:20-5:10	SEL Activities Overcoming Obstacles	Project ALERT	SEL Activities Overcoming Obstacles	Project ALERT
5:10 – 6:00	Mindworks STEM	Mindworks STEM	Mindworks STEM	Mindworks STEM
Total Hrs.(12)	3.0	3.0	3.0	3.0

**Harrison, McKinley, Lincoln, Aspire Charter Academy, St. Stanislaus
Summer Schedule**

Time	Monday	Tuesday	Wednesday	Thursday
8:00-8:50	Art	Art	Art	Art
8:50 – 9:50	STEM	STEM	STEM	STEM
9:50-10:30	Sanford Harmony SEL	Junior Achievement	Sanford Harmony SEL	Junior Achievement
10:30-11:30	Tinker Shop	Tinker Shop	Tinker Shop	Tinker Shop
Total Hrs.	3.5	3.5	3.5	3.5

Joseph L. Block Jr High, Aspire Charter Academy (7-8)

8:00 - 10:00	Mindworks STEM	Junior Achievement	Mindworks STEM	Junior Achievement
10:00 – 11:30	Athletes and Authors	Athletes and Authors	Athletes and Authors	Athletes and Authors
Total Hrs. (14.0)	3.5	3.5	3.5	3.5

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East Chicago Central High School Summer School Schedule				
Time	Monday	Tuesday	Wednesday	Thursday
8:00 – 11:30	Freshman Academy Or Preparing For College and Careers	Freshman Academy Or Preparing For College and Careers	Freshman Academy Or Preparing For College and Careers	Freshman Academy Or Preparing For College and Careers

6. Alignment to Standards: Communities In Schools has been identified by the Indiana Afterschool Network as a Quality Leader in After School Learning based on Indiana Afterschool Standards. Communities In Schools will continue to align and structure the program using IN-QPSA as the standard for quality program implementation. All Youth P.L.U.S. activities whether small group tutoring or academic enrichment will align with Indiana Academic Standards. The Standards define what all students are expected to know and be able to do to successfully enter and complete college. Integration will be readily apparent throughout all program activities. Students will demonstrate independence, strong content knowledge, use of technology and digital media strategically and capably, and come to understand other perspectives and cultures which are components of SEL Academic standards. Program staff will be trained in the use of Socratic Questioning which will assist students to think critically and make sense of problems, persevere in solving them, reason abstractly and quantitatively. In addition, through the Site Coordinator there will be an integration with the school day; (6) Activities and the curriculum are in line with the styles, abilities, and interests of the individuals in the program; (7) Activities and the curriculum are well suited to the age range of children and youth in the program; (8) staff will receive training focused on relevant youth development best practices; (9) Children and Youth will participate in academic activities on a daily basis that include: homework assistance/tutoring, focused academic support, enrichment activities that integrate social emotional learning; (10) staff will provide orientation sessions for enrolled students and those who are considering enrollment.

This provides a frame work to ensure children and youth have access to high quality learning opportunities beyond the school day the prepare them for success in education, careers and life.

7. Staff Recruitment and Retention: Given the primary role that staff members play in the delivery of services, it is essential to select people with the capacity to carry out evidence-based and innovative practices. Selecting appropriate staff members has an impact on whether programs are implemented with fidelity and the degree to which the intended target population achieves successful outcomes. Staff recruitment and retention will be accomplished in multiple ways. Both formal qualifications (e.g., education, background, certification, and experience) and less measurable personal and interpersonal characteristics (e.g., commitment, communication skills, and attitudes toward youth) will become one measure used when recruiting staff. Communities In School will seek candidates who are culturally, linguistically and racially representative of the population served through this project. Communities In Schools will also seek candidates who demonstrate an ability to connect with youth, are culturally responsive to youth, show a commitment to program goals. Communities In Schools will use these ways to

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recruit: Hire volunteers and promote from within, encourage peer recruitment, tap into AmeriCorps program, conduct community outreach and form partnerships, capitalize on media and technology by using Indeed, Craigslist, newspaper ads. Applying consistent standards during the interview and hiring process will also help to ensure recruitment of viable candidates.

Many after school program staff feel frustrated and dissatisfied if they are not given access to knowledge that will assist them to interact with students effectively. Therefore, consistent and ongoing professional development will be implemented on both youth development and specific to the curriculum used. As staff are hired, they will complete an assessment to determine what areas of knowledge or skills need strengthening so that staff receive appropriate training to effectively deliver program components. Professional development will be facilitated before programming begins with an orientation and overview of program mission and goals so those who are newly hired as well as rehires will understand those goals and how they will help achieve them. An integral component of the program will be regular weekly staff meetings at each site to allow staff to express concerns and gain feedback to improve program offerings. These weekly meetings will also be used to deliver program relevant training on subjects that support positive youth development. Research shows that many people leave employment whether full time or part time due to feelings of not being appreciated. We will develop a culture of kindness, respect and appreciation for all staff. In addition, weekly meetings will provide opportunities for recognition of Tutors to show appreciation for the work being done to help students. All Program Managers, Tutor/Mentors and Lead Teachers will be recognized during National Tutoring Week and Lights On Afterschool.

Program Director and /or Program Assistant will attend the required 21st CCLC Meetings; 21st CCLC Annual Orientation, 21st CCLC November Regional Meeting, 21st CCLC Training Day in February and 21st CCLC Indiana Summit on Out of School Learning, Regional Meeting in May. As the Administrative leads, this will assist them to stay abreast of upcoming developments in the out-of-school-time space.

For direct service staff Communities In Schools has also developed a 3 day orientation for staff that combines organizational orientation with 21st CCLC program mission, goals and outcomes. Since Communities In Schools is a National Tutoring Association Regional Training Center, Tutors will become certified through that training process.

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The following is a chart of staff positions and rates of pay:

Position	Hourly Rate	
Program Director	\$25.00 per hour	Admin./In-Direct Service
Program Assistant	\$18.00 per hour	Admin./Direct Service
Site Coordinator	\$20.00 per hour	Direct Service
Program Managers	\$15.00 per hour	Direct Service
Tutor / Mentor	\$10.00 per hour	Direct Service
Certified Teachers	\$35.00 per hour	Direct Service
Clerical Support/Data Entry	\$10.00 per hour	In-Direct Service

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VII. EVIDENCE OF PREVIOUS SUCCESS:

Communities In Schools of East Chicago has been a 21st CCLC Grantee for Cohort 4, 5, 7 and 8. East Chicago Central High School was written in Cohort 5 and Cohort 6. Communities In Schools of East Chicago did not receive Cohort 6 award which caused funding to cease for the East Chicago Central program site. However, through a strategic partnership with Purdue Calumet Work Study Program and AARP volunteers, East Chicago Central High School maintained the ability to provide Homework Assistance to students until CISEC received the Cohort 8 award. Despite the fact that there was not been a “full-blown” Community Learning Center Program at East Chicago Central the CIS EC presence in the site remained constant. The Cohort 8 award has allowed CIS of East Chicago to expand programming that is much needed at the high school level.

Results from the Executive Summary for 2017 -2018 – Cohort 8-Year 1: shows that the targets at East Chicago Central High School and Joseph L Block Jr High program attendance and day school attendance goals were met. The program achieved behavior goal with very high rates of improvement reported by teachers and all goals pertaining to RAPS earning credits throughout the school year were met. The goal for RAP’s at Joseph L Block Jr High were not met but, experienced improvement from previous years. The CISLC C8 program sites demonstrated a legitimate effort to achieve all 2017-2018 program goals by performing all the listed activities and events stated in their program proposal. The program only served middle and high school students, which presents unique challenges in its own, and getting families involved in program events and activities is quite challenging given the age groups of the participants. Taking that into account, the sites performed relatively well in implementing purposeful activities to supplement academic and behavioral growth. However, the sites must look to improve strategies for obtaining data to measure STPMs, particularly involving parents; as well as bolstering academic enrichment to better prepare participants for end of year assessments. The Joseph L Block Jr High site appeared to be on track at the beginning of the program year, as participant attendance was near or at the programs established goal. Site visit observations revealed attempts to implement diverse activities to focus on behavioral development, specifically for the age group being served. Motivating and maintaining the interest of middle school students appeared to be a constant endeavor for program staff, as most program activities focused on supplementing day-school curriculum for struggling students. Program attendance dropped off during the spring semester with more students being occupied by other various after-school activities, thus limiting the number of participants reaching the 45-day attendance mark. Parent/family attendance data were recorded for 4 family engagement activities, with 35 parents/family members collectively attending an event. Unfortunately, the available data provided no relationship information to link RAPs with the number of parents who attended each event; so, the performance measure for family involvement couldn’t be accurately measurable. However, one might speculate that parent attendance was possibly at or near the sites goal; as the site had 14 RAPs and 35 parents attended family engagement activities. The E.C. Central High School afterschool program performed well in its first year. The program structure is very academically focused at the site compared to traditional afterschool programs. It serves to provide an opportunity for struggling students to recover credits in E/LA or Math. It also serves

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as an opportunity for Freshman to receive supplemental academic enrichment, and a course to better prepare them for high school. The site appeared to implement purposeful activities throughout the year and provided the necessary data for measuring performance measures. The program did not appear as successful in pursuit of its goals involving parent/family involvement. Parent/family attendance data were recorded for 3 family engagement activities, with 16 parents/family members collectively attending an event. The available data provided no relationship information to link RAPs with the number of parents who attended each event; so, the performance measure for family involvement couldn't be accurately measurable. Based on the available data it is apparent the site did not meet its goal for parent participation.

Results from Evaluation Summary findings 2018-2019 Cohort 8 y2: indicates The E.C. Central High school site met its attendance goal for the second consecutive year, with 23 RAPs. The Middle school fell short of their goal, with 12 RAPs of the target 30. The program has routinely struggled to attain sufficient regularly attending participants due to the abundance of extracurricular and sports activities available to the students. Overall, the program performed well regarding performance measures. Both sites achieved most academic and social/behavioral performance measures. Using the updated performance measures next year should produce better outcomes in the parent engagement focus area. Adjusting to the new social/behavioral and family engagement performance measures will be key for both sites entering the upcoming program year.

There appears to be a trend in RAPs, academic data, with E/LA grades and ISTEP data providing positive outcomes. When applying this year's E/LA grade data to the upcoming year's E/LA grade performance measure, the site would exceed their goal. However, math-related academic data appears to be headed in the opposite direction. In order to achieve the math performance measure in subsequent years the program's will need to explore the approach to math tutoring to improve outcomes.

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VIII. PROGRAM IMPLEMENTATION

1. Evidence Based Programming: The program will use curriculum and practices which have been identified when used to result in meaningful positive results for students. Each practice or curriculum used will be those found to have been guided by: child development theory; practitioner wisdom; qualitative studies and findings from basic research. These are benchmarks for evidence based practices and curriculum. Adherence to Indiana After School Standard will also help guide program practices.

2. Table Below:

A. Goals, Objectives, Performance Measures, Activities and Assessments

East Chicago Central High School				
Program Goals	Program Objectives	Program Activities	Performance Measures	Assessment Strategies
1) Improve Academic Achievement	1) Increase reading comprehension, language and literacy achievement among regular participants. 2) increase math achievement among regular participants 3) Homework completed on time 4) Engaging in a positive way with peers	1.) Homework Help 2.) Tutoring specific ELA activities 3) Tutoring-specific math activities 4) Social/Emotional activities	1.) 60% of 9-12 th grade RAPs will earn a “C” or better or increase their math grade from fall to spring 2) 70% of 9-12 th grade RAPS will earn a “C” or better or increase their ELA grade from fall to spring. 3) 85% of 9-12grade RAPs enrolled in an 8 th hour class will obtain at least (1) additional credit. 4) 60% of RAPs will complete their homework on time. 5) 75% of RAPs will improve interaction with peers and teachers.	School grade Reports CIS Social Emotional Academic Assessment 2) School Grade Reports CIS Social Emotional Academic Assessment 3) School Transcripts 4.) CIS SEAD (Social, Emotional, Academic Development Assessment) pre and post 21 st CCLC Teacher Surveys 5)CIS SEAD

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				21 st CCLCTeacher Surveys
Joseph L Block Jr High, Aspire Charter Academy, St. Stanislaus (7-8)				
1) Improve academic achievement. 2) Improve Academic Habits	1) Increase reading comprehension, language and literacy achievement among regular participants. 2) Increase mathematics achievement. 3) Improve effort on assignments 4) Turning in homework on time	1.) Reading Comprehension Activities 2.) Tutoring – specific Math activities 3) Homework help 4) Mind works STEM 5) SEL – Overcoming Obstacles Activities	1.) 50% of (RAPs) will earn a “C or better” or improve their grade from fall to spring in ELA 2.) 55% of RAPS will earn a “C” or better” or improve their grade in math from fall to spring. 3)50% of RAPs will improve effort on assignments. 4.) 50% of RAPs who participate in STEM activities will will increase by 10% on Mindstorms post-tests at the end of the course. 5.) 50% of RAPs will turn in homework in a timely manner.	1.) School Grade Reports 2.) School Grade Reports/Trans cripts 3) 21 st CCLC Teacher Surveys CIS SEAD-social emotional assessment. 4.)Mindworks pre and post tests 5) CIS SEAD assessment
McKinley, Harrison, Lincoln Elementary, Aspire Charter Academy, St. Stanislaus (3-6)				
Goal	Objective	Activity	Performance Measures	Indicators/Data Source

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<p>1) Improve academic achievement.</p> <p>2) Improve Academic Habits</p>	<p>1.) Increase reading comprehension language and literacy achievement among regular participants.</p> <p>2) Increase mathematics achievement.</p> <p>3) Submit homework on time.</p> <p>4) Engage with classroom peers in a positive way.</p>	<p>1.) Tutoring – specific reading comprehension activities</p> <p>2.) Tutoring – specific Math activities</p> <p>3.) Sanford Harmony SEL Activities</p> <p>4.) Homework help</p> <p>3.) Enrichment activities</p>	<p>1.) 60% of 3-6th grade students will earn a “C or better” or improve ELA grade from fall to spring.</p> <p>2) 60% of 3-6th grade students will earn a “C or better” or improve their Math grade.</p> <p>3)80% of 3-6th grade RAPs will be reported as submitting homework on time by teacher</p> <p>4) 80% of 3-6th grade RAPs will have been reported as having positive engagement with classroom peers.</p>	<p>1.) School Grade Reports</p> <p>2.)School Grade Reports</p> <p>3) 21st CCLC Teacher Surveys</p> <p>CIS SEAD</p> <p>4.) 21st CCLC Teacher surveys</p> <p>CIS SEAD</p>
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All Schools (Sites) – Social and Behavior				
1) Improve student behavior in School and After School	1) Behaving well in class and after school	1.) Monitor day school behavior counsel if necessary.	1.) 55% of RAPs will improve in school and/or afterschool behavior	1. Teacher Surveys Parent Surveys
2.) Improve Social/Emotional Learning	2) Learning to work well in groups	2) Students will demonstrate the ability to work well in groups	2) 60% of RAPs will work on group projects without problems	2.) Teacher Surveys Student Surveys CIS SEAD
	3) Learning to respect others	3) Demonstrate respect for others.	60% of RAPs will demonstrate respect for others	3) Teacher surveys CIS SEAD
	4.) Decrease in suspensions	4) Monitor disciplinary actions; counsel, intervene and make referrals if necessary.	4.) 75% of regular participants will have no out-of-school suspensions	4.) School Records CIS SEAD Results
	5) Improve SEL Competencies		4.) 75% of RAPs will show improvement in SEL competencies.	5.) CIS SEAD Results
All School Sites – Family Involvement				
1) Increase parent involvement in child's education at home.	1.) Increase the amount of involvement parent has in students' schoolwork.	1.) Parent Caregiver will help student with homework or projects as	1)) 50% of parents/caregivers of RAPs will help participants with homework or projects.	1.) Parent Surveys

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	<p>parents Increase parent achievement</p> <p>2) Increase parent attendance at parent/teacher conferences.</p>	<p>evidenced by responses on parent surveys.</p> <p>2.) Parent / Caregiver will attend parent/teacher conferences.</p>	<p>2) 65% of parents/caregivers of RAPs will indicate they assisted student with homework or projects.</p> <p>4.) 50% of parents/caregivers of RAPs will attend 1 scheduled parent/teacher conference</p>	<p>3) Parent Surveys</p> <p>4.) Parent Surveys</p>
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IX. PROGRAM COMMUNICATION

1. Communication Plan:

a. Applicable School Leadership: Communities In Schools staff will complete monthly progress reports to inform school leadership and each school board of progress towards goals using a standardized written format. These will be reviewed in a meeting with school leadership who, upon review will sign and keep a copy for their records. CIS program staff will retain a copy in CIS files. In addition, CIS staff sit on Student Support Committees at each school which will give the staff and additional avenue in which to disseminate the report. CIS Site Coordinators will also make connections with students' teachers to discuss specific areas of concern as well as to keep the teacher informed of student progress. Additionally, The principal and Program Director will complete a Program Responsibility Checklist to identify what is required by each entity to maximize program success. This checklist will be reviewed quarterly to make sure responsibilities are aligned for program success.

b. Applicable School-Day staff – To maintain two-way communication with school staff, reports on student progress will occur between Site staff and school staff using a Homework sharing tool and school day log book. In addition, the CIS Site Coordinator will ensure that teachers are aware of challenges students may be experiencing and formulate a plan with the teacher to address the issues. Both the Homework Sharing Tool and the School Day Log book will assist with the alignment of in school and out of school efforts to support student success through the continued involvement of CIS Site Coordinator. The continued and active participation with the School Support Team will become another tool to ensure students with the greatest risks are being targeted for services in an intentional manner.

c. Community Stakeholders - Notification of program guidelines, program start and program locations will be disseminated using: social media, word of mouth, brochures, infographics, flyers, promoted on all partner websites and School City of East Chicago, St. Stanislaus and Aspire Charter Academy website. Recorded messages (RoboCall) would be left for parents of all eligible students to ensure adequate notification has reached the targeted population. CIS of East Chicago will also ensure that flyers are placed at social service agencies such as local Township Trustee Office and local Department of Family Services office to ensure parents are aware of supports available for their students. All materials will be bi-lingual (Spanish) to accommodate the limited English speaking population of the cities.

21st CCLC Terminology: As a 21st Century Community Learning Center, CIS of East Chicago will use the logo and language referring to the Youth P.L.U.S. program as a 21st CCLC. This is the current practice and marketing strategy on all materials. Staff development will include sessions on incorporating the 21st CCLC language into discussion regarding the program with all stakeholders.

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X. PROFESSIONAL DEVELOPMENT

1. Professional Development Plan:



IDOE 21st CCLC Program Professional Development Plan

Program Name	Communities In Schools of East Chicago – Youth P.L.U.S.
Program Director	Thomas Johnson
Dates of Implementation	July 1, 2021—July 31, 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 Titles & Number of Participants)	Hours of Training	Total Cost	What funds were used to pay for training?	Date of Training	ora Competency Alignment (if applicable)
Leadership Development	Ulead	Improve team dynamics Improve team communication skills	Improved efficiency of program operations	Program Director -1 Site Coordinator - 2 Front Line Staff - 21	4	\$2,100	100% 21 st CCLC	July, August, October, February	Professionalism
Professionalism is For Everyone	Innovative Business Solutions	Improve professional attitudes and behaviour	Improved interaction between all staff members, with students and parents.	Program Director-1 Site Coordinator-2 Front Line Staff - 21	3	\$500	100% 21 CCLC	July, 2021	Professionalism
Developmental Relationships and	Search Institute	Improve the ability of staff to understand youth assets and how to	Improved interaction between Program Managers, Front Line Staff and youth	Program Managers - 7 Front line staff - 7	Full Day	\$2,500	100% 21 CCLC Funds	August 2021	Relationship and Communication

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IDOE 21st CCLC Program Professional Development Plan

Developmental Assets		strengthen relationships.							
Setting Up a Positive Learning Environment	CIS Admin.	Creating a welcoming environment for students.	Environment becomes more conducive to learning and positive interaction.	Program Managers - 7 Tutor/Mentors - 18	2 Hrs.	\$570	100% 21 CCLC funds	August 2021	Developmental Practice Methods
CPR/First Aid	Red Cross	Staff learn CPR and First Aid	Staff is trained in the use of CPR. Safety of students and other staff	Program Managers-7 Tutor /Mentors - 18	3 Hrs.	\$2075	100% 21 CCLC Funds	August, 2021	
Tutor Training	CIS Admin.	Learn effective tutoring strategies	Tutor/Mentors will be more effective in assisting students	Tutor/Mentors - 18	8 Hrs.	\$1440	100% 21 CCLC Funds	September 2021	Developmental Practice Methods
CIS Leadership Town Hall	CIS National	Learn effective strategies for case management and partnership development.	Program Director and Site Coordinators will learn new strategies to effectively case manage students, structure school support teams .	Program Director-1 Site Coordinators-2	2 days	\$2,500	100% CIS funds	September 2021	Professionalism

Professional Development Plan Cost:

Total Estimated Cost	\$11,685.00	% of Total Budget	3.0%
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2. Assessment: – Research states that when youth development practitioners are well trained, treated in a professional manner, and strive to attain core competencies which have been identified, they will not only choose to remain in the field but will provide engaging programs and develop strong relationships that will positively benefit youth. The core competencies identified by the Child and Youth Care Center for youth professionals is the framework for aligning our professional development efforts. The assessment is designed to identify levels of skills and knowledge; Beginner, Intermediate and Advanced. Staff will be given the assessment during the onboarding process so that we have a clear idea of where each staff member's skills and knowledge begin. In addition, there will be individual assessments completed during an individual meeting between program leadership and each staff person. Once all the skills and knowledge each person needs has been determined program leadership will find commonalities across the entire staff to determine group training. Where there are differences, program leadership will work with each staff person to identify professional development opportunities that are appropriate for him or her.

3. Staff Plans: Communities In Schools of East Chicago Executive Director, Program Director and key staff members have developed (2) training manuals: a comprehensive policies and procedures training manual relevant for each level of program staff (new, returning, and developing). Each training manual aligns itself with Indiana Afterschool Standards which require First Aid/CPR, Universal Precautions training and knowledge of child learning strategies. Training sessions occur; prior to program implementation for all levels of program staff; monthly at site meetings conducted by After School Program Managers; Quarterly all staff meetings conducted by Program Director and Project Assistant to share progress, update staff and acknowledge program staff for meeting goals.

Realizing that each role in the program will need role specific professional development to understand and effectively work with their students, CISEC will provide tiered professional development prior to program start and periodically during the program year. CISEC staff will provide instruction in these three levels; Beginner, Intermediate and Advanced levels of competency. Using You For Youth Trainings and the After School Training Toolkit to ensure the staff is well equipped with the ability to deliver program components with efficacy. As staff members' knowledge at each level, they will then begin learning competencies in the next level of training.

To determine additional staff training needs, an assessment will be given to all staff prior to program implementation and quarterly to determine emerging needs. The results from the professional development survey will be used to schedule the identified trainings so program staff are knowledgeable and effective in the performance of their duties. Ongoing trainings will be held to reinforce staff knowledge and introduce new training subjects that are relevant to each individual site and the students being served at that site. CISEC will hold Quarterly All Staff Meetings which will also include relevant topics to ensure program staff have continuous training and education needed to support student needs. Site Coordinators will use "You for Youth" training tools to facilitate some monthly site staff trainings with material relevant to program operations to ensure staff understand new methodologies and have the ability to seamlessly integrated new strategies. All meetings and trainings will be documented at each site as well as on the Administrative training log. Each Site's specific training topics will be defined by the Program Manager and approved by the Project Director prior to implementation.

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5. Enhancing Quality:

Research clearly shows that professional development is vital to the success of afterschool programs. Effective professional development enhances afterschool program quality by facilitating staff performance and knowledge; in addition, professional development is vital for improving student learning outcomes. Well-planned professional development also contributes to increased staff satisfaction and retention. Retaining quality staff is critical in strong after school programs. The lack of understanding roles, responsibilities, strategies for attaining goals and proposed outcomes are sources of frustration for newly hired and even seasoned staff. Professional Development that is focused and ongoing to address program as well as individual needs will do much to alleviate these issues ensuring that staff at each level gains the knowledge and skills to perform their roles well. This results in retaining quality staff which, in most cases, translates to quality programs.

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XI. Evaluation

A. Evaluation Plan:

CIS will partner with Praxis Strategies and Solutions (Praxis) to complete the annual evaluation as required by the grant. Praxis is a research and consulting firm serving northern and central Indiana. Brad McLeish, President of Praxis and the lead researcher, holds a master’s degree in Public Administration from Indiana University South Bend. Each Praxis consultant holds a master’s degrees and has at least 5 years’ experience evaluating programs in education, mental health, substance abuse prevention and youth service. Praxis began working with 21st CCLCs when the Indiana Youth Institute completed the first two rounds of statewide evaluations. Since then, it has taken on multiple local evaluations, including seven 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. Praxis uses a multi-method, multi-source evaluation protocol. The evaluation methodology includes both quantitative and qualitative data collection measures to inform both summative and formative evaluation. In addition to summative data necessary to report progress on performance measures, the data collected will include 2-4 site visits, interviews with key personnel, and surveys of participants and parents. These 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; 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. 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. 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 brief summary of this assessment along with formative feedback from the fall site visit and progress on outcomes will be reported back to the 21st CCLC shortly after the spring semester begins. All Praxis-provided tools are updated regularly and align with the Indiana Afterschool Standards. All data collected will be utilized for both the annual evaluation as well as the IN-QPSA process. The following table outlines the evaluation instruments to be used.

Data collection instruments			
Type of Data to be Collected	Related Evaluation Component	When Collected	Source
Academic Achievement	Academic Improvement	Fall and Spring	Cayen Data
Academic Habits	Behavior	Spring	Teacher Survey

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			CIS Social Emotional Academic Assessment
Teacher survey	Academic improvement, Behavior	Fall and Spring	Cayen data Teacher survey
School discipline	Behavior	Fall and Spring	School records SEAD Assessment
Student survey	Quality Programming	Spring	Student survey and Focus group results
Key informant interviews	Quality Programming	Fall and Spring	Praxis-provided protocol
Program-specific assessments progress reports (e.g., Mind Works, School Connect)	Academic improvement	Fall and Spring	Program specific pre' post tests
Parent survey	All	Spring	Praxis-provided survey
Site observation	Program Quality	Fall and Spring	Praxis-provided site observation protocol
IN-QPSA results	Program Quality	Spring	IN-QPSA

Praxis will maintain consistent communication with CIS and will provide technical assistance with both data collection and data management. This close collaboration and regular feedback will allow CIS to address evaluation progress and next steps on an on-going basis and support continual program improvement.

CIS will use the evaluation to improve its program and adjust processes for maximum program efficiency and efficacy. The mid-year assessment will give the center an update on the progress for program attendance and program quality. The evaluation process also includes the completion of the IN-QPSA. The IN-QPSA team will include key staff, parents, program partners, the local evaluator, and school officials. This process includes feedback from the youth via surveys. Upon completion of the annual evaluation, CIS will meet with Praxis to discuss the academic findings and recommendations. Findings and recommendations will be shared with advisory council, and will be considered for any program enhancements for the next school year. 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 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. CIS will review the evaluation with youth, staff, and school personnel to improve its program and adjust processes to sustain continual improvement. Careful attention to evaluation results will demonstrate accountability, as well as build a case for sustainability. CIS will meet semi-annually with school personnel to utilize data to improve student success. Administration will

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meet with direct service staff at least weekly to get updates on program progress, and discuss changes needing to be made to ensure improvement of the program.

The 21st CCLC will receive a mid-year review of the progress towards their goals and information gathered from the fall site observation. An annual written report with Executive Summary will be developed during the summer each year upon receipt of the year-end data which will include program and school attendance, results from onsite observations relating to program quality, and progress toward the center’s performance goals. These will be paired with qualitative data to understand the underlying cause of successes and shortcomings, as well as recommendations for continued improvement. After the fourth year, a comprehensive evaluation showing all four years will be submitted.

CIS will submit participant information such as grades, academic assessment scores, school attendance and the teacher survey as it becomes available. Praxis will facilitate data entry and management. Grades and attendance will be collected from school administrators each semester, while required teacher surveys will be completed by teachers annually. The school administrators will work with CIS and Praxis to ensure teachers complete the required surveys in a timely manner. They will be given a notice of when the survey is available and reminders for those who have not completed them. The teacher survey will be made available in electronic format to assist in quick completion. CIS will request academic and behavioral data from the schools after the fall semester and after the spring semester. This data will include grades for English, Math, attendance, and discipline. The center will provide the schools with education record release forms signed by the students’ parents.

3. Strategies of Measurement: Required and optional school-year performance measures are included in the Goals, Measurable Objectives, Program Activities, Performance Measures, and Assessment Table described in section VIII. The table below shows the relevance and assessment strategies for each measure. Targets are based on previous results of CIS programming in similar substantive areas, and academic trends.

Improvements on Math and ELA grades for 3-12 grade from fall to spring..	Measures directly assess student improvement in English and Math to broadly assess CIS’s academic programming. In addition to the required measures of grade-level proficiency, analysis will apply a growth model, which assess progress toward grade improvement.
60% of RAPs 9 – 12 grade RAPs will earn a “C or better” or increase their math grade from fall to spring.	
70% of 9-12 grade RAPs will earn a “C or better” or increase their ELA grade from fall to spring.	
60% of 3-6 th grade RAPs will earn a “c or better” or improve their ELA grade from fall to spring	
80% of 3-6 th grade RAPs will be reported as submitting homework on time by teacher.	
80% of 3-6 th grade RAPs will be reported as having positive engagement with classroom peers.	
60% of 3 rd – 6 th grade RAPs will earn a “C or better” or improve their Math grade from fall to spring.	

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85% of 9-12 th grade RAPs enrolled in an after school credit bearing class will obtain at least (1) additional credit.	
60% of RAPs will complete their homework on time.	Measures indirectly (teacher feedback and SEAD Assessments) assess students' academic habits. These will be used to assess the effect of CIS's prosocial interventions and their efforts to build a culture of achievement among CIS participants.
55% of RAPs will improve in school and or after school behavior	
60% of RAPs will work on group projects without problems.	
60% of RAPs will demonstrate respect for others	
75% of RAPs will show improvement in SEL competencies.	
75% of RAPs will have no out of school suspensions	
50% of parents of regularly attending participants will attend at least one (1) parent teacher conference.	Measures capture parent participation in both program activities and academic oversight which will reinforce the students' perception of the importance of academic success.
50% of parents of RAPs will help students with homework or projects.	
65% of parents will report regular communication with the school/afterschool program regarding their child's academic progress.	

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XII. SAFETY AND TRANSPORTATION

1. Transportation To and From:

The following program sites are located in East Chicago, Indiana: East Chicago Central High School, Joseph L Block Jr High, William McKinley Elementary School, Benjamin Harrison Elementary School, Abraham Lincoln Elementary School and St. Stanislaus School. Every precaution will be made to ensure safe transportation home for students. Parents will be required to sign a transportation authorization form indicating if students will be allowed to be transported home by School City of East Chicago in the areas where SCEC provides transportation. In addition, these authorization forms will indicate whether there is an authorized person who will be allowed to pick up students other than themselves. The parent or authorized person will be required to come into the building, present identification and sign the student out of the program.

Aspire Charter Academy is located in Gary, Indiana a neighboring community. Aspire Charter Academy does not provide school bus transportation for students attending their school. Parents are required to pick up their students at the end of the school day. For this program, CIS will implement parent car pools and ride shares for participating students. Parents will sign agreements for their students to participate in car pools for the purpose of transporting students home from program activities. If participating in a car pool, it must be the same student in a specific car pool. Included in the agreement would be acknowledgement by the parent if the students will be picked up by the parent or another authorized individual. During pick up, the parent or authorized person will be required to will be required to come into the building, present identification and sign the student out of the program. No child will be released unless this protocol is followed.

2. Needs of Working Families - After school programs plays a major role in providing parents a safe and supervised environment for their children. Not surprisingly, therefore, parents with school-age children are very likely to work and do so at higher rates than do parents with younger children. While schedules vary from family to family, on average full-time workers work about 41 hours a week and spend almost another 1-2.5 hours commuting. Thus, on average, working parents need at least 43.5 hours of coverage for their children. This means that parents who work full time likely need someone else to help care for their child care an average of at least 11.0 - 13.5 hours a week, though data suggest that many rely on such settings for more time. Thus this program meets the needs of working families by providing a safe and supervised environment with snacks and/or meals.

3. On-Site Safety – All program staff and volunteers will be required to submit to background checks, drug-testing and fingerprinting to ensure appropriately screened personnel are employed by the program. All staff and student files are considered confidential and kept in locked file cabinets at all time. During hours of program operation students are not allowed to leave the program location for any reason without being escorted by program staff. Bathroom breaks are

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monitored by program staff to eliminate the opportunity for mishaps. At the conclusion of programming each day, if the student is not authorized to ride available transportation, the parent or authorized person will be required to come into the building, present identification and sign the student out of the program. During off site activities, there will be 1 tutor/mentor for every 10 students. Tutor / Mentors will keep track of their students and the program manager with the help of tutors will ensure all students remain with the group.

4. Hiring Practices – CISEC is an equal opportunity employer. We do not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression. CISEC will employ a Program Director who will spend at least .5 time overseeing the project. Time sheets will provide evidence of time spent on 21st CCLC activities relative to other tasks. Hiring will ensure that the requisite number of direct service staff are hired in accordance with 21st CCLC guidelines.

5. Background Checks - To ensure that individuals who join CISEC are well qualified and have a strong potential to be productive and successful, it is the policy of CIS East Chicago to check the employment references of all applicants. All employees are subject to: local and/or state police clearances, TB tine testing. Criminal History Record(Fingerprinting) and drug screening. Since a criminal history check is required, the internal or external applicant for the position must authorize in writing this background investigation using the company-provided form. Current hired CIS employees will conduct a new background check every 3 years. All staff personnel files will be updated at the completion of the new background check.

The results of drug testing in the workplace will not be used against the employee in any criminal prosecution. This policy complies with all state laws governing drug testing and safeguards the privacy of employee. All employee files are kept confidential and secured in locked file cabinets at the CIS Administrative office.

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XIV.PROGRAM STABILITY

Many of the steps toward sustainability have been taken in previous years, however, the sustainability plan steps will continue as follows; (1)**Develop: Mission, Vision, Case for Support** - Talk to staff and community members about why this program is needed, who will benefit, why CISEC organization is the best organization to undertake it; (2) **Research and Identify potential stakeholders:** Identify and talk to informal community leaders who might have common mission/vision; solicit ideas from parents, schools, other agencies, faith communities about who might share interests with our program; introduce Advisory Group and program to local media; (3)**Continue to cultivate stakeholders:** Hold meetings to get input and expand vision to more stakeholders;(4) **Follow-up** – Formalize relationship with MOU’s, formalize advisory committee roles, etc.;(5) **Communicate well:** Continue to cultivate current partners and new stakeholders, offering opportunities for continued involvement in shaping the program through regular meeting and dialogue making sure the program is mutually beneficial to all partners. Through media relationships, Program Director and evaluator will highlight accomplishments and share the credit with all partners. Currently, CISEC has (2) corporate sponsors for yearly program support. In addition, CISEC facilitates ongoing fundraising by social media solicitations, mailings and an annual telephone campaign to request support. Communities In Schools provides services to school districts as a fee for service. CISEC has managed after school programs at (2) schools on a yearly contractual basis. Communities In Schools provides the CIS model of Integrated Student Supports or Multi-Tiered Systems of Support to school districts on a contractual basis which provides additional earned income to help support the program. In 2010, CIS failed to win the award for Cohort 6 - 21st Century Community Learning Centers grant, however, through the prior development of strategic partnerships, CISEC has never stopped providing services to students. Just as in previous years, program partners are committed to continue supporting the program beyond the life of the grant.