

**Application Cover Page  
21<sup>st</sup> Century Community Learning Centers**

**Iowa Department of Education  
Grimes State Office Building  
400 E 14<sup>th</sup> Street  
Des Moines, Iowa 50319**

**Mail Applications to:**

**Jodi Bruce**

Iowa Department of Education  
Grimes State Office Building  
400 E 14<sup>th</sup> Street  
Des Moines, Iowa 50319-0146  
[jodi.bruce@iowa.gov](mailto:jodi.bruce@iowa.gov)

**Address all questions to:** [vic.jaras@iowa.gov](mailto:vic.jaras@iowa.gov)

**APPLICATION INFORMATION**

Applicant Serving as Fiscal Agent (Applicant Agency)  
St. Mark Youth Enrichment

County: Dubuque		Amount Requested: \$ 220,500 (Total Form D1)	
Director of Agency: (Superintendent, City Manager, Executive Director, etc) Dawn Cogan		Grant Contact/Project Director: Dawn Cogan/Amanda Avenarius	
Agency Name: St. Mark Youth Enrichment		Agency Name: St. Mark Youth Enrichment	
Address: 1201 Locust Street		Address: 1201 Locust Street	
City: Dubuque	Zip: 52001	City: Dubuque	Zip: 52001
Phone: 563-582-6211 ext. 100	FAX: 563-582-0220	Phone: 563-582-6211 ext. 100	FAX: 563-582-0220
Email: <a href="mailto:dcogan@stmarkyouthenrichment.org">dcogan@stmarkyouthenrichment.org</a>		Email: <a href="mailto:dcogan@stmarkyouthenrichment.org">dcogan@stmarkyouthenrichment.org</a>	

Data Collection and Evaluation Contact: Dawn Cogan/Rachel Daack		Fiscal Contact: Dawn Cogan/Carla Waterman	
Address: 1201 Locust Street		Address: 1201 Locust Street	
City: Dubuque	Zip: 52001	City: Dubuque	Zip: 52001
Phone: 563-582-6211 ext. 100	FAX: 563-582-0220	Phone: 563-582-6211 ext. 100	FAX: 563-582-0220
Email: <a href="mailto:dcogan@stmarkyouthenrichment.org">dcogan@stmarkyouthenrichment.org</a>		Email: <a href="mailto:dcogan@stmarkyouthenrichment.org">dcogan@stmarkyouthenrichment.org</a>	

Is this an application for a continuation grant? (Check yes or no):  Yes  No

### LEGAL STATUS OF APPLICANT

(Check one box below and provide appropriate agency identification information)

- City or City Agency
- County or County Agency
- State or Federal Agency
- State College or University
- Community College
- County Office of Education
- School District
- Tribal Council
- Military Installation
- Private Nonprofit Organization-  
Number of years in operation 26
- Private For-Profit Organization  
Number of years in operation \_\_\_\_\_

Enter Federal Employer ID Number: <u>42-1338364</u> <b>OR</b> Enter School District Code _____
---

(If applicable) Enter Child Care License #: _____
--

### REQUEST FOR COMPETITIVE PRIORITY

It is the responsibility of the applicant to request and provide documentation of competitive priority in scoring of applications. Below, please check the boxes for priority you are requesting and provide explanation of the documentation provided to substantiate your request. Examples of documentation are provided.

- Application proposes to serve children and youth in ***schools designated in need of assistance (SINA)*** under Title I (Section 1116). *5 additional points awarded*

Documentation: Iowa Dept. of Education SINA list  
\_\_\_\_\_  
\_\_\_\_\_

Example of documentation: SINA list provided by the Iowa Department of Education available at [www.educateiowa.gov](http://www.educateiowa.gov).

- Application is ***jointly submitted*** as a collaboration between local educational agencies receiving funds under Title I and a community-based organization or other public or private entity. *5 additional points awarded*

Documentation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Examples of documentation: Original signatures of joint applicants or MOUs recognizing joint submission.

77 Polk	11 Heartland	1737 Des Moines Independent	0863 Studebaker Elementary School	MET	MET	SINA-1	Delay-2	MET
77 Polk	11 Heartland	1737 Des Moines Independent	0886 Morris Elementary School	MET	MET	SINA-4	SINA-5	MET
77 Polk	11 Heartland	1737 Des Moines Independent	0904 Willard Elementary School	MET	MET	SINA-4	SINA-5	MET
77 Polk	11 Heartland	1737 Des Moines Independent	0913 Windsor Elementary	MET	MET	SINA-4	SINA-1	MET
77 Polk	11 Heartland	1737 Des Moines Independent	0931 Wright Elementary School	MET	MET	SINA-5	SINA-5	MET
77 Polk	11 Heartland	1737 Des Moines Independent	0935 Downtown School	MET	MET	MET	MET	MET
77 Polk	11 Heartland	1737 Des Moines Independent	0977 Orchard Place School	MET	MET	Delay-2	Delay-2	Removed
77 Polk	11 Heartland	1737 Des Moines Independent	0984 Walnut Street School Pomerantz Learning Cente	MET	MET	Removed	Removed	MET
77 Polk	11 Heartland	1737 Des Moines Independent	0988 Ruby Van Meter School	MET	MET	MET	MET	MET
80 Ringgold	14 Green Hills	1782 Diagonal Comm School	0172 Diagonal Junior-Senior High School	MET	MET	MET	Watch	MET
80 Ringgold	14 Green Hills	1782 Diagonal Comm School	0409 Diagonal Elementary School	MET	MET	MET	MET	MET
38 Grundy	7 AEA 267	1791 Dike-New Hartford Com	0172 Dike-New Hartford High School	MET	MET	MET	MET	MET
12 Butler	7 AEA 267	1791 Dike-New Hartford Com	0209 Dike-New Hartford Junior High School	MET	MET	MET	MET	MET
38 Grundy	7 AEA 267	1791 Dike-New Hartford Com	0409 Dike Elementary School	MET	MET	SINA-1	SINA-1	MET
12 Butler	7 AEA 267	1791 Dike-New Hartford Com	0418 New Hartford Elementary School	MET	MET	MET	MET	MET
99 Wright	7 AEA 267	1791 Dike-New Hartford Com	0418 Dows Elementary School	MET	MET	MET	MET	MET
31 Dubuque	1 Keystone	1854 Dows Comm School Di	0418 Dows Elementary School	MET	MET	MET	MET	MET
31 Dubuque	1 Keystone	1863 Dubuque Comm School	0109 Dubuque Senior High School	MET	MET	SINA-7	SINA-8	Watch
31 Dubuque	1 Keystone	1863 Dubuque Comm School	0118 Hempstead High School	Watch	MET	SINA-2	SINA-3	MET
31 Dubuque	1 Keystone	1863 Dubuque Comm School	0209 Thomas Jefferson Middle School	MET	MET	SINA-5	SINA-5	MET
31 Dubuque	1 Keystone	1863 Dubuque Comm School	0218 George Washington Middle School	MET	MET	SINA-5	SINA-5	MET
31 Dubuque	1 Keystone	1863 Dubuque Comm School	0225 Eleanor Roosevelt Middle School	MET	MET	SINA-5	SINA-3	MET
31 Dubuque	1 Keystone	1863 Dubuque Comm School	0409 Carver Elementary School	MET	MET	SINA-3	Watch	MET
31 Dubuque	1 Keystone	1863 Dubuque Comm School	0418 Audubon Elementary School	MET	MET	SINA-1	Watch	MET
31 Dubuque	1 Keystone	1863 Dubuque Comm School	0427 Bryant Elementary School	MET	MET	SINA-3	SINA-3	MET
31 Dubuque	1 Keystone	1863 Dubuque Comm School	0436 Eisenhower Elementary School	MET	MET	MET	MET	MET
31 Dubuque	1 Keystone	1863 Dubuque Comm School	0472 Fulton Elementary School	MET	MET	SINA-1	SINA-1	MET
31 Dubuque	1 Keystone	1863 Dubuque Comm School	0475 Hoover Elementary School	MET	MET	SINA-3	SINA-4	MET
31 Dubuque	1 Keystone	1863 Dubuque Comm School	0481 Irving Elementary School	MET	MET	Watch	SINA-1	MET
31 Dubuque	1 Keystone	1863 Dubuque Comm School	0494 John Kennedy Elementary School	MET	MET	Watch	Watch	MET
31 Dubuque	1 Keystone	1863 Dubuque Comm School	0499 Lincoln Elementary School	MET	MET	Watch	SINA-3	MET
31 Dubuque	1 Keystone	1863 Dubuque Comm School	0508 Marshall Elementary School	MET	MET	SINA-4	SINA-5	MET
31 Dubuque	1 Keystone	1863 Dubuque Comm School	0520 Prescott Elementary School	MET	MET	SINA-1	SINA-4	MET
31 Dubuque	1 Keystone	1863 Dubuque Comm School	0522 Sageville Elementary School	MET	MET	SINA-8	SINA-7	MET
7 Black Ha	7 AEA 267	1908 Dunkerton Comm Scho	0526 Table Mound Elementary School	MET	MET	Watch	SINA-2	MET
7 Black Ha	7 AEA 267	1908 Dunkerton Comm Scho	0172 Dunkerton High School	MET	MET	SINA-3	SINA-1	MET
43 Harrison	13 Green Hills	1917 Boyer Valley Comm Scho	0409 Dunkerton Elementary	MET	MET	SINA-1	SINA-2	MET
24 Crawford	13 Green Hills	1917 Boyer Valley Comm Sci	0172 Boyer Valley Middle/High School	MET	MET	SINA-2	Watch	MET
16 Cedar	9 Mississippi Bend	1926 Durrant Comm School D	0418 Boyer Valley Elementary School	MET	MET	SINA-3	SINA-2	MET
16 Cedar	9 Mississippi Bend	1926 Durrant Comm School D	0109 Durrant High School	MET	MET	Removed	SINA-1	MET
99 Wright	5 Prairie Lakes	1944 Eagle Grove Comm Sct	0409 Durrant Elementary School	MET	MET	Watch	MET	MET
99 Wright	5 Prairie Lakes	1944 Eagle Grove Comm Sct	0418 Durrant Middle School	MET	MET	Watch	Watch	MET
99 Wright	5 Prairie Lakes	1944 Eagle Grove Comm Sct	0109 Eagle Grove High School	MET	MET	SINA-2	Watch	MET
			0209 Robert Blue School	MET	MET	SINA-4	SINA-3	MET
			0418 Eagle Grove Elementary	MET	MET	MET	SINA-2	MET

St. Mark Youth Enrichment  
21<sup>st</sup> CCLC Grant Proposal 2015  
TABLE OF CONTENTS

Pages	
i.	Cover Page and Application Information
ii.	Legal Status of Applicant and Request for Competitive Priority
iii.	SINA Documentation
1-2	Abstract
3-5	Student Needs Assessment
6-8	Project Description
9	Research Base
9-12	Management plan
12-13	Communication plan
13-14	Partnerships
14-15	Evaluation
15-16	Budget Narrative
17-26	Memoranda of Understanding
27-43	Letters of Support
44	Form A: Site Information
45-47	Form B: Assurances and Agreements
48-53	Form C: Collaborative Signatures
54	Form D1
55-56	Form D2 for 2 Sites
57-58	Form D3
58-60	Form E: Minority Impact Statement
61-69	Form F: Private School Consultation



**St. Mark Youth Enrichment summer programs, 2015-2017**  
**21<sup>st</sup> CCLC Continuation Funding Project Abstract**  
**Applicant Agency: St. Mark Youth Enrichment**  
**Total Funding Request Amount: \$220,500; \$10/student**

St. Mark Youth Enrichment (St. Mark) is a non-profit agency that has served vulnerable youth and families in Dubuque, Iowa for 25 years. St. Mark is the only agency in Dubuque that offers daily structured academic assistance, youth mentoring, and character development at no cost to children who qualify for free and reduced meals. Currently, St. Mark programming is offered at five Title 1 elementary schools including Audubon, Fulton, Lincoln, Marshall, and Prescott. St. Mark can now sustain programming without 21<sup>st</sup> CCLC funding support at Fulton and Prescott schools. St. Mark also provides a summer learning program on-site at our own facility in downtown Dubuque and on-site at Dyersville Elementary School in the Western Dubuque Community School District. Based on county-wide needs surveys and research, and in preparation for Iowa's Chapter 62 legislation to be enacted in 2017, and as a leader-partner in Dubuque's Campaign for Grade Level Reading, St. Mark and partners have identified that increased summer learning programming provides the community's best opportunity to meet a growing, alarming student need.

St. Mark will grow its summer learning programs at two sites in Dubuque County targeting at-risk students from six area elementary schools in need. In partnership with the Dubuque Community School District (DCSD), the Western Dubuque Community School District (WDCSD) and key stakeholders, programs will prioritize literacy and STEAM (science, technology, engineering, arts, and math) education, unique enrichment opportunities, reducing summer learning loss, and family literacy.

Needs assessments in Dubuque County have identified that the biggest challenge facing the area is the disproportionate achievement rates of minority students/students in poverty. St. Mark serves a large percentage of these elementary-school aged students. Approximately half of these students have demonstrated low proficiency in reading and math skills. Targeted schools also have free/reduced lunch rates ranging from 44.8%-87.5%. Students St. Mark serves have greater social-emotional development needs, require access to community partner enrichment resources to bridge achievement gaps, and benefit greatly from family literacy engagement activities.

Due to a critical lack of rural resources, in 2014, the Western Dubuque Community School District reached out to St. Mark Youth Enrichment, as the premier provider of out-of-school-time programs, to launch a summer program on site at Dyersville Elementary School. This particular funding would enable St. Mark to continue to grow its exceptional Dubuque summer program that we are known for, and to expand upon a successful pilot program in a neighboring rural community.

In order to meet identified needs, St. Mark works to achieve ongoing goals (with additional objectives included in proposal) including: Increasing/maintaining reading proficiency; involving families/caregivers in summer learning opportunities; reinforce the value of learning and reading

through enrichment activities; inform and model healthy lifestyles and active responsible citizenship.

Students participate in curricula that builds up school-year learning led by certified teachers and paraprofessionals, including literacy and STEAM learning, enrichment centers, wellness activities, and character building. The staff to student ratio is 1:10. Two family literacy activities are offered throughout the summer.

St. Mark is a member of Dubuque's 3<sup>rd</sup> Grade Reading Coalition that works to investigate local gaps in services to at-risk children and to determine best practices for after-school, school-ready Pre-K, and summer learning programming. Research compiled by this Coalition in the Dubuque Community Solutions Action Plan reveals the detrimental effects of childhood poverty on learning and reading. St. Mark is the out-of-school time academic enrichment program provider that serves the greatest number of these vulnerable students.

St. Mark continues to cultivate its strong relationship with the DCSD and WDCSD to effectively manage multiple programs and to recruit and retain certified staff. St. Mark currently retains approximately 2/3 of its teaching staff annually and five site leads are committed to programming for summer 2015. St. Mark is aware of the connection between professional development and program improvement, and staff recruitment/retention and continues to expand professional development opportunities. All grant partners are committed to providing a representative to serve on a 21<sup>st</sup> CCLC Advisory Committee if St. Mark is awarded funding.

St. Mark continues to develop and refine programming in order to best meet the needs of youth and families. 21<sup>st</sup> CCLC funding has enhanced St. Mark's ability to cultivate rich community partnerships and donors, engage more parents, diversify enrichment activities, and expand character-building/service learning into the larger community. St. Mark continues to demonstrate its ability to sustain programming for hundreds of children annually. Over the past 25 years, St. Mark's annual budget has grown from \$16,000 to approximately \$600,000 and has continued to operate academic programs and community outreach initiatives with a profitable financial record. St. Mark receives approximately \$220,000 in in-kind support annually. Staff also continues to expand and streamline outreach strategies to recruit families/students, to share evaluation results with partners/community, to promote partners, and to share information with the Dubuque community about the critical expanded learning services St. Mark provides.

St. Mark has long-standing, loyal partnerships with numerous local collaborative partners including the DCSD, WDCSD, six elementary school principals, school strategists, and personnel, St. Mark Board of Trustees, Iowa State University Extension, Keystone Area Educational Association, Loras College, City of Dubuque, parents, youth, and local volunteers, as well as a variety of local businesses and organizations who contribute to sustainability and enrichment.

St. Mark Youth Enrichment (St. Mark) provides innovative programs and services that cultivate the educational and social-emotional growth of youth and families. In summer 2015, together with dynamic partners, St. Mark will grow its summer learning programs at two sites in Dubuque County targeting at-risk students from six area elementary schools in need. In partnership with the Dubuque Community School District (DCSD), the Western Dubuque Community School District (WDCSD) and key stakeholders, programs will prioritize literacy and STEAM (science, technology, engineering, arts, and math) education, unique enrichment opportunities, reducing summer learning loss, and family literacy.

**Student Needs Assessment:** Major community partners for this program include: DCSD, WDCSD, Audubon, Fulton, Lincoln, Marshall, Prescott, and Dyersville Elementary schools. Parents, students, education staff, and community partners were surveyed to identify greatest community need. Additionally, the Dubuque-based Every Child | Every Promise initiative and Campaign for Grade Level Reading conducted three county-wide studies from 2008-2014 (*Community Solutions Action Plan, Youth Indicator Report, and Signs of Progress*) to identify challenges, successes and need re: youth. St. Mark utilized academic proficiency data from targeted school districts, researched parent and student needs, and reviewed *2013-2014 Comprehensive School Improvement Plans (CSIP)* to confirm the clear need for expanded summer programming. According to the *Community Solutions Action Plan*, the biggest challenge facing Dubuque Co. is the disproportionate achievement rates of minority students/students in poverty. Students are achieving overall at a high level, but rates drop significantly in regards to entitlement, reading achievement, school attendance and school readiness.

Student Poverty, Race/Ethnicity – Students at the majority of targeted schools are of low socio-economic status and more racially diverse than the rest of the county. These schools have a disproportionate percentage of students who are eligible for free or reduced-price lunches.

**Free/Reduced Price Lunch Eligibility and Racial Diversity Statistics**

School	Audubon	Dyersville	Fulton	Marshall	Lincoln	Prescott
% Lunch eligibility	88.8	44.8	85.7	69.6	80.9	87.5
% Non-white	32	6	36.2	8.5	32.9	46.8

**St. Mark Summer Program 2014 Statistics**

% Lunch Eligibility	67%
% On Scholarship	76%
% Non-white	37%

According to the *Youth Indicator Report*, 13% of youth in Dubuque fell below the poverty rate – an increase of 42% since 2000. Additionally, the number of female heads of households with children in Dubuque increased an alarming 24.7%. *The Community Solutions Action Plan* indicates that these parents often cannot afford summer enrichment programming and are frequently unable to provide access to technology or reading guidance throughout the summer months – further increasing summer learning loss. Additionally, Rice University School of Literacy and Culture reports that children from high-income families are exposed to 30 million more words than children from families on welfare. Follow-up studies showed that these

differences in language and interaction experiences have lasting effects on a child’s performance later in life.

The National Summer Learning Association reports that more than half of the achievement gap between lower- and higher-income youth can be explained by unequal access to summer learning opportunities. According to Dubuque’s Campaign for Grade-Level Reading, approximately one out of every three Dubuque students is not reading proficiently by the end of 3<sup>rd</sup> grade. Of these students, 50% are entitled and the rest are overwhelmingly black, male and are eligible for free/reduced lunch.

Academics/Grade Level Reading – The City of Dubuque is one of 32 All-America City Award Honorees in the National Campaign for Grade Level Reading. The Campaign focuses on grade-level reading by the end of third grade. Research shows that proficiency in reading by the end of third grade enables students to shift from “learning to read to reading to learn.” Most students who fail to reach this milestone experience academic failure in the later grades and often drop out before earning a high school diploma.

The DSCD enrolled 10,578 pre-Kindergarten to 12<sup>th</sup> grade students in 18 schools in fall 2013 with 4,610 elementary students in Kindergarten through grade 5. The WDCSD enrolled 3,306 pre-Kindergarten to 12<sup>th</sup> grade students with 1315 in grades K-4. Enrollment at targeted elementary schools served by St. Mark is as follows: Audubon – 290, Fulton – 287, Lincoln-290, Marshall – 319 Prescott – 281, Dyersville -292. St. Mark’s Dubuque program will serve 150 students in two daily four-hour sessions. M-F, for seven weeks in summers 2015-2017. St. Mark and DCSD partners will first recruit disadvantaged/low-performing students from Dubuque’s five Title 1 SINA schools before opening enrollment to other high-need community students. All students currently served by St. Mark have measurable need for remediation as demonstrated through test scores, grades, and other school district data. All targeted Dubuque schools are considered Schools In Need of Assistance (SINA). The DCSD is considered a District in Need of Improvement. St. Mark’s Dyersville program will serve 60 students entering grades K-4 from 8 a.m. to noon, M-F, for seven weeks in summers 2015-2017. St. Mark will recruit disadvantaged/low-performing students from Dyersville Elementary School. After all students with need from Dyersville Elementary School are enrolled, St. Mark will open the program to additional students in the WDCSD.

**DCSD’s DIBELS 2014 Spring Reading Composite Results, Title 1 Elementary Schools**

	Audubon	Fulton	Lincoln	Marshall	Prescott
% students below benchmark	19.5	15.75	18.75	19.75	22.25
% students well below benchmark	48.75	33	44.25	29	38.5

Iowa Assessment data indicated that **11.96%** of **Dyersville** Elementary School students were not proficient in vocabulary and **19.75%** were not proficient in reading.

The DCSD’s CSIP includes goals to meet grade level expectations on required and standardized tests, to increase number of students testing “proficient” or better in reading comprehension and to increase number of students who improve their performance in mathematics. The WDCSD’s



CSIP includes goals to increase the number of students scoring in the proficient level and above and to decrease the achievement gap between sub-groups of those proficient and above as measured on the Iowa Assessments state assessment.

Social-emotional Development: Students served by St. Mark need additional social-emotional support. Many of these children are immersed in adverse childhood experiences which makes it more likely that they will be impaired socially, emotionally, and cognitively. The National Association of Elementary School Principals reports that there is critical connection between students' feelings of emotional security and their ability to focus on learning. St. Mark partners with local nonprofit *Hillcrest Family Services* and its alternative boarding school program, Anna B. Lawther Academy to attend St. Mark summer program. Academy students can range from foster children to emotionally troubled youths.

Chronic Absence Rate/Student Mobility: In 2013 the DCSD reported a 12% chronic absence rate among K-3<sup>rd</sup> graders at the five Title 1 schools St. Mark serves. According to *attendancesworks.org*, students who miss more school than their peers consistently score lower on standardized tests. In addition to chronic absenteeism, schools that St. Mark serves experience increasing mobility. Approximately 1 in 10 DCSD students changed schools in 2013-2014. Research reveals that students who frequently move can be negatively impacted academically and socially.

School, academic year 2013-2014	% of students absent at least 10% of school days	mobility/transfer rates
Audubon	20%	36.9%
Fulton	8%	32.1%
Lincoln	17%	31%
Marshall	4%	9.4%
Prescott	13%	29.1%
Dyersville	2% ** (7% in 2014-2015)	9%

Lack of resources -- While Dubuque County offers dozens of enrichment opportunities, camps, and classes during the summer, no other organization provides the depth and breadth of creative, structured learning with proven academic and social-emotional results like St. Mark Youth Enrichment. In fact, St. Mark partners with a variety of local youth-serving summer programming including local libraries, theatres, and museums, to provide exciting hands-on experiences. St. Mark is the only academic-based program in downtown Dubuque that offers scholarships to students in need. St. Mark aligns program with the DCSD's Early Literacy Program to ensure no supplanting of services, and to build upon curriculum for students who participate in both programs. Additionally, Dyersville Elementary School sought out St. Mark's services in 2014 after acknowledging a growing need for out-of-school time programming and recognizing the severe lack of resources/capacity in the rural communities of Western Dubuque. The Iowa After-school Alliance reports that rural communities face challenges in funding out-of-school-time programs including few private partners, high transportation costs, limited tax base, staffing challenges, and limited eligibility for funding.

Family Literacy Need -- With more than 60% of students served by St. Mark reading below grade level proficiency, there is a clear need for parent instruction and involvement in reading activities at home. St. Mark will host two family reading activities at each site. Students receive leveled books each week to build their home libraries. St. Mark informs parents of adult literacy courses at NICC and covers any fees.

**Project Description:** St. Mark's expanded summer learning programs are rooted in the student needs assessment and geared toward improving academic performance – specifically related to reading/literacy and STEAM; social-emotional intelligence; providing enrichment engagement activities; addressing family literacy/engagement; and narrowing achievement gaps among under-performing students. Innovative, hands-on program curriculum adheres to the districts CSIPs, corresponds with/builds upon academic-year curriculum, and aligns with the DCSD, WDCSD and Iowa Core Standards. St. Mark has effectively and successfully carried out before/after and summer school 21<sup>st</sup> CCLC sites for more than ten years.

Program staff members are acutely aware of the academic and social-emotional needs/learning abilities of each student based on regular communication with school districts and parents. In this, students engage in a multitude of opportunities to supplement learning based on their needs through unique and hands-on enrichment activities. The program teachers will track and evaluate student progress to ensure goals are being met and each student receives the attention he/she deserves. St. Mark staff examines the State's core standards, in addition to working with schools/teachers to identify concepts students learn in the classroom. This data enables staff to build complementary curriculum around relevant topics in order to give low-performing students additional experiences and understanding in curriculum they will encounter during the academic year. The staff to student ratio in the programs is, at minimum, 1:10. All staff and volunteer mentors undergo background checks. Students with IEPs receive additional assistance based on need. Enrolled students benefit from enriching, experiential, exciting daily programming driven from the St. Mark needs assessment and research base.

In Dubuque, program will operate in two four hour sessions/day, five days/week for seven weeks. Programming will take place on-site at St. Mark's secure campus, primarily serving low-performing students entering grades K-6 at target Title 1 schools. After St. Mark enrolls students from targeted schools, the program will be open to low-performing/free-reduced students of the same age in Dubuque public and parochial schools. St. Mark and partners will work with the DCSD, Dubuque Lutheran School, and Holy Family Catholic Schools to identify students and families in need of summer learning assistance. St. Mark also aims to include a small percentage of average/above average performing students in the program because research indicates that summer loss for all students equals about one month (with low SES students losing at least two months). In St. Mark's experience, low-performing students benefit from the example of and collaboration with average/high performing students. In Dyersville program will operate four hours/day, five days/week for seven weeks. Programming will take place on-site at Dyersville Elementary School's secure campus, serving primarily low-performing students from the school. Both sites are centrally located among the schools being served and parents/approved guardians will drop-off/pick up students. Program accommodates parent schedules based on survey responses via extended care for one hour. St. Mark ensures full scholarships to all students whose families qualify for free/reduced lunch and/or through income reporting.

Each year, St. Mark builds its overall summer curriculum around exciting themes aligned with the American Library Association. In this, St. Mark taps into a variety of literacy-based, fun learning activities with key summer learning partners – local libraries. St. Mark further dissects curriculum around a specific theme tied to the overall theme each week. A typical day of summer program includes:



Dyersville: K-4 /Dubuque AM - Kindergarten		Dubuque PM: 1 <sup>st</sup> -6 <sup>th</sup>	
8:00 am	Morning Meeting, attendance, schedule, calendar, character building	12:00 pm	Community Meeting, attendance, schedule, calendar, character building and lunch
8:30 am	Literacy Rotations	12:45 pm	Literacy Rotations
9:00 am	Guest Reader	1:45 pm	Snack & Physical Literacy
9:20 am	Snack & Physical Literacy	2:30 pm	STEAM Rotations & Enrichment
10:00 am	STEAM Rotations	3:45 pm	Closing (journal, clean-up, community building), dismissal
11:00 am	Enrichment	4:00 pm	Purposeful extended care
11:45 am	Closing (journal, clean-up, community building), lunch/dismissal	5:30 pm	Program ends

In addition, students typically participate in at least one field trip/field experience per week, including outdoor discovery/archaeological digs @ local nature preserves; hands on science experience; local art and museum exploration; art/craft centers and more. Daily activities emphasize reading/literacy activities and empower students to select from appropriate grade-level reading options. Students participate in small group reading with mentors; read silently, and e-readers are provided for reluctant readers. Many teachers are trained in McGraw Hill's Lead 21 program.

Summer program framework/core elements include: 1.) ensure alignment with current policy and best practice research; 2.) evaluate program effectiveness in meeting targeted goals annually and systematically; and 3.) acquire funding from a diverse pool of contributors to ensure sustainability.

### **Goal 1 – Increase or Maintain Reading Proficiency**

Objective 1 – 75% of students in St. Mark summer program will increase/maintain literacy skills.

Measurement tools: Quick phonics screening.

Objective 2 – 100% of enrolled students will participate in daily independent guided or group reading during classroom time (outside of weekly field trips).

Measurement tools: Teacher lesson plans

Objective 3 – 100% of enrolled students will receive academic support to actively learn and practice new literacy skills in small group and one-on-one settings.

Measurement tools: Teacher lesson plans; review of QPS Scores.

Objective 4 – 100% of enrolled students will build their home libraries with leveled reading books.

Measurement tools: Program staff will monitor the number of books sent home with students (one/week).

Curriculum/enrichment: PWIM; Barton Reading/Spelling Systems; tutors; Lead 21; Power My Learning; lesson plans developed and implemented by certified teachers and aligned with Common Core Standards; hands-on field experiences in Dubuque and Dyersville communities

### **Goal 2: Involve family/caregiver in summer learning opportunities**

Objective 1 – St. Mark will encourage reading outside of program; 70% of families of enrolled students will complete weekly reading log.

Measurement tools: Weekly logs

Objective 2- 100% of parents/caregivers will attend summer program orientation.

Measurement tools: Attendance logs. 100% participation is a requirement of program.

Objective 3 – 70% of parents/caregivers will attend at least one of St. Mark's family literacy activities.

Measurement tools: Sign in sheets

Curriculum/enrichment: Connection to American Library Association's summer reading incentive curriculum; program overview; expectations; policies; and opportunities for parents to be involved –volunteering, field trips, reading logs.

**Goal 3: Reinforce the value of learning and reading through enrichment activities**

Objective 1 - Engage 100% of enrolled students in fun, hands-on activities to promote literacy on a daily basis.

Measurement tools: Master enrichment and curriculum calendar; follow-up surveys.

Objective 2: 100% of enrolled students will engage in regular physical literacy activities.

Measurement tools: Curriculum plan; project-based enrichment tied to weekly themes; collaboration with community partners; service learning; Fitness Skilltastics; structured free play focused on fundamental movement skills.

**Goal 4: Inform and model healthy lifestyles and active, responsible citizenship**

Objective 1 – By the end of summer program, 75% of students will be able to identify one breathing technique and three of the five steps used in Conscious Discipline “Safe Place” self-regulation process.

Measurement tools: Survey question; teacher observation

Objective 2 – 100% of classrooms will participate in 30 minutes of daily physical activity (outside of weekly field trips, if they are motor driven).

Measurement tools: Teacher lesson plans

Objective 3 – 75% of students will identify summer program as a caring, safe support system when surveyed at end of program.

Measurement tools: Surveys

Objective 4 –75% of students will agree they respect other people (classmates, teachers, family, neighbors, etc.) when surveyed at end of program.

Measurement tools: Surveys

Curriculum/enrichment: Two by Two Character Building Toolkits; Team Building Blocks; Leader in Me; Step Up; Conscious Discipline techniques; PBIS.

These goals and objectives build upon St. Mark's successful 25-year legacy of educational enrichment programming. St. Mark has grown from serving 13 students in 1988 to currently working with more than 350+ students every day. Based on evaluation, students enrolled in St. Mark's 11 before/afterschool and summer programs, experience incredible academic and social achievement increases up to 60% in math/reading test scores, improved homework completion rates and noticeable decreases in behavioral interventions. In summer 2014, 88% of St. Mark students either maintained or grew literacy skills. Programming was lauded by the City of Dubuque as a “Business of Promise” for delivering to local children the five promises identified for student success. St. Mark has demonstrated the ability to manage similar programs and funding levels over two decades, including two 21<sup>st</sup> CCLC grants, dozens of other grant programs, and has completed all necessary evaluation, financial and administrative requirements. St. Mark collaborates with community partners to develop superior enrichment curriculum aligned within the 15 21<sup>st</sup> CCLC program components, including science/nature with ISU Extension and Swiss Valley Nature Center; arts/music with local artists, Matter Creative, Bell Tower Theatre, family literacy with NICC, Keystone Area Educational Association, drug and violence prevention with Helping Services and Riverview Center; and character building with Two-by-Two Character Education.

**Research Base:** St. Mark is a member of Dubuque's 3<sup>rd</sup> Grade Reading Coalition led by the Community Foundation of Greater Dubuque's Every Child | Every Promise initiative. This coalition works together to fill the achievement gap among underperforming students with best practice after-school, school-ready pre-K, and summer learning programming.

The National Summer Learning Association reports that summer learning programs targeted to low-income students can help close the achievement gap that has been attributed, at least in part, to cumulative learning loss during the summers and that has been shown to be steeper for low-income students than for others. Additionally, longitudinal studies indicate that the effects of summer learning programs endure for at least two years after participation. The Afterschool Alliance and National Summer Learning Association report that regular attendance in high-quality afterschool and summer programs is associated with a range of positive academic and social developmental outcomes, including improved literacy skills, self-esteem growth, and leadership development. There is also an emerging focus on research and practice on strategic partnerships that link school, community and family resources. This is a particularly important area of study for summer programs, since it affords community partners the opportunity to collaborate with schools and other agencies in a different way.

In the past five years, St. Mark has begun purposeful integration of the *Search Institute's 40 Developmental Assets*. Research reveals that providing access to as many of the 40 assets as possible ensures a greater possibility that students will succeed in school and become happy, healthy, contributing members of society. Focus on external assets comes from receiving support from non-parental adults, learning in a caring school climate, opportunities to serve others, interacting with positive adult role models, and participating in creative activities, along with family engagement events that set the stage for positive family communication and support. Focus on internal assets comes from fostering a love of learning through fun and engaging academic enrichment activities, support in homework completion, and daily reading. Programming also focuses on developing positive values, being socially-emotionally competent, and positive self-identification through character building curriculums and opportunities to work with and connect to other students and adults.

*Conscious Discipline* is a comprehensive emotional intelligence and classroom management system that integrates all domains of learning (social, emotional, physical, cultural and cognitive) that St. Mark uses as its core for program social-emotional/behavior management. Program directors and education staff attend annual national Conscious Discipline trainings and ensure that all St. Mark teaching staff and volunteers have the tools required to carry out this form of interaction with students in order to promote the most productive learning environment.

St. Mark is committed to building upon strong partnerships in a creative and strategic way in order to better connect school, community, and family resources while integrating excellent, research-based curricula, including Power My Learning, Common Core, PWIM, Two by Two Character Education, ISU Extension Nutrition Education, DCSD's Bully Prevention, Literacy Training, Math Trail Blazers, Trauma Informed Care/ACES and Behavior Modification and Love and Logic.

**Management Plan:** St. Mark will continue to cultivate its strong relationship with the DCSD and the WDCSD to recruit qualified teachers and paraprofessionals. In alignment with Dubuque's

Campaign for Grade Level Reading priorities, and the National Summer Learning Association's "New Vision for Summer School," St. Mark's expanded summer programs will include exciting academics paired with creative, hands-on learning. This will require additional professional development opportunities for teaching staff, and St. Mark will continue to recruit and hire staff that is open and willing to shift from a traditional academic-year teaching model, to one that is largely experiential. Recruitment for summer teachers and paraprofessionals will begin early 2015. St. Mark currently retains approximately 80% of its teaching staff annually and five highly-qualified teachers have already committed to teach in the summer 2015.

Staff members receive orientation from St. Mark and the DCSD/WDCSD with training in creative play, service-learning, and anti-bullying in addition to training in curriculum-writing/lesson planning, safety, and policies/procedures. Ten hours of professional development includes the following: mandatory reporter, CPR certification, sexual abuse prevention, ADHD and other behavioral health, mental health first aid, Autism, intercultural communication, building trusting relationships. St. Mark is acutely aware of the connection between professional development and program improvement, and staff recruitment/retention. St. Mark continues to require program leaders to attend the 21<sup>st</sup> CCLC trainings such as Summer Institute, Beyond School Hours, and Impact After-School conferences. Leadership staff is trained in Conscious Discipline, Two by Two Character Development, literacy/math strategies, Trauma Informed Care, Adverse Childhood Experiences Study, positive behavior interventions/support; CPI de-escalation training, mental/behavioral health, and compassion fatigue. Leadership will be charged with passing this training and knowledge on to site staff, and creating action plans/evaluation tools to ensure its successful implementation in program.

All staff will report directly to St. Mark's Director of Programs who will ensure that curriculum continues to align with upcoming school-year academia. Additionally, this leadership staff will track student success among students in targeted schools during the academic year.

Volunteer mentors that range in age from high school students to senior citizens/Foster Grandparents will participate in supervised mentoring, tutoring, and literacy activities. All mentors/staff undergo a background check. St. Mark is a Certified Iowa Mentoring Partner, with the Iowa Mentoring Partnership and has an incredible network of support for recruiting and retaining volunteer mentors. Currently, St. Mark welcomes about 200 volunteers per year and will work with Foster Grandparents and Americorps staff.

The two program sites are centrally-located in both Dyersville and Dubuque among targeted schools. Each ADA-accessible site includes outdoor recreational areas, technology, and space to ensure students can separate according to grade level when appropriate. In Dubuque, St. Mark neighbor/partner Mosaic Lodge 125 donates its facility to St. Mark during the duration of summer program as reflected in an MOU. Parents/approved guardians drop-off/pick-up students for program. In Dubuque, St. Mark accommodates parents by providing after-hours child care. When students take field trips, either public transportation or the rental of a local trolley or bus is used. Permission slips are necessary for all off-site trips and for students who walk home from program. Only parents or guardians who have been approved to pick up a child are allowed to escort a student from St. Mark programs.

St. Mark has engaged a committed group of partners from Campaign for Grade-Level reading, the DCSD and WDCSD who meet monthly to plan effective management of the summer



learning programs. This group is dedicated to providing the best summer learning opportunities to at-risk students and have all agreed to serve on an advisory committee if St. Mark is awarded funding. St. Mark will work school districts and project partners to continue to improve programming, to build sustainability and to effectively use public funds while coordinating/combining resources that best serve student need.

Cost of this proposed expanded summer learning programming will exceed the amount St. Mark is requesting in this grant proposal. In this, partners providing support using public funds are committed to contributing the following to program sustainability:

*Dubuque Community School District, Western Dubuque Community School District:* staff support, space/utilities for programming, effective communication with families and St. Mark. *City of Dubuque:* The 3<sup>rd</sup> Grade Reading Campaign is a top priority of the City. The City currently provides \$15K/year through a Purchase of Service agreement to St. Mark programs. *ISU Dubuque County Extension:* staff support, enrichment activities. *Loras College:* Student mentors, curriculum support. *NICC:* professional development, adult education and literacy courses. *Dubuque Police and Fire Departments:* programming support. *Keystone AEA 1:* professional development, curriculum support, supplies/materials. *Dubuque County Conservation Society, Matter Creative Center, Bell Tower Theater, National Mississippi River Museum & Aquarium, Boy/Girl Scouts:* enrichment activities.

St. Mark has effectively operated an exceptional summer learning program for 10+ years, serving thousands of Dubuque students and partnering with dozens of regional organizations, businesses, and individuals in this critical effort. In fact, St. Mark has grown into the premier provider of summer learning programming for at-risk youth in Dubuque County. From 2009-2013, St. Mark summer programming was partially funded by a 21<sup>st</sup> CCLC grant. At that point, St. Mark identified funding resources to sustain summer programming at its current level through a local family foundation. Since then, the family foundation's board has determined that summer programming will not align with its funding schedule. Additionally, St. Mark summer programs must expand to meet the needs of a rapidly increasing population of students in grades Pre-K-5. Today, St. Mark leads the way in addressing the community's academic/literacy achievement gap with the largest summer program for underprivileged students. Now, St. Mark aims to continue growing its superior programming during the summer, while building model programs in surrounding rural communities who desperately need resources, leadership, and support. St. Mark's 25+ year history of loyal partnerships, broad community support, and successful development/fundraising efforts ensure that we will sustain growing programs after grant funding is complete.

St. Mark continues to demonstrate a forward-thinking, collaborative ability to sustain programming for more than 350 students annually in 11 programs. Over the past 25 years, St. Mark's annual budget has grown from \$16,000 to approximately \$600,000 and has continued to operate academic programs and community outreach initiatives with a profitable financial record. St. Mark received 21<sup>st</sup> CCLC funding from 2003-2007, from 2009-2014 and is currently receiving a 21<sup>st</sup> CCLC continuation grant to fund three after-school program sites. St. Mark continues to financially sustain two additional programs at Prescott and Fulton elementary schools. These programs are considered permanent St. Mark services. Beginning in 2013, St. Mark answered a call from WDCSD to expand programming into rural Dubuque County. In this, we continue to foster and secure new donors and funding streams for vital expanding services.

St. Mark works towards program sustainability in all six schools it serves. Major financial support continues to grow through the following initiative:

- *Donations.* Development team members engage in at least 10 donor visits/month, with cash and in-kind donations from individuals, non-profits, community partners and enrichment providers making up 38% of St. Mark's annual budget. With the organization's long history, planned giving is a key focus. St. Mark has received three major bequests in the past three years.
- *Grants.* 21<sup>st</sup> CCLC grant funding has made up approximately 26% of the annual budget, with an additional 17% received from additional grants including 15K/year for the past six years from the City of Dubuque; \$75,000 from family foundations in the past three years, more than \$100,000 from the Dubuque Racing Association over the past 15 years, and new partnerships with corporate foundations including a \$20,000 gift from the John Deere Foundation (through United Way) in 2014.
- *Fundraising.* Special events net approximately \$40,000/annually, with an additional \$50,000 from two annual appeals, making up 13% of the budget.
- *Friend-raising.* St. Mark facilitates several community outreach initiatives including the Apples for Students program, providing 1500 local students with school supplies every fall; and the Sponsor Angels program, providing warm winter clothing to more than 100 children in need. St. Mark also invites community members to utilize our community center for meetings, offers monthly "lunch and learns," and is engaged in 40 hours of community outreach annually.
- In 2012, St. Mark was awarded a grant from the American Advertising Federation of Dubuque to undergo a re-brand process in order to best represent the organization in the Dubuque community and share the message of St. Mark's critical service. Part of this process included an organizational name change to "St. Mark Youth Enrichment" to better represent the services we provide. This process continues to enhance St. Mark's prominence and leadership in the community and builds upon fundraising/sustainability efforts with a clean, dynamic, updated brand.

**Communication Plan:** As a leader in the Campaign for Grade Level Reading, St. Mark receives strong community support in our broad outreach efforts. The Campaign is a collaborative effort by foundations, nonprofit partners, business leaders, government agencies, states and communities across the nation to ensure that more children in low-income families succeed in school and graduate prepared for college, a career, and active citizenship. In order to accomplish effective communication in Dubuque County, St. Mark works extensively with the DCSD and WDCSD in order to recruit students/families in need. Additionally, St. Mark summer program information is shared via quarterly newsletters, monthly parent newsletters, Dubuque's Kids' Guide, regular press releases, website updates, and social media, including Facebook, Twitter, and Blogspot. St. Mark hosts monthly "lunch and learn" sessions for community leaders and stakeholders to share the great work we accomplish in the Dubuque community. Thanks to a strong community focus on grade-level reading, St. Mark continues to gain a prominent leadership role as an expert in the field of out-of-school time programs. Results from 2014 summer programs were published in the Telegraph Herald and additional media outlets. Stories of St. Mark's impact on students travelled to Washington D.C. in June 2014 to be shared among Congressional and Senate staffers and funders. St. Mark will continue to share evaluation results



via our website, through press releases and in all of our print and presentation outreach.

**Partnerships:** St. Mark has loyal partnerships with a large faction of county-wide collaborative partners including the DCSD, WDCSD, elementary school principals, strategists and personnel; Dubuque's Campaign for Grade-Level reading, and the St. Mark Board of Trustees.

The Dubuque community is committed to ensuring the success of students in need. In fact, based on Dubuque's ambitious Community Solutions Action Plan to ensure that more children are reading at grade level by the end of third grade, the National Civic League named our community a 2012 All-America City. Dubuque was one of 14 awardees selected from 32 finalists.

The following partners contribute to sustainability and enrichment:

Iowa State University Extension – enrichment curriculum

Carnegie-Stout Public Library – enrichment curriculum, enrichment activity destination

James Kennedy Public Library – enrichment curriculum

Boys and Girls Club – providing a healthy snack and daily lunch prepared in its facility two doors down from St. Mark in Dubuque.

Loras College – staff, volunteers

Community Foundation of Greater Dubuque – professional development funding

Dyersville Area Community Foundation – funding for Dyersville summer program

City of Dubuque – Americorps partnership; public support of programs; My Brother's Keeper Community Challenge participant (St. Mark is partner organization in effort to improve the lives of all young people, and particularly young men of color)

City of Dyersville – program support

Northeast Iowa Community College – Tutoring with Sue Barton System; adult literacy

Victory Ford – Books for students; literacy incentives, community publicity/support

Two by Two Character Education – enrichment; professional development

National Mississippi River Museum and Aquarium – enrichment curriculum; enrichment destination

Bell Tower Theater – Discounted annual tickets to St. Mark students for a field trip to experience live children's theatre; play scripts and music for enrichment curriculum.

Dubuque County Conservation Board – enrichment curriculum, enrichment destination opportunities.

Girl/Boy Scouts – enrichment curriculum

Red Cross – enrichment curriculum

Rotary Club of Dubuque – books for students; program funding

Representatives from DCSD, WDCSD, partner elementary schools, Carnegie Stout and James Kennedy Public Libraries, NICC, Victory Ford and Boy/Girl Scouts will serve on a 21<sup>st</sup> Century Summer Learning Advisory Committee. Active and collaborative involvement of project partners to provide a unified system of service is evidenced in the attached Memorandums of Understanding and Letters of Support and collaborative signatures. St. Mark was founded through collaborative community partnerships sharing a critical mission to reach vulnerable downtown youth and families. Core partners continue to support and empower St. Mark to impact hundreds of students every day. St. Mark staff is deeply aware of this community-centered team effort and continues to meaningfully engage and foster these partnerships through

frequent, open communication and committee meetings; through partner “spotlights” in the quarterly newsletter; and through engaging in and recognizing the important work our partners invest in the Dubuque community. Some of our efforts include:

*Colleges* – St. Mark provides orientation to students and presents opportunities to engage as staff, volunteers, mentors, and enrichment providers.

*Businesses* – St. Mark provides monthly “lunch and learns,” and opportunities to serve through mentoring and guest reading/speaking.

*Parents* – St. Mark provides family literacy engagement activities and events focused on parenting/life skills in addition to constant open communication and requests for program feedback.

*Community members* – St. Mark provides community outreach through fun holiday events like the annual Jingle Bell Hop party that welcomes 800 community members, while providing service opportunities like sponsorship programs and mentoring activities. Ranging in age from high school seniors to foster grandparents, St. Mark welcomes a group of approximately 200 volunteers annually.

*K-12 schools/Youth* – St. Mark leads local Apples for Students initiative that provides school supplies to 1500 K-12 students annually. St. Mark engages its own youth in feedback and program planning.

*Non-profits* – St. Mark engages in resource-sharing for professional development, enrichment curriculum, programming, space, and community awareness.

**Evaluation:** St. Mark works with Rachel Daack, Ph.D., in program evaluation efforts. Daack is a Sociology professor and Statistician at Clarke University in Dubuque with extensive evaluation and consultation experience. She and her team are committed to providing qualitative and quantitative evaluation of St. Mark programs and partnership effectiveness. At the end of each program evaluation, Daack compiles statistics and results, and provides St. Mark with feasible bi-annual improvement recommendations. In fall 2014, Rachel delivered a five-page quantitative and qualitative evaluation of St. Mark’s 2014 summer program. Daack facilitates meetings with both the staff and executive board to discuss findings. She also meets with the executive director and program leadership to determine how to best utilize the information for program improvement. St. Mark will ensure that evaluation is in cooperation with the Department of Education and disseminated to all appropriate channels.

Both ongoing monitoring and long-term evaluation techniques with staff and community partners are utilized in order to analyze and refine St. Mark programs. Additionally, St. Mark personnel and partners record outcome-based data for evaluation purposes focused on results in academic performance, attendance changes and behavioral adjustments. In partnership with Daack’s team, St. Mark program director, coordinators, and teachers regularly monitor the implementation of enrichment activities, literacy programs, and levels of student learning and improvement. Surveys are completed by parents, students, mentors and staff at the conclusion of the summer.

To gauge academic progress, St. Mark collects various performance data in the beginning and end of summer program to share with 21st CCLC advisory council. The evaluation team and advisory committee evaluate academic and enrichment curricula to ensure that all students are receiving “Results for Iowa Youth.” In order to allow St. Mark to gauge interest and

effectiveness of enrichment curricula, all community partners involved complete program feedback forms annually. St. Mark staff maintains daily attendance records.

St. Mark staff will deliver evaluation results to parents, schools and the community through press releases, website, and social media. This will convey progress through describing student achievement, St. Mark activities and initiatives, and community partner involvement. St. Mark personnel will also conduct self-evaluations and meet one-on-one with the director to evaluate performance, strengths, weaknesses and goals.

**Budget narrative:** St. Mark proposes to serve 150 students annually at its Dubuque site with a request for \$52,500/year for three years, totaling 450 students over the course of three years and a total site request of \$157,500. St. Mark proposes to serve 60 students annually at its Dyersville site with a request for \$21,000/year for three years, totaling 180 students over the course of three years and a total site request of \$63,000. Total three-year funding request for both sites is \$220,500.

21<sup>st</sup> CCLC funding will supplement, rather than supplant, existing funds. In 2013, a Dubuque-based family foundation identified St. Mark summer program as a grantee. Since 2014, the foundation board has determined to support other St. Mark programs due to timing of annual funding disbursement (July). As St. Mark summer programming continues to grow on site in Dubuque and as it has expanded (by the WDCSD's request) to Dyersville, IA, we continue to identify funding sources to supplement our flourishing programs. St. Mark summer program costs vastly exceed the amount of this particular request. It currently costs St. Mark \$111,036 to operate its Dubuque summer program site annually, and \$37,369. to operate its Dyersville program site annually.

**Program personnel, benefits, staff travel:** *\$134,055-Dubuque site \$54,255 -Dyersville site; Total, both sites for 3 years= \$188,310.* Hiring certified, compassionate staff is essential to student success. This ensures best practices and top student performance improvement. 85.4% of funds are allocated for staff, including 10 lead teachers, 15 paraprofessionals, and 3 Americorps staff. Teachers and paraprofessionals are responsible for academic and social-emotional curriculum development/support and overall program quality that aligns with St. Mark's critical goals/objectives. Salaries and benefits are included. Lead teachers are paid \$18/hour; paraprofessionals are paid \$10/hour. \$1570 per year is allocated for family literacy staff who will work with program parents during education sessions. Staff travel is budgeted at \$400/year. **Materials:** *\$2920/year; \$8,760 total.* 4% of the budget is allocated for materials. Materials include: curriculum, software, books, workbooks, games, consumable materials, school supplies, student/staff t-shirts, and incentives. Of this number, \$150/year has been allocated for family literacy activities. St. Mark selects all materials in partnership with the DCSD, WDCSD and partners to ensure best practices and high quality. The DCSD, WDCSD, ISU Extension and Keystone Area Education Agency provide St. Mark with books and educational materials at no charge.

**Professional Development:** *\$3,030/3 years; \$9,090 total.* 4.1% of the budget is allocated for professional development, including ongoing training for all program team staff related to both academic and social-emotional needs. It includes safety certifications, best practices, and Two by Two Character Development. \$200/year is allocated for professional development for family literacy.

**Student Access/Transportation:** \$1,000/3 years; \$3,000 total. 1.4% of the budget is allocated to student access/transportation. Students have access to weekly enrichment opportunities both on and off site. Providers spend time in engaging, hands-on learning, followed by a field experience in the community. Trolleys or public transportation are used. \$100/year is allocated to support transportation related to family literacy activities.

**Evaluation:** \$3,030/3 years; \$9,090 total. Assessment and evaluation of St. Mark programming makes up 4.1% of the budget. Rigorous evaluation is key to program quality improvement and sustainability. Dollars are allocated to pay evaluator/consultant Rachel Daack, Ph.D., as well as administrative costs of tests and resource materials and required local/state evaluations.

**Administration:** \$750/3 years; \$2250 total. Administrative costs make up 1% of the budget, including costs incurred related to registration software, student registrations, interview time, program phones, liability coverage, background check fees, bank fees, planning time and staff support.

**In-Kind:** Collaborative partners provide tremendous in-kind support, including volunteers, mentors, materials, professional development, enrichment opportunities, evaluation tools and resources, space, utilities, custodial services, curriculum and behavior supports. Approximately 25 volunteers donate 300 hours over 7 weeks @ \$22.14/hr. ([www.independentsector.org](http://www.independentsector.org)) totaling \$6,642. In-kind donations of space, utilities, and custodial services at Dyersville Elementary and Dubuque's Masonic Temple equal \$23,700. Materials utilized through Keystone AEA and donated books from Rotary Club of Dubuque equates to \$9,000. In-kind donations related to enrichment activities with community partners totals \$3,852.36. In-kind professional development resources from the DCSD and WDCSD total \$5,600.





## Memoranda of Understanding St. Mark Youth Enrichment and Dubuque Community School District

This agreement is entered into effect June 1, 2015 through June 30, 2018 (concerning summer months only) between St. Mark Youth Enrichment 21<sup>st</sup> CCLC Program and Dubuque Community School District.

**Dubuque Community School District agrees to:**

- a. Ensure that summer enrichment programs are included in the CSIP (Comprehensive School Improvement Plan) and aligned with school initiatives;
- b. Inform families of the St. Mark summer enrichment program;
- c. Partner to provide training or guidance on district policies/procedures, best practices, youth development, positive behavior management, district curriculums, cultural competency, and meeting the needs of at-risk youth and families;
- d. Principals from the Title I schools serving on the 21<sup>st</sup> Century Advisory Council;
- e. Partner in appropriate data collection to meet the necessary reporting, compliance, and evaluation needs.

**St. Mark agrees to:**

- a. Write 21<sup>st</sup> CCLC grant applications/continuation proposals;
- b. Monitor the program for grant compliance;
- c. Partner to provide training or guidance on district policies/procedures, best practices, youth development, positive behavior management, district curriculums, cultural competency, and meeting the needs of at-risk youth and families;
- d. Hire and supervise program coordinator, staff, volunteers, and community partners;
- e. Implement summer enrichment programs, hosted at St. Mark, that are in alignment with CSIP, district and school initiatives to include enrichment and wellness;
- f. Serve on appropriate 21<sup>st</sup> CCLC and school committees;
- g. Maintain grant records for fiscal accountability and grant reporting;
- h. Complete all required evaluation reports;
- i. Use student data for reporting, compliance, and evaluation needs only and abide by all federal, state, and district guidelines regarding privacy of student data;
- j. Provide a daily nutritious lunch and snack to students attending summer enrichment programs;
- k. Provide all materials and supplies needed to carry out these programs;
- l. Family engagement activities such as family field trips and invitations to join in summer enrichment activities.



Dawn Cogan  
St. Mark Executive Director

Date



December 8, 2014

Mike Donohue  
Dubuque Community Schools Board President

Date



**Memoranda of Understanding  
 St. Mark Youth Enrichment  
 and Western Dubuque Community School District**

This agreement is entered into effect June 1, 2015 through June 30, 2018 between St. Mark Youth Enrichment 21<sup>st</sup> CCLC Program and Western Dubuque Community School District.

**Western Dubuque Community School District agrees to:**

- a. Ensure that summer learning programs are included in the CSIP (Comprehensive School Improvement Plan) and aligned with school initiatives.
- b. Inform families of the St. Mark summer enrichment program;
- c. Post job descriptions and application links to help St. Mark recruit quality, certified staff;
- d. Assign a school leader(s) to serve on the 21<sup>st</sup> Century Advisory Council and serve as a liaison/advisor to the program on academic and positive behavior supports.
- e. Ensure that utilities, rooms and adequate space (playground, gym, cafeteria, classrooms, computer labs, library, office, and storage) are available for program implementation.
- f. Partner in appropriate data collection to meet the necessary reporting, compliance, and evaluation needs.

**St. Mark agrees to:**

- a. Write 21<sup>st</sup> CCLC grant applications/continuation proposals.
- b. Monitor the program for grant compliance.
- c. Partner to provide training on district policies/procedures, best practices, youth development, positive behavior management, district curriculums, cultural competency, and meeting the needs of disadvantaged youth and families.
- d. Hire and supervise program coordinator, staff, volunteers, and community partners.
- e. Implement summer learning programs that are in alignment with CSIP, district and school initiatives to include enrichment and wellness.
- f. Serve on appropriate 21<sup>st</sup> and school committees.
- g. Maintain grant records for fiscal accountability and grant reporting.
- h. Complete all evaluation reports.
- i. Use student data for reporting, compliance, and evaluation needs only and abide by all federal, state, and district guidelines regarding privacy of student data.
- j. Provide a daily nutritious snack for students attending the summer learning program.
- k. Provide all materials and supplies needed to carry out these programs.
- l. Family engagement activities such as family field trips and invitations to join in summer learning activities.

*Dawn Cogan* 12.9.14  
 Dawn Cogan Date  
 St. Mark Executive Director

*Jeff Corkery* 11/18/14  
 Jeff Corkery Date  
 Western Dubuque Superintendent





## Memoranda of Understanding St. Mark Youth Enrichment and Dyersville Elementary School

This agreement is entered into effect June 1, 2015 through June 30, 2018 between St. Mark Youth Enrichment 21<sup>st</sup> CCLC Program and Dyersville Elementary School.

**Dyersville Elementary School agrees to:**

- a. Ensure that summer learning programs are included in the CSIP (Comprehensive School Improvement Plan) and aligned with school initiatives.
- b. Inform families of the St. Mark summer enrichment program;
- c. Post job descriptions and application links to help St. Mark recruit quality, certified staff;
- d. Assign a school leader(s) to serve on the 21<sup>st</sup> Century Advisory Council and serve as a liaison/advisor to the program on academic and positive behavior supports.
- e. Ensure that utilities, rooms and adequate space (playground, gym, cafeteria, classrooms, computer labs, library, office, and storage) are available for program implementation.
- f. Partner in appropriate data collection to meet the necessary reporting, compliance, and evaluation needs.

**St. Mark agrees to:**

- a. Write 21<sup>st</sup> CCLC grant applications/continuation proposals.
- b. Monitor the program for grant compliance.
- c. Partner to provide training on district policies/procedures, best practices, youth development, positive behavior management, district curriculums, cultural competency, and meeting the needs of disadvantaged youth and families.
- d. Hire and supervise program coordinator, staff, volunteers, and community partners.
- e. Implement summer learning programs that are in alignment with CSIP, district and school initiatives, to include enrichment and wellness.
- f. Serve on appropriate 21<sup>st</sup> and school committees; advisory council, site council.
- g. Maintain grant records for fiscal accountability and grant reporting.
- h. Complete all evaluation reports.
- i. Use student data for reporting, compliance, and evaluation needs only and abide by all federal, state, and district guidelines regarding privacy of student data.
- j. Provide a daily nutritious snack for students attending program.
- k. Provide all materials and supplies needed to carry out these programs.
- l. Facilitate family engagement activities and invitations to join in summer learning activities.

*Dawn Cogan* 12.9.14

Dawn Cogan  
 St. Mark Executive Director

Date

*Linda Martin* 11-19-14

Linda Martin  
 Dyersville Elementary Principal

Date

## Memoranda of Understanding between St. Mark Youth Enrichment and Audubon Elementary School

This agreement is entered into effective June 1, 2015 through June 30, 2018 between St. Mark Youth Enrichment 21<sup>st</sup> CCLC Program and Audubon Elementary School.

**Audubon Elementary School agrees to:**

- a. Inform families of the St. Mark summer enrichment program
- b. Partner in appropriate data collection to meet the necessary reporting, compliance, and evaluation needs.

**St. Mark agrees to:**

- a. Write 21<sup>st</sup> CCLC grant applications/continuation proposals and adhere to all state regulations.
- b. Partner to provide training on district policies/procedures, best practices, youth development, positive behavior management, district curriculums, cultural competency, and meeting the needs of disadvantaged youth and families.
- c. Hire and supervise program coordinator, staff, volunteers, and community partners.
- d. Implement summer learning programs that build upon DCSD academic year curriculum.

*Dawn Cogan* 12-9-14

Dawn Cogan  
 St. Mark Executive Director

Date

*Ed Glaser* 12-2-14

Ed Glaser  
 Audubon Elementary Principal

Date

## Memoranda of Understanding St. Mark Youth Enrichment and Fulton Elementary School

This agreement is entered into effect June 1, 2015 through June 1, 2018 between St. Mark Youth Enrichment 21<sup>st</sup> CCLC Program and Fulton Elementary School.

**Fulton Elementary School agrees to:**

- a. Inform families of the St. Mark summer enrichment program
- b. Partner in appropriate data collection to meet the necessary reporting, compliance, and evaluation needs.

**St. Mark agrees to:**

- a. Write 21<sup>st</sup> CCLC grant applications/continuation proposals and adhere to all state regulations.
- b. Partner to provide training on district policies/procedures, best practices, youth development, positive behavior management, district curriculums, cultural competency, and meeting the needs of disadvantaged youth and families.
- c. Hire and supervise program coordinator, staff, volunteers, and community partners.
- d. Implement summer learning programs that build upon DCSD academic year curriculum.

*Dawn Cogan* 12/9/14

Dawn Cogan  
 St. Mark Executive Director

Date

*Chris Nugent* 12/3/14

Chris Nugent  
 Fulton Elementary Principal

Date



## Memoranda of Understanding St. Mark Youth Enrichment and Lincoln Elementary School

This agreement is entered into effect June 1, 2015 through June 1, 2018 between St. Mark Youth Enrichment 21<sup>st</sup> CCLC Program and Lincoln Elementary School.

**Lincoln Elementary School agrees to:**

- a. Inform families of the St. Mark summer enrichment program
- b. Partner in appropriate data collection to meet the necessary reporting, compliance, and evaluation needs.

**St. Mark agrees to:**

- a. Write 21<sup>st</sup> CCLC grant applications/continuation proposals and adhere to all state regulations.
- b. Partner to provide training on district policies/procedures, best practices, youth development, positive behavior management, district curriculums, cultural competency, and meeting the needs of disadvantaged youth and families.
- c. Hire and supervise program coordinator, staff, volunteers, and community partners.
- d. Implement summer learning programs that build upon DCSD academic year curriculum.

*Dawn Cogan 12.9.14*

Dawn Cogan  
 St. Mark Executive Director

Date

*Donna Loewen 12-2-14*

Dr. Donna Loewen  
 Lincoln Elementary Principal

Date

## Memoranda of Understanding St. Mark Youth Enrichment and Marshall Elementary School

This agreement is entered into effect June 1, 2015 through June 1, 2018 between St. Mark Youth Enrichment 21<sup>st</sup> CCLC Program and Marshall Elementary School.

**Marshall Elementary School agrees to:**

- a. Inform families of the St. Mark summer enrichment program
- b. Partner in appropriate data collection to meet the necessary reporting, compliance, and evaluation needs.

**St. Mark agrees to:**

- a. Write 21<sup>st</sup> CCLC grant applications/continuation proposals and adhere to all state regulations.
- b. Partner to provide training on district policies/procedures, best practices, youth development, positive behavior management, district curriculums, cultural competency, and meeting the needs of disadvantaged youth and families.
- c. Hire and supervise program coordinator, staff, volunteers, and community partners.
- d. Implement summer learning programs that build upon DCSD academic year curriculum.

*Dawn Cogan* 12.9.14

Dawn Cogan  
 St. Mark Executive Director

Date

*Joe Maloney* 12/1/14

Joe Maloney  
 Marshall Elementary Principal

Date

## Memoranda of Understanding St. Mark Youth Enrichment and Prescott Elementary School

This agreement is entered into effect June 1, 2015 through June 1, 2018 between St. Mark Youth Enrichment 21<sup>st</sup> CCLC Program and Prescott Elementary School.

**Prescott Elementary School agrees to:**

- a. Inform families of the St. Mark summer enrichment program
- b. Partner in appropriate data collection to meet the necessary reporting, compliance, and evaluation needs.

**St. Mark agrees to:**

- a. Write 21<sup>st</sup> CCLC grant applications/continuation proposals and adhere to all state regulations.
- b. Partner to provide training on district policies/procedures, best practices, youth development, positive behavior management, district curriculums, cultural competency, and meeting the needs of disadvantaged youth and families.
- c. Hire and supervise program coordinator, staff, volunteers, and community partners.
- d. Implement summer learning programs that build upon DCSD academic year curriculum.

<p><i>Dawn Cogan</i> 12.9.14  <del><i>Chris McCarron</i> 12-2-14</del> <i>dmc</i></p>	<p><i>Chris McCarron</i> 12-2-14</p>
<p>Dawn Cogan          St. Mark Executive Director</p>	<p>Chris McCarron          Prescott Elementary Principal</p>
<p>Date</p>	<p>Date</p>



Memoranda of Understanding  
 St. Mark Youth Enrichment and  
 Northeast Iowa Community College

June 2015 to June 2018

**Northeast Iowa Community College** agrees to provide adult education and literacy programs to any adult, age 16 or older, who is not enrolled or required to be enrolled in school. The classes provide basic skills instruction in math, reading, writing and listening on an ongoing basis. Classes are open to parents of youth enrolled in St. Mark Youth Enrichment and are free of charge.

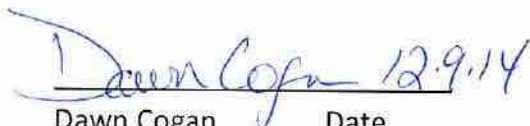
Options are as follows:

Adult Basic Education (ABE) teaches skills necessary for daily life, consumer needs, and workforce development.

English for Speakers of Other Languages (ESOL) helps people with limited English skills to improve in listening, reading, speaking and writing for their daily life and work in the United States.

The Adult Secondary Education (ASE) program allows individuals who did not finish high school to receive a High School Equivalency Diploma (HSED) from the State of Iowa. The diploma shows that an individual has a level of educational development similar to a high-school graduate.

**St. Mark Youth Enrichment** agrees to continually inform parents of these Adult Education and Literacy programs and will provide any assistance necessary to help St. Mark parents to enroll.

 12.9.14

Dawn Cogan      Date  
 St. Mark Executive Director

 11/24/14

Sharon Speckhard      Date  
 Adult Education & Literacy Director

**Memoranda of Understanding  
 St. Mark Youth Enrichment and  
 Dubuque Masonic Temple Association of Dubuque, Inc.**

This agreement is entered into effective June 1, 2015 through June 1, 2018 (summer months only) between St. Mark Youth Enrichment and Dubuque Masonic Temple Association of Dubuque, Inc.

**Dubuque Masonic Temple Association of Dubuque, Inc. agrees to:**

- a. Provide St. Mark staff with keys for the building.
- b. Provide the basement space to St. Mark for the Summer Program as well as utilities (bathrooms, lights, etc.).
- c. Notify St. Mark staff when the Masonic Temple space will not be available due to events and notify staff if program materials must be removed for those events.
- d. Permit St. Mark to use space in the facility from 8 a.m. to 6 p.m. M-F.

**St. Mark Youth Enrichment agrees to:**

- a. Respect the space of the Dubuque Masonic Temple
- b. Clean up after program each day and return room to its original state at the end of program.
- c. Take out garbage each day after program.
- d. Lock doors at the end of each day.

*Dawn Cogan* 12.9.14

Dawn Cogan  
 St. Mark Executive Director

Date

*MCTA SECRETARY IMTA*

Dubuque Masonic Temple Association      Date  
 of Dubuque, Inc. Representative

November 7, 2014

Dear Department of Education,

On behalf of the Community Foundation of Greater Dubuque, I am writing this letter of support for St. Mark Youth Enrichment for their 21<sup>st</sup> Century grant application. St. Mark Youth Enrichment has and continues to provide valuable educational programming to low-income youth and families in Dubuque. As a partner with St. Mark Youth Enrichment, the Community Foundation fully supports their pursuit of a 21<sup>st</sup> Century grant.

The Community Foundation has an established partnership with St. Mark, including a strong partnership in Dubuque's Campaign for Grade-Level Reading. St. Mark's leadership has been a key factor in developing solutions to meet the needs of children during the long summer months for the young people who need it most.

We also partner with St. Mark Youth Enrichment to support the Leadership Enrichment After-School Program (LEAP). The LEAP initiative works to expand quality out-of-school time programming in our community. We are grateful that St. Mark Youth Enrichment serves the educational needs of elementary students in the community and fully support their grant to expand their summer learning programs.

Sincerely,



Eric Dregne  
Vice President of Strategic Initiatives



Iowa Department of Education  
Grimes State Office Building  
400 E 14<sup>th</sup> Street  
Des Moines, IA 50319-0146

November 1, 2014

Dear Grant Committee,

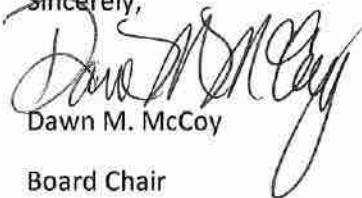
It is my pleasure to write a letter in support of the proposal for the 21<sup>st</sup> Century Grant extension.

As a parent, longtime volunteer in our school district, and a member of the St. Mark Youth Enrichment Board of Trustees, I have seen first-hand the needs of the students in our district and particularly those of the students in the SINA schools in our downtown area-those served by St. Mark. Typical students in the downtown area live in households with single parents or in households in which both parents must work to support the family. Frequently these parents are away from the home before and after school out of necessity. In these homes books and technology simply cannot be provided in the family budget.

For over 25 years, St. Mark Youth Enrichment has not only provided a safe place for these children to be, in a place where they get homework assistance, socialization, and enhancement activities in a positive nurturing atmosphere but also a place where they have support over the summer to ensure they have the academic structure and support needed to maintain their literacy proficiency. The programs proposed in this grant application will allow this program to continue to provide that positive environment for children. Each program provides age appropriate, hands on interactive experiences designed for academic, social and personal growth and success. Literacy materials are abundant and technology enhances the instruction as an integral part of the programming.

In conclusion, I fully support the efforts of St. Mark Youth Enrichment as they seek a 21<sup>st</sup> CCLC grant for the Dyersville summer programs which will provide many students with the necessary assistance and skill building activities to give them a better start on their way to success.

Sincerely,



Dawn M. McCoy

Board Chair





Chris Nugent  
Principal  
Fulton Elementary School  
2840 Central Avenue  
Dubuque IA 52001-3303

Phone (563) 552-3650  
Fax (563) 552-3651

November 24, 2014

Dear Department of Education,

On behalf of Fulton Elementary School, I am writing this letter of support for St. Mark Youth Enrichment for their 21st Century grant application. St. Mark Youth Enrichment has and continues to provide valuable educational programming to low-income youth and families in Dubuque. As a partner with St. Mark Youth Enrichment, the Fulton Staff fully supports their pursuit of a 21st Century grant.

Fulton has an established partnership with St. Mark. Also located in Dubuque, our school serves many of the same families of St. Mark. In partnership with St. Mark, we are able to meet the many needs of the families we both serve. In the past we have partnered with St. Mark Youth Enrichment by benefitting from before school enrichment opportunities, hosted summer programming opportunities and many events sponsored by St. Mark. We are grateful that St. Mark Youth Enrichment serves the educational needs of elementary students in the community and fully support their grant to expand their summer learning programs.

Sincerely,

Dr. Chris Nugent



The Multicultural Family Center empowers all families and community members of Dubuque to reach their potential and *build unity out of diversity.*

BOARD OF DIRECTORS

November 24, 2014

Officers:

John Stewart

*Chair*

Luis Rojas

*Vice  
Chair/Treasurer*

Chris Johnson

*Secretary*

Board:

Claudette Bees

Beverly Berna

Bang Lang Do

Doug Henry

Kelly Larson

Willie Slayden

Doug Stilling

Scott Theisen

Gloria Valdez

Marlene Woller

Dear Department of Education,

On behalf of the Multicultural Family Center (MFC), I am writing this letter of support for St. Mark Youth Enrichment for their 21st Century grant application.

St. Mark Youth Enrichment provides invaluable educational programming to low-income youth and families in Dubuque. In the past, we have partnered with St. Mark Youth Enrichment by assisting with the Apples to Students (back to school supplies) program, partnering at Music in the Park events and community outreach at our Juneteenth event.

The MFC is located in the same neighborhood as St. Mark and serve many of the same families. In partnership, we are able to meet the many needs of the families we both serve.

We are grateful that St. Mark Youth Enrichment serves the educational needs of elementary students in the community and fully support their pursuit of a 21<sup>st</sup> Century grant to expand their summer learning programs.

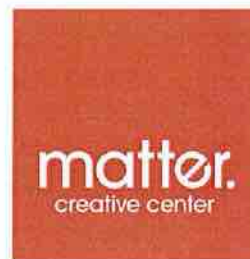
Sincerely,

*Sarah Petersen*

Sarah Petersen  
Acting Director  
Multicultural Family Center

**To: Department of Education**  
**Re: St. Mark Youth Enrichment**  
**Date:12/02/2014**

---



140 E 9th St  
Dubuque, IA 52001

t: 563-556-0117  
f: 563-556-0183  
i: [mattercreative.org](http://mattercreative.org)

Dear Department of Education,

On behalf of Matter Creative Center, I am writing this letter of support for St. Mark Youth Enrichment for their 21<sup>st</sup> Century grant application. St. Mark Youth Enrichment has and continues to provide valuable educational programming to low-income youth and families in Dubuque through their before and after school programs.

As a partner with St. Mark Youth Enrichment, Matter Creative Center has witnessed their dedication to youth development and providing a wide range of rigorous and authentic learning experiences. We fully support their pursuit of a 21<sup>st</sup> Century grant.

Matter Creative Center is a non-profit educational organization located in Dubuque, IA that uses creativity as a tool for learning. We have partnered with St. Mark Youth Enrichment on various projects over the past several years in order to amplify the impact each of our organizations can have on those we serve.

We are grateful that St. Mark Youth Enrichment serves the educational needs of elementary students in the community and fully support their grant to expand their summer learning programs. Their innovative approach to reaching low-income youth and families is creating significant impact and positive results.

Sincerely,

  
Jordan DeGree  
Executive Director

### **Mission**

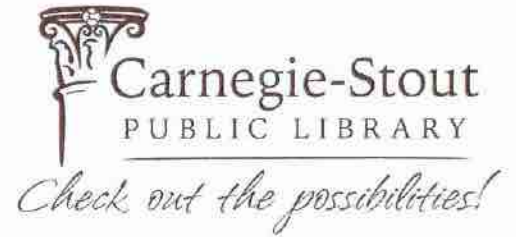
*Matter cultivates creativity in order to accelerate social & economic growth.*

### **Directors**

Michael Budde  
Tom Culbertson  
Norma Denlinger  
Faye Finnegan  
Julie Florez  
Natalie Hoffman  
Sam Mulgrew  
Wendy Knight  
Christina Rader  
Stella Runde  
Cindy Steinhauser  
Valorie Woerdehoff



Carnegie-Stout Public Library  
360 West 11th Street  
Dubuque, Iowa 52001-4697  
(563) 589-4225 office  
(563) 589-4217 fax  
www.dubuque.lib.ia.us



November 19, 2014

Dear Grant Committee Members,

On behalf of the Carnegie-Stout Public Library, I am writing this letter of support for St. Mark Youth Enrichment for their 21<sup>st</sup> Century grant application to the Department of Education. St. Mark Youth Enrichment has and continues to provide valuable educational programming to low-income youth and families in Dubuque. The Library has a well-established partnership with St. Mark and together we are much stronger in meeting the needs of these families.

Our partnership in past years has included field trips, story times, and most recently with classes held at St. Mark Enrichment for the "Summer Academy", which was designed to prevent what is often referred to as the summer slide and encourage children to read. Their contribution in this area has demonstrated positive outcomes and is critical in our community's work to achieve grade-level literacy for our children. Reading, more than any other activity, will contribute to a student's achievement in school and future life success.

We enthusiastically support the work that St. Mark Youth Enrichment does by serving the additional educational needs of students in the community and want to endorse their grant application to expand their summer learning programs.

Sincerely,

Danielle Day, Youth Services Manager  
Carnegie-Stout Public Library  
360 W 11<sup>th</sup> Street  
Dubuque, IA 52001  
563-589-4138



November, 20 2014

Dear Department of Education,

On behalf of Northeast Iowa Council, Boy Scouts of America, I am writing this letter of support for St. Mark Youth Enrichment for their 21<sup>st</sup> Century grant application. St. Mark Youth Enrichment has and continues to provide valuable educational programming to low-income youth and families in Dubuque. As a partner with St. Mark Youth Enrichment, the Northeast Iowa Council fully supports their pursuit of a 21<sup>st</sup> Century grant.

The Northeast Iowa Council, Boy Scouts of America has an established partnership with St. Mark. Also located in Dubuque, the Northeast Iowa Council serves many of the same families of St. Mark. In partnership with St. Mark we are able to meet the many needs of the families we both serve. In the past we have partnered with St. Mark Youth Enrichment by providing a program for young people that builds character, trains them in responsibilities of participating citizenship, and develops personal fitness. In the summer of 2014 we served 37 youth with our partnership with the St. Mark's youth program. This school year we've been able to serve 55 youth with our partnership with St. Mark's. By having this partnership with St. Mark Youth Enrichment we are able to serve our mission of building future leaders of this country by combining educational activities and lifelong values with fun. The Northeast Iowa Council believes that with our partnership with St. Mark Youth Enrichment we're helping youth to build a more conscientious, responsible, and productive society in the greater Dubuque.

We are grateful that St. Mark Youth Enrichment serves the educational needs of elementary students in the community and fully support their grant to expand their summer learning programs.

Sincerely,

Peter Supple

Northeast Iowa Council, Boy Scouts of America



**Donna Loewen**  
Lincoln Elementary School  
Principal  
555 Nevada Street  
Dubuque, Iowa 52001  
Phone 563.552 4050  
dloewen@dbqschools.org

November 24, 2014

Dear Department of Education,

On behalf of Lincoln Elementary School, I am writing this letter of support for St. Mark Youth Enrichment for their 21st Century grant application. St. Mark Youth Enrichment has and continues to provide valuable educational programming to low-income youth and families in Dubuque. As a partner with St. Mark Youth Enrichment, the Lincoln Staff fully supports their pursuit of a 21st Century grant.

Lincoln has an established partnership with St. Mark. Also located in Dubuque, our school serves many of the same families of St. Mark. In partnership with St. Mark, we are able to meet the many needs of the families we both serve. In the past we have partnered with St. Mark Youth Enrichment by benefitting from before and after school enrichment opportunities, hosted summer programming opportunities and many events sponsored by St. Mark. We are grateful that St. Mark Youth Enrichment serves the educational needs of elementary students in the community and fully support their grant to expand their summer learning programs.

Sincerely,

*Donna Loewen*

Donna Loewen, Ph.D.

Principal

Iowa Department of Education  
Grimes State Office Building  
400 E 14<sup>th</sup> Street  
Des Moines, IA 50319-0146

November 1, 2014

Dear Grant Committee,

It is my pleasure to write a letter in support of St. Mark Youth Enrichment's proposal for the 21<sup>st</sup> Century Grant for summer programming.

As a parent, longtime volunteer in our school district, a former Dubuque Community School Board member, and a member of the St. Mark Youth Enrichment Board of Trustees, I have seen first-hand the needs of the students in our district and particularly those of the students in the SINA schools in our downtown area—those served by St. Mark. Typical students in the downtown area live in households with single parents or in households in which both parents must work to support the family. Frequently these parents are away from the home before and after school out of necessity. Summer programs provide many unique opportunities for our students, and help them to at least maintain their skill levels, and most frequently improving reading proficiency during the course of the program.

For over 25 years, St. Mark Youth Enrichment has not only provided a safe place for these children to be, a place where they get homework assistance, socialization, and enhancement activities in a positive nurturing atmosphere but also a place where they have support over the summer to ensure they have the academic structure and support needed to maintain their literacy proficiency. The programs proposed in this grant application will allow this program to continue to provide that positive environment for children. Each program provides age appropriate, hands on interactive experiences designed for academic, social and personal growth and success. Literacy materials are abundant and technology enhances the instruction as an integral part of the programming.

In conclusion, I fully support the efforts of St. Mark Youth Enrichment as they seek a 21<sup>st</sup> CCLC grant for the after school programs in Dyersville and summer programs which will provide many students with the necessary assistance and skill building activities to give them a better start on their way to success.

Sincerely,



Michelle M. Covey  
Board Chair



Ed Glaser  
Audubon Elementary School  
Principal  
605 Lincoln Avenue  
Dubuque, Iowa 52001  
Phone 563.552 3300  
Fax 563.552 3301  
eglaser@dbqschools.org

November 19, 2014

Dear Department of Education,

On behalf of Audubon Elementary School, I am writing this letter of support for St. Mark Youth Enrichment for their 21st Century grant application. St. Mark Youth Enrichment has and continues to provide valuable educational programming to low-income youth and families in Dubuque. As a partner with St. Mark Youth Enrichment, the Audubon Staff fully supports their pursuit of a 21st Century grant.

Audubon has an established partnership with St. Mark. Also located in Dubuque, our school serves many of the same families of St. Mark. In partnership with St. Mark we are able to meet the many needs of the families we both serve. In the past we have partnered with St. Mark Youth Enrichment by benefitting from before and after school enrichment opportunities, hosted summer programming opportunities and many events sponsored by St. Mark. We are grateful that St. Mark Youth Enrichment serves the educational needs of elementary students in the community and fully support their grant to expand their summer learning programs.

Sincerely,

A handwritten signature in cursive script, appearing to read "Ed Glaser", is written over the printed name.

Ed Glaser





203 2nd Street SW • Dyersville, Iowa 52040  
Ph. 563-875-7376 • Fax 563-875-7037

November 5, 2014

To Whom It May Concern:

I write this letter in support of the St. Mark Youth Enrichment Summer Reading Program in Dyersville. Research reveals that it is extremely important for students to read during the summer months. The summer program that St. Mark offers supports this research.

In my experience of working with the St. Mark Youth Enrichment staff last spring in creating a summer reading program, I was pleased to find that the instruction they offered was research based and the sessions offered were lead by certified teachers.

We had several students from our school attend the summer reading program. They found it to be well organized, productive, and enjoyable.

I support the summer reading program because it supports area students and their reading needs.

A handwritten signature in black ink that reads 'Peter Smith'.

Peter Smith  
St. Francis Xavier Principal



**JAMES  
KENNEDY**  
*Public Library*

320 1st Ave E  
Dyersville, Iowa 52040

Phone: 563-875-8912  
Fax: 563-875-6162

November 18, 2014

Dear Department of Education,

On behalf of the James Kennedy Public Library in Dyersville, Iowa, I am writing this letter of support for St. Mark Youth Enrichment for their 21<sup>st</sup> Century grant application. St. Mark Youth Enrichment has and continues to provide valuable educational programming to low-income youth and families in the Dyersville area. As a partner with St. Mark Youth Enrichment, the James Kennedy Public Library fully supports their pursuit of a 21<sup>st</sup> Century grant.

In the summer of 2014, St. Mark Youth Enrichment offered a summer learning program to the at-risk students in Dyersville. This six-week pilot project impacted children and their families and gave them an opportunity to continue to learn during the summer. This program is focused on helping students to maintain their academic proficiency during the summer break from school by providing interactive learning and STEAM programming. As a public library we also strive to support reading, learning, and literacy so partnering with this program is a natural fit.

The plan for 2015 and the future is to grow and expand this program to serve more at-risk students in the Dyersville area. The program is slated to expand to seven weeks and 60 students in 2015. We also fully expect the library's youth services librarian and the library as a whole will become more directly involved in supporting the content and curriculum.

I strongly encourage you to fund this grant submitted by St. Mark Youth Enrichment. They offer an essential program to at-risk students and their families in the Dyersville area.

Thank you for your consideration.

Sincerely,

Shirley Vonderhaar, Library Director

E-mail: [svonderhaar@dyersville.lib.ia.us](mailto:svonderhaar@dyersville.lib.ia.us)  
Web: [www.dyersville.lib.ia.us](http://www.dyersville.lib.ia.us)

Director: Shirley Vonderhaar

Accredited by the State of Iowa, June 2008



November 18, 2014

Department of Education

Dear Department of Education:

The National Mississippi River Museum & Aquarium is in support of St. Mark Youth Enrichment for their 21<sup>st</sup> Century grant application. St. Mark Youth Enrichment has continued to provide valuable educational programming to low-income youth and families in Dubuque. As a partner with St. Mark Youth Enrichment, the National Mississippi River Museum & Aquarium fully supports their pursuit of a 21<sup>st</sup> Century grant.

The Museum & Aquarium has an established partnership with St. Mark, including afterschool programming and summer activities. The National Mississippi River Museum & Aquarium serves many of the same families of St. Mark through the Everybody's Museum Membership Program. We are grateful that St. Mark Youth Enrichment serves the educational needs of elementary students in the community and fully support their grant to expand their summer learning programs.

Sincerely,

Melissa Wersinger  
Membership & Youth Group Manager





30584 Olde Hawkeye Rd. Dyersville, IA 52040  
888-875-2409 or 563-875-2409  
VictoryFordOnline.com

## Dyersville Summer Learning Program

November 10, 2014

To Whom It May Concern,

This past summer, Victory Ford had the honor of co-sponsoring the new Dyersville Summer Learning Program. This program was geared to help local students maintain and improve their reading skills over the summer as the majority of students' reading levels lower during this time.

To introduce the program, Victory Ford donated pizza and beverages for the students and parents who attended the Kick Off Party. We also had the opportunity to participate in the program by being in charge of one of the program's activities. Having chosen the athletics themed week, our mascot, Maxx Mustang, hosted a relay race. This was thoroughly loved and enjoyed by all the children. Another part of the program allowed for one of our Sales Consultants to dress up as a Field of Dreams Ghost Player to read baseball stories to the students.

It was absolutely amazing to help out with this program. The program coordinators were very professional and easy to work with. Everyone at Victory Ford loves to get involved with the community, but this experience truly was hands on. Witnessing the students' excitement was unbelievable, and we cannot wait to be a sponsor next year.

Sincerely yours,

Kaleann Means

*Marketing & Promotions Coordinator*

Kalie Means, Victory Ford Dyersville, IA 52040 563-875-2409



November 7, 2014

To Whom It May Concern,

During the summer of 2014 the Girl Scouts of Eastern Iowa and Western Illinois Dubuque Outreach Program partnered with the St. Mark Summer Learning Programs and the Boy Scouts of America. Together we worked with girls and boys grades kindergarten through fifth grade at Eisenhower and Dyersville Elementary schools.

Working together we were able to reach kids that might not have otherwise gotten to experience our Girl and Boy Scout programming. The St. Mark's Summer Learning Program team is eager and willing to help and very easy to work with. Last summer the kids had varied learning experiences such as: outdoor life, dinosaurs, and music. Having three teams working together each week allowed us pool our resources and ideas and provide an exciting experience for the children.

The Girl Scout Outreach Program of Dubuque looks forward to future partnership opportunities with the St. Marks Summer Learning program.

Sincerely,  
Angela Stark



Angela Stark  
Membership Outreach Coordinator  
Girl Scouts of Eastern Iowa and Western Illinois  
2644 Pennsylvania Avenue  
Dubuque, IA 52001  
T 563-583-9169 x 625  
F 563-588-3630  
[GirlScoutsToday.org](http://GirlScoutsToday.org)  
[Facebook](#) | [Twitter](#)  
[Pinterest](#)

Girl Scouting builds girls of  
courage, confidence,  
and character who make  
the world a better place.

November 3, 2014

To Whom It May Concern:

I am writing this letter in support of the grant for St. Mark Youth Enrichment. In the past year, I have seen first-hand the impact St. Mark programs have had in our community. As a pilot program, the summer learning program that was offered to our at-risk students in Dyersville impacted families and gave them an opportunity to continue to learn in summer that they would not have had otherwise. As a new partner, they work to increase literacy in the youth they serve as well as their families. They also push and effectively show their commitment to building a stronger and more diverse community.

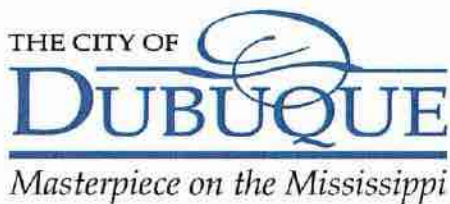
Structured programs such as the ones that St. Mark Youth Enrichment provide, are essential to creating a vibrant and safe community that we have in Dyersville and help us to continue to grow.

I strongly encourage you to support the grant submitted by St. Mark Youth Enrichment. They offer a unique and one of a kind program to students and their families in Dyersville.

Sincerely,



Alvin Haas  
Mayor of Dyersville



Office of the Mayor  
City Hall  
50 West 13<sup>th</sup> Street  
Dubuque, IA 52001-4864  
[www.cityofdubuque.org](http://www.cityofdubuque.org)

November 3, 2014

To Whom It May Concern:

I am writing this letter in support of St. Mark Youth Enrichment's grant application. St. Mark Youth Enrichment is a viable and growing non-profit in our community and benefits and impacts more than just the children who attend the before- and after-school program. Over the years, St. Mark has demonstrated that it is an organization committed to creating long-term positive effects for the entire community. As a partner, they work to increase literacy in the youth they serve as well as their families. They also push and effectively demonstrate their commitment to building a stronger and more diverse community.

Structured programs such as those that St. Mark Youth Enrichment provides are essential to creating the vibrant and safe community that we have in Dubuque. Education and family support are two areas upon which we, as a city focus, and the programs at St. Mark Youth Enrichment help us to meet our goals and vision.

I strongly encourage you to support the grant submitted by St. Mark Youth Enrichment. They offer an essential program to lower socio-economic students and their families in Dubuque.

Sincerely,

Roy D. Buol  
Mayor of Dubuque

**FORM A: SITE INFORMATION**

*Please fill out this section for each site you plan to operate under the grant.*

<b>21CCLC Site Name: St. Mark Youth Enrichment</b>		
<b>Site Address: 1201 Locust Street</b>		
<b>City, State, Zip: Dubuque, IA 52001</b>		
<b>Phone: 563-582-6211</b>		
<b>Site Contact Person: Dawn Cogan</b>		
Feeder School Name(s)	Building Number(s)	#of pupils from this school in 21CCLC program
Audubon Elem., Fulton Elem.,		150
Lincoln Elem., Marshall Elem.,		
Prescott Elem.		
<b>21CCLC Site Name: Dyersville Elementary</b>		
<b>Site Address: 813 12<sup>th</sup> Ave SW</b>		
<b>City, State, Zip: Dyersville, IA 52040</b>		
<b>Phone: 563-875-8484</b>		
<b>Site Contact Person: Linda Martin</b>		
Feeder School Name(s)	Building Number(s)	# of pupils from this school in 21 <sup>st</sup> Century Community Learning Centers Program
Dyersville Elementary		60
<b>21CCLC Site Name:</b>		
<b>Site Address:</b>		
<b>City, State, Zip:</b>		
<b>Phone:</b>		
<b>Site Contact Person:</b>		
Feeder School Name(s)	Building Number(s)	# of pupils from this school in 21CCLC program
<b>21CCLC Site Name:</b>		
<b>Site Address:</b>		
<b>City, State, Zip:</b>		
<b>Phone:</b>		
<b>Site Contact Person:</b>		
Feeder School Name(s)	Building Number(s)	# of pupils from this school in 21CCLC program

*(If more sites are included in the application, please duplicate this form.)*



## FORM B: ASSURANCES & AGREEMENTS REQUIRED OF ALL APPLICANTS

### **Part A: Nondiscrimination**

As the designated applicant agency representative, I certify that the 21<sup>st</sup> Century Community Learning Centers Program will comply with federal and state laws which prohibit discrimination on the basis of gender, race, national origin, disability, age, and religion in educational programs. Multicultural, gender fair approaches will be used in planning and implementing request for applications programs. Programs will provide accommodations to students learning English as a second language.

### **Part B: Use of Funds**

As the designated applicant agency representative, I certify that the 21<sup>st</sup> Century Community Learning Centers Program will primarily target students who attend schools eligible for Title I school wide eligible programs and their families.

### **Part C: Supplement, not Supplant**

As the designated applicant agency representative, I certify that funds from 21st Century Community Learning Centers Program will supplement, not supplant, existing services and funds.

I further certify that funds under this program will be used to increase the level of state, local and other non-federal funds that would, in the absence of these Federal funds, be made available for authorized programs and activities, and will not supplant federal, state, local, or non-federal funds.

### **Part D: Fiscal Control and Accounting Procedures**

As the designated applicant agency representative, I certify that an annual fiscal audit will be conducted and adequate, accurate attendance records will be kept for the 21st Century Community Learning Centers Program. I further certify that the collaborative will 1) submit periodic program and fiscal reports as required by the state fiscal agent, including but not limited to, the number of pupils served, and expenditure of funds for which they were granted; 2) maintain records and provide access to those records when requested by the state fiscal agent; 3) maintain all supporting documentation of the status and results of the initiative for up to three years following completion of the 21CCLC award period.

### **Part E: Control of Funds**

As the designated applicant agency representative, I certify that it assumes responsibility for the control of funds received under this request for applications. It is acceptable to subcontract with another agency for fiscal management of the grant funds.

### **Part F: Program Accountability**

The request for applications program manager or fiscal agent is responsible to notify the Iowa Department of Education immediately any time a deviation occurs or necessity arises to alter any of the goals, program Elements, budget or other sections as stated in the request for applications.

### **Part G: Evaluation and Data Collection**

As the designated applicant agency representative, I certify that the 21st Century Community Learning Centers Program agrees to collect additional data that will be necessary for the evaluation of the 21st Century Community Learning Centers Program, as may be required by the Iowa Department of Education and the U.S. Department of Education, if requested.

### **Part H: Program Site**

As the designated applicant agency representative, I certify that the 21<sup>st</sup> Century Community Learning Centers Program will take place in a safe and easily accessible facility. The program site selected is either an elementary or secondary school-site setting or another location that is at least as available and accessible as the school site.

### **Part I: Collaboration with Schools**

As the designated applicant agency representative, I certify that the 21st Century Community Learning Centers Program was developed and will be carried out in active collaboration with the schools the students attend. Effective integration of the 21CCLC with the regular school day requires that there be a dedicated effort to achieve ongoing communication and articulation of issues between regular school and before and after school staff. Such efforts might include, but are not limited to, combining meetings or training opportunities, identifying preferred methods of communication (e.g., a note in the school mailbox, e-mail, etc.), or case conferencing regarding individual students.

**Part J: Notice to the Community**

As the designated applicant agency representative, I certify that the community to be served by the 21<sup>st</sup> Century Community Learning Centers Program was given prior notice of this applicant's intent to submit an application.

**Part K: Public Review of the Application**

As the designated applicant agency representative, I certify that this application and any waiver requested have been made available for public review.

**Part L: Parent Consent**

As the designated Applicant Agency, I certify that a process will be put in place to obtain parent consent from the parents of students who participate in the proposed Community Learning Center program for the purpose of transferring records between the participant students schools and the proposed program.

The Applicant agrees to meet with project staff at the Iowa Department of Education upon request.


**Part M: Private and Public School Consultation**

As the designated Applicant Agency, I certify that I have consulted with the private and public school(s) within the boundaries of the school(s) that this application proposes to serve. I certify that the proposal meets the requirement that grantees must provide comparable opportunities for the participation of both public- and private-school students in the areas served by the grant. Include names, dates, and signatures on the separate form.

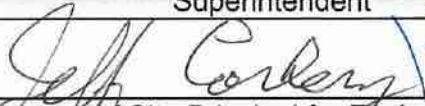
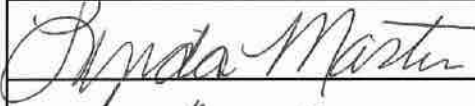


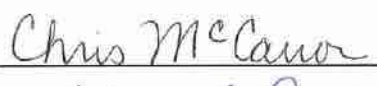


**Part N: Grant Termination (Additional conditions in appendix D)**

Grantees are subject to annual progress review by the Iowa Department of Education. The department may terminate a grant with a 10 day notice as a result of a non-compliance issue(s).

**Certification:** As the authorized representative of the Applicant Agency, and on behalf of the 21st Century Community Learning Centers Program, I agree to fulfill all of the above agreements and conditions.

Signature of Applicant Agency Representative on behalf of the 21st Century Community Learning Centers Program	Applicant Agency Name
	St. Mark Youth Enrichment

**Certification:** As the designated local education agency representative, I agree to fulfill all of the above agreements and conditions. In addition, I certify that the local education agency (school and district) agrees to collect and share with program partner agencies additional education achievement data, attendance and other requested data that will be necessary for the evaluation of the 21st Century Community Learning Centers Program, as may be required by the Iowa Department of Education.

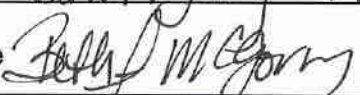
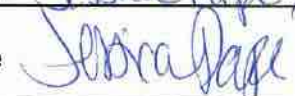
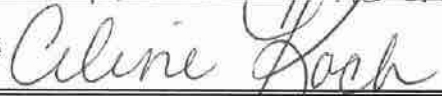



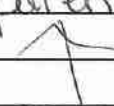

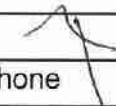



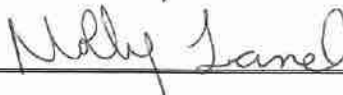
Signature of Local Education Agency Superintendent	Local Education Agency Name
	Western Dubuque <sup>Dubuque Community Schools</sup>
Signature of Site Principal for Each 21 <sup>st</sup> Century Community Learning Centers-Funded Site	Site Name
	Depersville Elementary
	Marshall Elementary School
	LINCOLN School
	Prescott School
	Audubon School
	Fulton School



### FORM C: COLLABORATIVE SIGNATURES

Every 21CCLC program shall be developed, implemented, evaluated, and sustained through a collaborative process that includes parents, youth, and representatives of participating school sites (e.g., classroom teachers, custodial staff, support staff, etc.), governmental agencies, such as city and county parks and recreation departments, community organizations, and the private sector.

**Applications only allowed up to five (5) additional pages for signatures.**

Name/Signature		Agency Affiliation	
Name/Title	Beth McGarry VP	Agency	Dubuque Jaycees
Signature		Address	48 Box 63
		City/Zip	Dubuque 52001   Phone 612-205-1123
Name/Title	Jessica Page / VP	Agency	Young Professionals of Dubuque
Signature		Address	300 Main Street
		City/Zip	Dubuque 52001   Phone 563-920-9206
Name/Title	Celine Koch / student	Agency	University of Dubuque
Signature		Address	2000 University Ave
		City/Zip	Dubuque, 52001   Phone 563-581-3069
Name/Title	Mack Patrick / student	Agency	Wartburg Theological Seminary
Signature		Address	333 Wartburg Pl
		City/Zip	Dubuque, 52003   Phone 303-918-9028
Name/Title		Agency	parent
Signature		Address	
		City/Zip	   Phone 
Name/Title	Sammie Williams Care giver	Agency	parent
Signature		Address	LEO JANZEWITZ DR
		City/Zip	Dubuque IA   Phone 563-258-2581
Name/Title	CLARK MERKEL	Agency	parent!
Signature		Address	920 ROOSEVELT ST
		City/Zip	Dubuque IA   Phone 563-573-6876
Name/Title	Brett Kille	Agency	Loras College
Signature		Address	1450 Alta Vista St
		City/Zip	Dubuque 52001   Phone 630 306 7738
Name/Title	Molly Lanel	Agency	Loras College
Signature		Address	1450 Alta Vista St
		City/Zip	Dubuque / 52001   Phone 608-778-4420




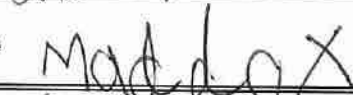

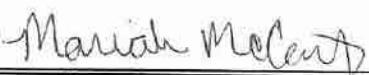







### FORM C: COLLABORATIVE SIGNATURES

Every 21CCLC program shall be developed, implemented, evaluated, and sustained through a collaborative process that includes parents, youth, and representatives of participating school sites (e.g., classroom teachers, custodial staff, support staff, etc.), governmental agencies, such as city and county parks and recreation departments, community organizations, and the private sector.


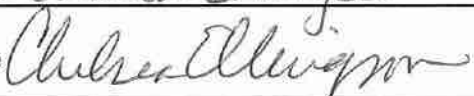

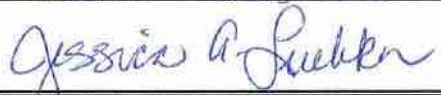


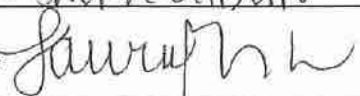


**Applications only allowed up to five (5) additional pages for signatures.**

Name/Signature		Agency Affiliation	
Name/Title	Matthew Drake	Agency	Parent
Signature		Address	1573 1/2 Elm St Dubuque
		City/Zip	52001 Phone 420-397-6433
Name/Title	Mikenzie Drake	Agency	Kid
Signature		Address	
		City/Zip	Phone
Name/Title	Megan Lund	Agency	Parent
Signature		Address	
		City/Zip	Phone
Name/Title	Maddox Drake	Agency	Child
Signature		Address	
		City/Zip	Phone
Name/Title	Micah Drake	Agency	Child
Signature		Address	
		City/Zip	Phone
Name/Title		Agency	Loras
Signature		Address	450 Alta Vista St
		City/Zip	Dubuque 52001 Phone 712-541-0428
Name/Title	Stacey L Hines	Agency	American Trust
Signature		Address	895 Main Street
		City/Zip	Dubuque 52001 Phone 563-582-1841
Name/Title	Liza Johnson	Agency	University of Dubuque
Signature		Address	2000 University Ave
		City/Zip	Dubuque / 52001 Phone 563-589-3000
Name/Title	Kyle Kumpf	Agency	VFB
Signature		Address	16875 NEWARK CT
		City/Zip	PCONTA / 52068 Phone 563-543-9509

### FORM C: COLLABORATIVE SIGNATURES

Every 21CCLC program shall be developed, implemented, evaluated, and sustained through a collaborative process that includes parents, youth, and representatives of participating school sites (e.g., classroom teachers, custodial staff, support staff, etc.), governmental agencies, such as city and county parks and recreation departments, community organizations, and the private sector.

**Applications only allowed up to five (5) additional pages for signatures.**





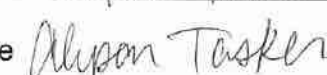


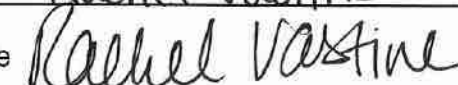
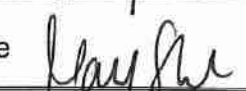
Name/Signature		Agency Affiliation	
Name/Title	Deel. Const	Agency	Dubuque Bank's Trust
Signature		Address	Bas Central Ave
		City/Zip	DBQ 5204 Phone 563-587-3817
Name/Title	Chelsea Ellingson	Agency	March of Dimes
Signature		Address	350 N Grandview Ave Ste 3332
		City/Zip	Dubuque 52001 Phone 563-589-2322
Name/Title	Lisa Bowers	Agency	American Trust
Signature		Address	895 Main St
		City/Zip	Dubuque Phone 563-582-1841
Name/Title	JESSICA LUEBKER	Agency	Dubuque Community Schools
Signature		Address	1450 Rhombert St.
		City/Zip	Iowa 52001 Phone 563-552-4100
Name/Title	Carol Suehr	Agency	Dubuque Community Schools
Signature		Address	2300 Chaney Road
		City/Zip	Dubuque 52001 Phone 563-552-5772
Name/Title	Heather Gulenberg	Agency	Dubuque Community Schools
Signature		Address	2300 Chaney Rd
		City/Zip	Dubuque 52003 Phone 552-5778
Name/Title	LAURA GIBVIN	Agency	Prudential Financial
Signature		Address	500 Main St
		City/Zip	Dubuque IA 52001 Phone (563) 585-1235
Name/Title	Shannon Faust	Agency	Prudential Financial
Signature		Address	500 Main St
		City/Zip	Dubuque Ia 52001 Phone (563) 585-6899
Name/Title	Katherine Van Buer	Agency	Clarke University
Signature		Address	1550 Clarke Dr MS 1072
		City/Zip	Dubuque IA Phone (563) 321-9982



### FORM C: COLLABORATIVE SIGNATURES

Every 21CCLC program shall be developed, implemented, evaluated, and sustained through a collaborative process that includes parents, youth, and representatives of participating school sites (e.g., classroom teachers, custodial staff, support staff, etc.), governmental agencies, such as city and county parks and recreation departments, community organizations, and the private sector.





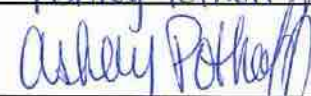
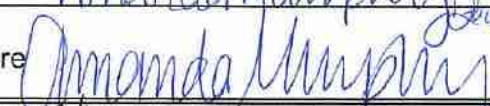

**Applications only allowed up to five (5) additional pages for signatures.**

Name/Signature		Agency Affiliation	
Name/Title	Heather Blackmore	Agency	Mentor Dubuque Mentor
Signature		Address	1655 N. Grandview Ave.
		City/Zip	Dubuque IA 52001
		Phone	815-821-2571
Name/Title	Tricia Paar	Agency	Mercy Medical Center
Signature		Address	820 Lincoln Ave
		City/Zip	Dubuque 52001
		Phone	563-590-8058
Name/Title	Scott Breitfelder	Agency	Dubuque Wood Floors & More
Signature		Address	1365 Solon St.
		City/Zip	Dubuque 52001
		Phone	563-542-2607
Name/Title	Adrienne Scott	Agency	Circles
Signature		Address	1365 Solon St.
		City/Zip	Dubuque/82001
		Phone	919-757-2340
Name/Title	Alyson Tasker	Agency	Five Flags Center
Signature		Address	405 Main St.
		City/Zip	Dubuque 52001
		Phone	563-590-6133
Name/Title	Mark Ehlers	Agency	Dubuque Comm. Schools
Signature		Address	3397 Ashley Lane
		City/Zip	52002
		Phone	563-599-8363
Name/Title	Nathan Runde	Agency	CWCM Law Firm
Signature		Address	2080 Southpark Ct
		City/Zip	Dubuque 52001
		Phone	563 582-2926
Name/Title	Rachel Vastine	Agency	Iowa Mentoring Partnership
Signature		Address	200 E Grand Ave
		City/Zip	Des Moines 50319
		Phone	
Name/Title	Mary Sheke	Agency	Whitaker Tire
Signature		Address	200 E Grand Ave
		City/Zip	Des Moines
		Phone	773-2253

### FORM C: COLLABORATIVE SIGNATURES

Every 21CCLC program shall be developed, implemented, evaluated, and sustained through a collaborative process that includes parents, youth, and representatives of participating school sites (e.g., classroom teachers, custodial staff, support staff, etc.), governmental agencies, such as city and county parks and recreation departments, community organizations, and the private sector.

**Applications only allowed up to five (5) additional pages for signatures.**


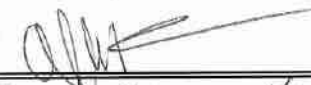



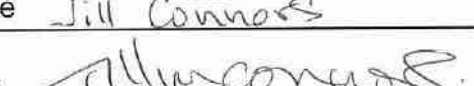
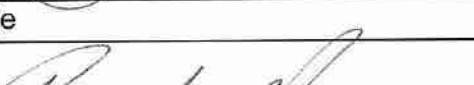
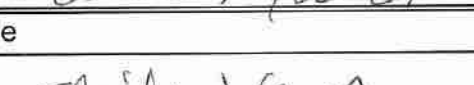
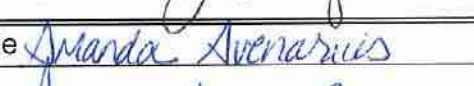
Name/Signature		Agency Affiliation	
Name/Title	Isaac Boyd, Para	Agency	Dubuque Community School District
Signature		Address	1555 Main St. Apt. 2
		City/Zip	Dubuque, IA 52001-7421   Phone 563-581-1606
Name/Title	Lisa Anglin, Para	Agency	St Marks
Signature		Address	1201 Locust St.
		City/Zip	Dubuque 52001   Phone
Name/Title	Bryan Milroy, Site Lead	Agency	St. Marks
Signature		Address	1201 Locust St
		City/Zip	Dubuque 52001   Phone
Name/Title	Rachel Lamb, Para	Agency	St. Mark
Signature		Address	1201 Locust St.
		City/Zip	Dubuque, IA   Phone
Name/Title	Jonathan Dolan, Para	Agency	St. Mark
Signature		Address	1201 Locust St
		City/Zip	Dubuque IA   Phone
Name/Title	Ashley Potkoff, Para	Agency	St Mark
Signature		Address	1201 Locust St
		City/Zip	Dubuque, IA   Phone
Name/Title	Amanda Murphy, Site Lead	Agency	1201 Locust St. ↗
Signature		Address	St. Mark ↖
		City/Zip	Dubuque IA   Phone
Name/Title	Mark Dell, Service Support Tech.	Agency	Alliance Pipeline
Signature		Address	7928 Coyote Court
		City/Zip	Dubuque IA   Phone 563-357-6089
Name/Title	Melanie Dell, Ed. Coord.	Agency	St. Mark
Signature		Address	1201 Locust Street
		City/Zip	Dubuque, IA   Phone 563-582-6211



### FORM C: COLLABORATIVE SIGNATURES

Every 21CCLC program shall be developed, implemented, evaluated, and sustained through a collaborative process that includes parents, youth, and representatives of participating school sites (e.g., classroom teachers, custodial staff, support staff, etc.), governmental agencies, such as city and county parks and recreation departments, community organizations, and the private sector.

**Applications only allowed up to five (5) additional pages for signatures.**

Name/Signature		Agency Affiliation	
Name/Title	Josh Jasper / Co-Founder	Agency	Resources Unite
Signature	 Resources Unite	Address	2728 Ashbury Rd
		City/Zip	Dubuque 52001   Phone 563-581-2850
Name/Title	Abby Finkehanes	Agency	State Representative Iowa House
Signature		Address	1040 Rush St.
		City/Zip	Dubuque, IA 52003   Phone 563-530-0553
Name/Title	NANCY VAN MULLIGAN	Agency	Comm FDN of Gr. DBQ
Signature		Address	700 Locust Suite
		City/Zip	DBQ 52001   Phone 563-588-2700
Name/Title	Anthony Schmidt	Agency	Ferrelon Pl Community Coffee
Signature		Address	689 Ferrelon Pl
		City/Zip	Dubuque   Phone 563-447-0774
Name/Title	Calvin Jones	Agency	
Signature		Address	2837 Arbor Hill Dr
		City/Zip	Dubuque 52001   Phone 864-246-9844
Name/Title	Jill Connors	Agency	City of Dubuque
Signature		Address	50 W. 13th St.
		City/Zip	DBQ IA 52001   Phone 563-589-4393
Name/Title		Agency	MaximusPhat
Signature		Address	780 Cadby Dr
		City/Zip	Dbq 52001   Phone 563-590-4453
Name/Title		Agency	
Signature		Address	2973 castle woods Ln
		City/Zip	Dbq IA 52001   Phone 563-597-7836
Name/Title	Manda Avenarius	Agency	Womans Leadership Network
Signature		Address	
		City/Zip	DBQ 52001   Phone 563-581-6211x105

FORM D1: 21CCLC APPLICATION FUNDING REQUEST SUMMARY

21CCLC TOTAL FUNDING REQUEST (Before and/or After School and Summer Program Funds)		
Number of program sites included in this application:	Total number of students being served (all sites for one year):	Total three-year funding request (all sites):
2	210	\$220,500
	Total first-year funding request (all sites):	
	\$73,500	

FUNDING FOR EACH SITE INCLUDED IN THIS APPLICATION

NOTE: A program site may serve students from many schools. For example, a location that serves students from three (3) different schools would be considered one Program Site.

Name of Program Site	Year 1 Funding Request	Year 2 Funding Request	Year 3 Funding Request	Total Funding Request (3-year total)	Number of Students Served per site per year
Dubuque-St. Mark	\$ 52,500	\$52,500	\$52,500	\$157,500	150
Dyersville Elementary	\$21,000	\$21,000	\$21,000	\$63,000	60
	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	

TOTAL NUMBER OF STUDENTS SERVED PER YEAR: 210

**FORM D2: 21ST CENTURY COMMUNITY LEARNING CENTERS GRANT PROGRAM BUDGET**

**Applicant Agency** St. Mark Youth Enrichment **Site:** Dubuque-St. Mark Youth Enrichment

**Directions:** Provide a proposed budget for each proposed program site. Totals are to be listed on Form D1.

**Restrictions:** Please refer to Section II C of the RFA for specific budget restrictions. Number of Students Served: 150

Category	Year 1		Year 2		Year 3		Totals
	Student Program	Family Literacy	Student Program	Family Literacy	Student Program	Family Literacy	
Personnel	43,000	1,400	43,000	1,400	43,000	1,400	133,200
Staff Travel	250	35	250	35	250	35	855
Materials	2,100	100	2,100	100	2,100	100	6600
Professional Development (minimum 4% per year)	2,050	140	2,050	140	2,050	140	6,570
Student Access, Transportation etc. (maximum 8% per year)	650	50	650	50	650	50	2100
Evaluation (about 4% per year)	2,050	140	2,050	140	2,050	140	6,570
Administrative/ Indirect Costs (maximum 8% per year)	500	35	500	35	500	35	1,605
<b>Totals</b>	<b>50,600</b>	<b>1,900</b>	<b>50,600</b>	<b>1,900</b>	<b>50,600</b>	<b>1,900</b>	

*Required: One form D2 per site. Please reproduce this page for each site included in the application. CONTINUATION GRANTEEES MUST ALSO SUBMIT FORM D4. SEE THE APPENDIX ON CONTINUATION GRANTS FOR THE FORM.*



**FORM D2: 21ST CENTURY COMMUNITY LEARNING CENTERS GRANT PROGRAM BUDGET**

**Applicant Agency** St. Mark Youth Enrichment Site: Dyersville Elementary

**Directions:** Provide a proposed budget for each proposed program site. Totals are to be listed on Form D1.

**Restrictions:** Please refer to Section II C of the RFA for specific budget restrictions. Number of Students Served: 60

Category	Year 1		Year 2		Year 3		Totals
	Student Program	Family Literacy	Student Program	Family Literacy	Student Program	Family Literacy	
Personnel	17,800	170	17,800	170	17,800	170	53,910
Staff Travel	100	15	100	15	100	15	345
Materials	670	50	670	50	670	50	2,160
Professional Development (minimum 4% per year)	780	60	780	60	780	60	2,520
Student Access, Transportation etc. (maximum 8% per year)	250	50	250	50	250	50	900
Evaluation (about 4% per year)	780	60	780	60	780	60	2,520
Administrative/ Indirect Costs (maximum 8% per year)	200	15	200	15	200	15	645
<b>Totals</b>	20,580	420	20,580	420	20,580	420	

*Required: **One form D2 per site.** Please reproduce this page for each site included in the application. CONTINUATION GRANTEEES  
MUST ALSO SUBMIT FORM D4. SEE THE APPENDIX ON CONTINUATION GRANTS FOR THE FORM*

### FORM D3: APPLICANT AGENCY'S FISCAL RESOURCE INFORMATION

It is recommended that each applicant, including school districts, public entities, or government agencies, possess sufficient fiscal resources in order to start up and operate the program being requested for a period of up to three months.

Check this box if you are a public entity, (e.g., a local education agency, state college or university, community college, or a governmental entity), and identify your agency's funding source within your organization (e.g., budget line item number, account number, or any other applicable reference,) that will be used to start up and operate the program for up to three months.

Check this box if you are a private nonprofit organization, private for profit organization, community-based organization, or Tribal Council. In this section, list and describe fiscal resources (cash, line of credit, emergency loans, etc) the agency has or can access to cover initial start up and operating costs, or as may be necessary for program operation. Fiscal resource information should be specific (e.g., bank or lender names; name of the holder of the account.)\*

Dupaco Community Credit Union – 3299 Hillcrest Rd, Dubuque, IA 52002 – 563-557-7600

Names on Account: Dawn Cogan, Dawn McCoy, Carla Waterman

Account balance on 12/8/2014 is \$630,318.34 and is made up of:

Savings/Asset Builder \$26.10

Investors Choice \$509,262.42

Business Checking \$43,913.75

21<sup>st</sup> Century –S18.1 \$77,116.07

American Trust – 895 Main Street, Dubuque, IA 52001 – 563-582-1841

Apples for Students Checking and Savings \$47,159.73 (Restricted)

Capital Fund Drive \$61,421.57 (Restricted)

\* Note: If you do not have the financial resources available equal to the amount of funding you are requesting, you do not have the financial capacity for this project.

Agencies that do not have adequate fiscal resources on hand are eligible to participate in the application process. However, the applicant must describe in this section the agency's plan to secure the necessary fiscal resources for this program application.

\* Note: Agencies must validate their resources before any award can be made.

### FORM E: MINORITY IMPACT STATEMENT

Pursuant to 2008 Iowa Acts, HF 2393, Iowa Code Section 8.11, all grant applications submitted to the State of Iowa which are due beginning January 1, 2009 shall include a Minority Impact Statement. This is the state's mechanism to require grant applicants to consider the potential impact of the grant project's proposed programs or policies on minority groups.

**Please choose the statement(s) that pertains to this grant application. Complete all the information requested for the chosen statement(s).**

The proposed grant project programs or policies could have a disproportionate or unique **positive** impact on minority persons. Describe the positive impact expected from this project:

Students at the majority of targeted schools are of low socio-economic status and more racially diverse than the rest of the county. These schools have a disproportionate percentage of students who are eligible for free or reduced-price lunches.

The National Summer Learning Association reports that more than half of the achievement gap between lower- and higher-income youth can be explained by unequal access to summer learning opportunities. According to Dubuque's Campaign for Grade-Level Reading, approximately one out of every three Dubuque students is not reading proficiently by the end of 3<sup>rd</sup> grade. Of these students, 50% are entitled and the rest are overwhelmingly black, male and are eligible for free/reduced lunch.

Needs assessments in Dubuque County have identified that the biggest challenge facing Dubuque is the disproportionate achievement rates of minority students/students in poverty. St. Mark serves a large percentage of these elementary-school aged students. Approximately half of these students have demonstrated low proficiency in reading and math skills. Targeted schools also have free/reduced lunch rates ranging from 44.8%-87.5%. Students St. Mark serves have greater social-emotional development needs, require access to community partner enrichment resources to bridge achievement gaps, and benefit greatly from family literacy engagement activities.

St. Mark summer programs will continue to meet the needs of these targeted students by providing a safe environment with certified teachers and caring adults for students in K-6<sup>th</sup> grade. St. Mark will provide innovative enrichment and learning activities and access to tools students need to reach their full potential.



Indicate which group is impacted:

- |   |   |
|---|---|
| <input type="checkbox"/> Women                        | <input type="checkbox"/> American Indians         |
| <input type="checkbox"/> Asians                       | <input checked="" type="checkbox"/> Latinos       |
| <input type="checkbox"/> Persons with a Disability    | <input type="checkbox"/> Alaskan Native Americans |
| <input checked="" type="checkbox"/> Pacific Islanders | <input checked="" type="checkbox"/> Other         |
| <input checked="" type="checkbox"/> Blacks            |   |

- The proposed grant project programs or policies could have a disproportionate or unique **negative** impact on minority persons. Describe the negative impact expected from this project:

Present the rationale for the existence of the proposed program or policy:

Provide evidence of consultation of representatives of the minority groups impacted:

Indicate which group is impacted:

- |  |   |
|--|---|
| <input type="checkbox"/> Women                     | <input type="checkbox"/> American Indians         |
| <input type="checkbox"/> Asians                    | <input type="checkbox"/> Latinos                  |
| <input type="checkbox"/> Persons with a Disability | <input type="checkbox"/> Alaskan Native Americans |
| <input type="checkbox"/> Pacific Islanders         | <input type="checkbox"/> Other                    |
| <input type="checkbox"/> Blacks                    |   |

- The proposed grant project programs or policies are **not expected to have a** disproportionate or unique impact on minority persons. Present the rationale for determining no impact:

I hereby certify that the information on this form is complete and accurate, to the best of my knowledge:

Name:     Dawn Cogan    

Title:     Executvie Director    

### Definitions

"Minority Persons", as defined in Iowa Code Section 8.11, mean individuals who are women, persons with a disability, Blacks, Latinos, Asians or Pacific Islanders, American Indians, and Alaskan Native Americans.

*"Disability", as defined in Iowa Code Section 15.102, subsection 5, paragraph "b", subparagraph (1):b. As used in this subsection:*


(1) *"Disability"* means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of physical or mental impairment that substantially limits one or more of the major life activities of the individual, or being regarded as an individual with a physical or mental impairment that substantially limits one or more of the major life activities of the individual.

*"Disability"* does not include any of the following:

- (a) Homosexuality or bisexuality.
- (b) Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments or other sexual behavior disorders.
- (c) Compulsive gambling, kleptomania, or pyromania.

(d) Psychoactive substance abuse disorders resulting from current illegal use of drugs.  
"State Agency", as defined in Iowa Code Section 8.11, means a department, board, bureau, commission, or other agency or authority of the State of Iowa.

**FORM F: PRIVATE SCHOOL CONSULTATION MEETING LOG**

	<b>Private School Consultation Meeting Log</b>
	<b>Date</b> 11/18/14 <b>Time</b> 3:30 pm <b>Location</b> St. Francis Xavier, Dyersville

**Meeting called by:** St. Mark Youth Enrichment **Type of meeting:** in-person  
**Attendees:** (Attach attendance sign-in sheet) ~~Dawn Logan~~, Jessica Papp, Peter Smith

----- Agenda Topics -----		
<b>Welcome</b> [Insert Name] [Insert time allocation]		
<b>Discussion:</b> Peter and I discussed the grant and the process. St. Francis Xavier was involved in the pilot program last year and he was very happy with it.		
<b>Conclusions:</b> He supports the grant and program		
<b>Action Items:</b> N/A	<b>Person responsible:</b> N/A	<b>Deadline:</b> N/A
<b>Resources for Non-Public Schools</b> [Insert Name] [Insert time allocation]		
<b>Discussion:</b> Currently, this program is the only of its kind in the Dyersville area and we are happy to work together.		
<b>Conclusions:</b> Peter will work to get even more students involved this coming summer		
<b>Action Items:</b> N/A	<b>Person responsible:</b> N/A	<b>Deadline:</b> N/A



[continues on next page]

<b>Consultation Procedures</b> [Insert Name] [Insert time allocation]		
<u>Discussion:</u> Peter and I discussed the results from last summer and I shared that we intend to lead a very similar program but be able to expand it		
<u>Conclusions:</u> and allow more rural students to take part.		
<u>Action Items:</u> NA	<u>Person responsible:</u> N/A	<u>Deadline:</u> N/A
<b>Questions</b> All Staff [Insert time allocation]		
<u>Discussion:</u> No questions at this time		
<u>Conclusions:</u>		
<u>Action Items:</u> N/A	<u>Person responsible:</u> N/A	<u>Deadline:</u> N/A

**Other Information**

<b>Resource persons:</b>	
<b>Special notes:</b>	

Note: This is not an official U.S. Department of Education document. Adapted with permission from NCLB *Private School Services, Local Education Agency Resource Guide, A Handbook for District Administrators*, Orange County, Calif., Department of Education, 2006.

Note: Outcomes for your consultation: A) Services will be provided, name site, and number of children to be served, B) Services were declined.

Private School Consultation Meeting Attendance

Date:

Name:


School/Organization:

1. Jessica Page
2. Pat Smith

St. Mark Youth Enrichment  
St. Francis Xavier School

- 3.
- 4.
- 5.

FORM F: PRIVATE SCHOOL CONSULTATION MEETING LOG

	<b>Private School Consultation Meeting Log</b>
	<b>Date</b> 11/12/14 <b>Time</b> 1:00 pm <b>Location</b> Dubuque Lutheran School

Meeting called by: St. Mark Youth Enrichment Type of meeting: in person  
 Attendees: (Attach attendance sign-in sheet) Dawn Cogam, Jessica Paape, Linda Nudd

----- Agenda Topics -----		
<b>Welcome</b>	[Insert Name]	[Insert time allocation]
<b>Discussion:</b> Discussed what St. Mark summer programs look like Evaluation measures and recruiting students		
<b>Conclusions:</b> Mrs. Nudd was very interested in the program and having more students attend from their school.		
<b>Action Items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
Send flyers/registration to DLS	Jessica Paape	4/30/2015
- identify students + teachers for the program	- Linda Nudd	- 4/30/2015
<b>Resources for Non-Public Schools</b>	[Insert Name]	[Insert time allocation]
<b>Discussion:</b> Mrs. Nudd stated that they use tutors to work with students. In the past the school used Coras for Literacy which is no longer available.		
<b>Conclusions:</b> Suggested we also talk to David Salzer at Coras		
<b>Action Items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
Look into Coras for Literacy as	Jessica Paape	12/30/14
- a resource	-	-

[continues on next page]

<b>Consultation Procedures</b> [Insert Name]      [Insert time allocation]		
Discussion: <u>Jessica will send information on the program to Linda Nudd as it comes available. Linda will pass it on to parents + to teachers who could lead the program.</u>		
Conclusions: _____		
<u>Action Items:</u>	<u>Person responsible:</u>	<u>Deadline:</u>
<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
<b>Questions</b> All Staff      [Insert time allocation]		
Discussion: <u>There were no questions at this time and it seems to be a great relationship</u>		
Conclusions: _____		
<u>Action Items:</u>	<u>Person responsible:</u>	<u>Deadline:</u>
<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

**Other Information**

<b>Resource persons:</b>	
<b>Special notes:</b>	

Note: This is not an official U.S. Department of Education document. Adapted with permission from NCLB *Private School Services, Local Education Agency Resource Guide, A Handbook for District Administrators*, Orange County, Calif., Department of Education, 2006.

Note: Outcomes for your consultation: A) Services will be provided, name site, and number of children to be served, B) Services were declined.



Private School Consultation Meeting Attendance

Date: 11/12/2014

Name:

1. Dawn Cogan

School/Organization:

St. Mark Youth Enrichment

2. Jessica Pape

St. Mark Youth Enrichment


3. Linda Nudd

Dubuque Lutheran School

4.

5.

FORM F: PRIVATE SCHOOL CONSULTATION MEETING LOG

	<b>Private School Consultation Meeting Log</b>
	<b>Date</b> 11/17/2014 <b>Time</b> 2:00 pm <b>Location</b> Holy Family Schools

Meeting called by: St. Mark Youth Enrichment Type of meeting: in person  
 Attendees: (Attach attendance sign-in sheet) Dawn Cogan, Jessica Pape, Carol Trigg

----- Agenda Topics -----		
<b>Welcome</b> [Insert Name] [Insert time allocation]		
<b>Discussion:</b> Summer Programs offered by Holy Family Schools. Online math Program and summer camps		
<b>Conclusions:</b> Very open to sharing additional resources with families		
<b>Action Items:</b> send flyers/information to Holy Family -	<b>Person responsible:</b> Jessica Pape - Rosemarie	<b>Deadline:</b> 4/30/2015 -
<b>Resources for Non-Public Schools</b> [Insert Name] [Insert time allocation]		
<b>Discussion:</b> Have Summer camps available. open to giving families opportunities that are at there		
<b>Conclusions:</b>		
<b>Action Items:</b> Share info with family -	<b>Person responsible:</b> Carol Trigg -	<b>Deadline:</b> 4/30/15 -

[continues on next page]

<b>Consultation Procedures</b> [Insert Name]      [Insert time allocation]		
Discussion: <u>Jessica will send information on the program to Carol Truog as it comes available. Carol will pass it on to parents who have kids who could benefit from program.</u>		
Conclusions: _____		
<u>Action Items:</u> N/A -	<u>Person responsible:</u> N/A -	<u>Deadline:</u> N/A -
<b>Questions</b> All Staff      [Insert time allocation]		
Discussion: <u>No questions!</u>		
Conclusions: _____		
<u>Action Items:</u> N/A -	<u>Person responsible:</u> N/A -	<u>Deadline:</u> N/A -

**Other Information**

<b>Resource persons:</b>	
<b>Special notes:</b>	

Note: This is not an official U.S. Department of Education document. Adapted with permission from NCLB *Private School Services, Local Education Agency Resource Guide, A Handbook for District Administrators*, Orange County, Calif., Department of Education, 2006.

Note: Outcomes for your consultation: A) Services will be provided, name site, and number of children to be served, B) Services were declined.

Private School Consultation Meeting Attendance

Date:

Name:

1. Dawn Cogan

2. Carol Jung

3. Jessica Page

4.

5.

School/Organization:

St. Mark Youth Enrichment

Holy Family Catholic Schools

St. Mark Youth Enrichment