



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: ARTE Inc.

Doing Business As, if applicable: N/A

Business Address: 26 Atwater Street, New Haven CT, 06513

Business Phone: 203-469-4536

Business email: arteinc@comcast.net

Funding Source & Acct # including location code:

- ARP ESSER III C/O
 - o 2553-6399-56694-0444 (\$28,350.00- FAME)
 - o 2553-6399-56694-0444 (\$18,900.00 John C. Daniel)
 - o 2553-6399-56694-0444 (\$18,900.00 Truman)
 - o 2553-6399-56694-0444 (\$18,900.00 Troup)

Principal or Supervisor: Gemma Joseph Lumpkin

Agreement Effective Dates: From 11/14/2023. To 06/30/2024

Hourly rate or per session rate or per day rate.

- \$350.00 a session
 - o 81 sessions FAME (\$28,350.00)
 - o 54 sessions John C. Daniels (\$18,900.00)
 - o 54 sessions Truman (\$18,900.00)
 - o 54 sessions Troup (\$18,900.00)

Total amount: \$85,050.00

Description of Service: Please provide a one or two sentence description of the service. *Please do not write "see attached."*

- ARTE will provide after-school programming for up to (20) students from Family Academy of Multilingual Exploration (FAME), John C. Daniels, Truman, and Troup. ARTE will be providing a total of 243 sessions, servicing up from November 14, 2023, until June 30, 2024. Activities will vary from Arts and crafts projects, Cultural Dance instruction, Sports and Physical Fitness, Language Arts, and various games that encourage active thinking. ARTE's programming will provide opportunities for students to enhance their critical thinking skills. The Arts program will consistently engage multiple skills and abilities that develop the students' imagination, and judgment while enhancing their academic progression.

Submitted by: Gemma Joseph Lumpkin Phone: 475-220-1060



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Gemma Joseph Lumpkin
Date: 10/16/23
Re: ARTE Inc.

Please ***answer all questions and attach any required documentation as indicated below.*** Please have someone **ready to discuss** the details of each question during the Finance & Operations meeting or this proposal might not be advanced for consideration by the full Board of Education.

1. **Contractor Name:** ARTE Inc.
2. **Description of Service:** ARTE will provide after-school programming for up to (20) students from Family Academy of Multilingual Exploration (FAME), John C. Daniels, Truman, and Troup. ARTE will be providing a total of 243 sessions, servicing up from November 14, 2023, until June 30, 2024. Activities will vary from Arts and crafts projects, Cultural Dance instruction, Sports and Physical Fitness, Language Arts, and various games that encourage active thinking. ARTE's programming will provide opportunities for students to enhance their critical thinking skills. The Arts program will consistently engage multiple skills and abilities that develop the students' imagination, and judgment while enhancing their academic progression.
3. **Amount** of Agreement and hourly or session cost: \$85,050
 - a. 81 sessions FAME (\$28,350.00)
 - b. 54 sessions John C. Daniels (\$18,900.00)
 - c. 54 sessions Truman (\$18,900.00)
 - d. 54 sessions Troup (\$18,900.00)
4. **Funding Source** and account number: ARP ESSER III C/O
 - a. 2553-6399-56694-0444
5. Approximate number of staff served through this program or service: 0
6. Approximate number of students served through this program or service: 60 students
7. **Continuation/renewal or new Agreement?**

Answer all questions:

 - a. If continuation/renewal, has the cost increased? If yes, by how much?

- i. Renewal, increased cost of \$100
- b. What would an alternative contractor cost:
 - i. Based off local vendors, similar services range approximately from \$300-\$450 per session.
- c. If this is a continuation, when was the last time alternative quotes were requested?
 - i. April 2023 through RFQ process.
- d. For new or continuation: is this a service existing staff could provide. If no, why not?
 - i. No, ARTE offers specific youth engagement activities held after school to assure students have opportunities to get involved and enhance critical thinking/improve their development.

8. Type of Service:

Answer all questions:

- a. Professional Development?
 - i. N/A
 - ii. If this is a professional development program, can the service be provided by existing staff? If no, why not?
- b. After School or Extended Hours Program?
 - i. After School
- c. School Readiness or Head Start Programs?
 - i. N/A
- d. Other: (Please describe)

9. Contractor Classification:

Answer all questions:

- a. Is the Contractor a Minority or Women Owned Business?
 - i. Minority
- b. Is the Contractor Local?
 - i. Yes, New Haven.
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national?
 - i. Yes, local.
- d. Is the Contractor a public corporation?
 - i. No
- e. Is this a renewal/continuation Agreement or a new service?
 - i. Renewal
- f. If it is a renewal/continuation has cost increased? If yes, by how much?
 - i. Increased cost of \$100.00
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain:
 - i. No

10. Contractor Selection: In this section, please describe the selection process, including other sources considered and the rationale for selecting the contractor. Please answer all questions:

- a. What specific skill set does this contractor bring to the project? Please attach a copy of the contractor's resume if an individual or link to contractor website if a company:

- i. ARTE is deeply rooted in the New Haven Community providing youth and families with education programming that engages and exposes them to mentorship, social emotional development, team building, and cultural awareness. Through hands-on activities, ARTE aims to deliver purposeful, supportive, and meaningful learning experiences.
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department?
 - i. RFQ
- c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected?
 - i. Yes. Rigorous evaluations of their programming. Have continuously validated the program.
- d. Who were the members of the selection committee that scored bid applications?
 - i. Christian Tabares, Lysie Rodriguez, Darrell Brown, Jose Camacho, Dianne Stewart, Arthur Edwards, Frankie Roman.
- e. If the contractor is Sole Source, please attach a copy of the Sole Source designation letter from the City of New Haven Purchasing Department.

11. Evidence of Effectiveness & Evaluation

Answer all questions

- a. What **specific need** will this contractor address and how will the contractor's performance be measured and monitored to ensure that the need is met?
 - i. ARTE's goal is to provide opportunities to improve critical thinking and analytical skills. To consistently engage multiple skills and abilities and develop a student's and family's imagination and judgment. ARTE will be measured and monitored by conducting site visits and providing comprehensive surveys to students and parents at the end of the program to measure outcomes and results. Quantifiable data is collected and used to fine-tune programs.
 - ii. Services will be monitored using the APT tool, which assess the overall quality of the programs staffing, staff's engagement with students and families, collaboration with NHPS staff, transitioning of students and activities offered. The evaluation team consist of the Building Leader with a team, which may consist of other NHPS staff, parents and community members. APT raters observe and score staff interactions (manner, affect, and tone of voice) with youth and families. The observers rate areas such as:
 - 1. Are staffs greeting students and families
 - 2. Transitioning of students
 - 3. Does the space provide appropriate room for all youth and staff?
 - 4. The ability of staffs to communication with youth and/or their families in their language(s).
 - 5. The support staff provide in assisting youth with organizing and preparing themselves to do their homework.
 - 6. Staffs adjustments and accommodations for students based on their experiences and needs and that
 - 7. Staffs use of simple reminders and redirection to support positive behaviors.
 - 8. Dismissal Process

- b. If this is a **renewal/continuation service** attach a copy of the evaluation or archival data that demonstrates effectiveness.
- c. How is this service aligned to the District Continuous Improvement Plan?
 - i. Participants will engage in opportunities to improve critical thinking and analytical skills. To consistently engage multiple skills and abilities and develop a student's and family's imagination and judgment. These are an integral part of a child's development and important components of the Connecticut State Department of Education accountability. Programs like these are especially important in urban areas where children do not have the same access, exposure, and experiences as their suburban peers.

12. Why do you believe this Agreement is fiscally sound?

- a. This agreement represents tremendous value for the district. ARTE provides an array of services to youth and families across New Haven. At a price of \$350 a session, ARTE provides both youth and family programming that aids in the development and various skills that improve the quality of life of those who participate. Other contractors charge up to \$400 or more for similar services.

13. What are the implications of not approving this Agreement?

- a. Students will not be granted the opportunity to participate in activities that build important developmental factors. Without these types of opportunities, we are limiting the activities we provide to our youth. Lack of support could lead to an increased risk of youth engaging in negative activities outside of their parents/guardian's supervision.

Rev: 8/2021



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

ARTE Inc.

FOR DEPARTMENT/PROGRAM:

Youth Family and Community Engagement

This Agreement entered into on the 17th day of October 2023, effective (*no sooner than the day after Board of Education Approval*), the 14 day of November 2023, by and between the New Haven Board of Education (herein referred to as the “Board” and, ARTE Inc. located at, 26 Atwater Street, New Haven, CT, 06513 (herein referred to as the “Contractor”).

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$350 per session, for a total of 243 sessions; 81 sessions at FAME, 54 session at John C. Daniel, 54 sessions at Truman and 54 sessions at Troup.

The maximum amount the contractor shall be paid under this agreement: Eighty-Five thousand, and Fifty Dollars and Zero Cents (\$85,050.00). Compensation will be made upon submission of an itemized invoice which includes a detailed description of work performed and date of service.

Fiscal support for this Agreement shall be by ARP ESSER III C/O **Program** of the New Haven Board of Education,

- 2553-6399-56694-0444 (\$28,350.00- FAME)
- 2553-6399-56694-0444 (\$18,900.00 John C. Daniel)
- 2553-6399-56694-0444 (\$18,900.00 Truman)
- 2553-6399-56694-0444 (\$18,900.00 Troup)

This agreement shall remain in effect from 11/14/2023 to 06/30/2024.

SCOPE OF SERVICE: *In the space below, please provide brief summary of service.*

- ARTE will provide after-school programming for up to (20) students from Family Academy of Multilingual Exploration (FAME), John C. Daniels, Truman, and Troup. ARTE will be providing a total of 243 sessions, servicing up from November 14, 2023, until June 30, 2024. Activities will vary from Arts and crafts projects, Cultural Dance instruction, Sports and Physical Fitness, Language Arts, and various games that encourage active thinking. ARTE’s programming will provide opportunities for students to enhance their critical thinking skills. The Arts program will consistently engage multiple skills and abilities that develop the students’ imagination, and judgment while enhancing their academic progression.

Exhibit A: Scope of Service: Please attach contractor's detailed Scope of Service on contractor letterhead with all costs for services including travel and supplies, if applicable.


Exhibit B: Student Data Privacy - attached

Exhibit C: Contractor's Declaration Attesting to Compliance with Executive Order No. 13G – form must be completed by the contractor. See attached form for contractors who are working with students or staff in school or in after school programs, regardless of location.

APPROVAL: This Agreement must be approved by the New Haven Board of Education *prior to service start date*. Contractors may begin service no sooner than the day after Board of Education approval.

HOLD HARMLESS: The Contractor shall insure and/or indemnify the Board and its members, employees and agents against all claims, suits, and expenses, including reasonable attorney's fees, in connection with loss of life, bodily injury or property damage arising from any neglect act or omission of the Contractor or its employees or agents. Further, the Contractor covenants and agrees that it shall hold the Board and its members, employees and agents harmless against any and all claims, suits judgments of any description whatsoever caused by the Contractor's breach of this agreement or based upon the conduct of the Contractor, or its agents or its employees or arising out of in connection with their activities under this agreement.

TERMINATION: The Board may cancel this agreement for any reason upon thirty (30) days' written notice sent to the Contractor by certified U.S. mail, return receipt requested; provided however, that the Board shall be responsible to the Contractor for all services rendered by the Contractor through the last day of thirty (30) day notice period, as long as the Agreement was approved by the Board prior to the start date of service.



Contractor Signature

President
New Haven Board of Education

10/17/23

Date

Date

David Greco / Director

Contractor Printed Name & Title

Revised: 9-27-21



NEW HAVEN PUBLIC SCHOOLS

EXHIBIT B

**STUDENT DATA PRIVACY AGREEMENT
SPECIAL TERMS AND CONDITIONS**

For the purposes of this Exhibit B "directory information," "de-identified student information," "school purposes," "student information," "student records," "student-generated content," and "targeted advertising" shall be as defined by Conn. Gen. Stat. §10-234aa.

1. All student records, student information, and student-generated content (collectively, "student data") provided or accessed pursuant this Agreement or any other services agreement between the Parties are not the property of, or under the control of, the Contractor.
2. The Board shall have access to and the ability to delete student data in the possession of the Contractor except in instances where such data is (A) otherwise prohibited from deletion or required to be retained under state or federal law, or (B) stored as a copy as part of a disaster recovery storage system and that is (i) inaccessible to the public, and (ii) unable to be used in the normal course of business by the Contractor. The Board may request the deletion of any such student information, student records or student-generated content if such copy has been used by the operator to repopulate accessible data following a disaster recovery. The Board may request the deletion of student data by the contractor within two (2) business days of receiving such a request and provide to the Board confirmation via electronic mail that the student data has been deleted in accordance with the request, the date of its deletion, and the manner in which it has been deleted. The confirmation shall contain a written assurance from the Contractor that proper disposal of the data has occurred in order to prevent the unauthorized access or use of student data and that deletion has occurred in accordance with industry standards/practices/protocols.
3. The Contractor shall not use student data for any purposes other than those authorized pursuant to this Agreement.
4. A student, parent or legal guardian of a student may review personally identifiable information contained in student data and correct any erroneous information, if any, in such student data. If the Contractor receives a request to review student data in the Contractor's possession directly from a student, parent, or guardian, the Contractor agrees to refer that individual to the Board and to notify the Board within two (2) business days of receiving such a request. The Contractor agrees to work cooperatively with the Board to permit a student, parent, or guardian to review personally identifiable information in student data that has been shared with the Contractor, and correct any erroneous information therein.

5. The Contractor shall take actions designed to ensure the security and confidentiality of student data.
6. The Contractor will notify the Board, in accordance with Conn. Gen. Stat. § 10-234dd, when there has been an unauthorized release, disclosure or acquisition of student data. Such notification will include the following steps:

Upon discovery by the Contractor of a breach of student data, the Contractor shall conduct an investigation and restore the integrity of its data systems and, without unreasonable delay, but not more than thirty (30) days after such discovery, shall provide the Board with a more detailed notice of the breach, including but not limited to the date and time of the breach; name(s) of the student(s) whose student data was released, disclosed or acquired; nature of and extent of the breach; and measures taken to ensure that such a breach does not occur in the future.

7. Student data shall not be retained or available to the Contractor upon expiration of the contract between the Contractor and Board, except a student, parent or legal guardian of a student may choose independently to establish or maintain an electronic account with the Contractor after the expiration of such contract for the purpose of storing student-generated content.
8. The Contractor and Board shall each ensure their own compliance with the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, as amended from time to time.
9. The Contractor acknowledges and agrees to comply with the above and all other applicable aspects of Connecticut's Student Data Privacy law according to Connecticut General Statutes §§ 10-234aa through 10-234dd.
10. The Parties agree that this Agreement controls over any inconsistent terms or conditions contained within any other agreement entered into by the Parties concerning student data.

Revised: 10/2/18



65 Pope St. New Haven, CT 06513 203-804-9175 www.arte-inc.com

May 1, 2023

Gemma Lumpkin
Director of Youth, Family & Community Engagement.
New Haven Public Schools
54 Meadow Street
New Haven, CT 06519

Dear Gemma:

ARTE would like to partner with NHPS to offer extended hour programs 2023 – 2024 school year. ARTE has been collaborating with New Haven Public Schools since 2004 and has served thousands of New Haven youth. ARTE's programs are superior quality with measured positive results. The surveys speak for themselves.

ARTE's activities engage students in purposeful, supportive, and meaningful learning experiences that coherently support the district's plan and priorities. ARTE's learning opportunities enhance academic and social-emotional development of students. They reduce absenteeism and negative behavior. Parents repeatedly say their children don't want to miss school on ARTE program days.

ARTE would like to run a variety of programs at the following locations **FAME, Clinton, Martinez, Fair Haven, Clemente, Jepson, Troup, Nathan Hale, Hill Central, Daniels, Truman, Conte, Davis and the Atwater Center**. ARTE has a long history with each of these schools and worked with Jepson for the first time last summer. **ARTE provides pro-bono sessions to all partner schools**. Additional funding secured will be used to supplement all contracted sessions.

ASAP - After School Activities Program – New Haven Public Schools & Atwater Center

- Mondays – Thursdays (2-4 days per week depending on need)
- 3:00 pm - 5:00 pm
- Ages 5 to 13
- Goal: 15-20 students for in school programs / 50-60 students at Atwater
- Homework time and help prior to sessions
- Session may include, Art & Crafts, Physical Fitness, Sports & Exercise, Dance, Music, Graphic Design, Computer Programming, Photography, Anime, Cooking, Educational Games, Math Games, and Interactive Activities.
- Includes all Materials and Supplies.
- Schools are responsible for populating all classes in NHPS schools.
- NHPS & ARTE together will populate Atwater's after-school program and coordinate busing.

COST: \$350 per session

We look forward to another successful year working with NHPS students. ARTE appreciates the continued relationship and is committed to serving children and families. Please let me know if you need further details.

Respectfully,

A handwritten signature in blue ink, appearing to read 'David S. Greco', with a long horizontal flourish extending to the right.

David S. Greco
Cofounder / Executive Director

IMPACT STATEMENTS

Research Supporting the Impact of Arts Programming

In the report, *Champions of Change: The Impact of the Arts on Learning*, published jointly by the President's Committee on the Arts and Humanities and the Arts Education Partnership, several independent researchers concluded that engagement in the arts nurtures the development of cognitive, social and personal competencies. Arts programs can increase academic achievement, help decrease youth involvement in delinquent behavior and improve youth attitudes about themselves and the future.

Specifically, researchers found that learning in and through the arts:

- Contributes significantly to improve critical thinking, problem-solving and decision-making.
- Fosters higher-order thinking skills of analysis, synthesis, and evaluation.
- Regularly engages multiple skills and abilities.
- Develops a person's imagination and judgment.

Learning in and through the arts can even help students overcome the obstacles of disadvantaged backgrounds. For example, one of the *Champions of Change* reports, using data from a study that followed over 25,000 students for 10 years, found that students consistently involved in the arts show significantly higher levels of mathematics proficiency by grade 12 - regardless of their socioeconomic status. (Source: NEA: Publication – "How the arts can enhance after school programs.")

Research Supporting the Impact of Exercise & Physical Fitness Programming

One in three kids in the United States is overweight or obese. Obesity can also have serious ramifications for kids' cognitive development. Further, both childhood obesity and poor academic performance tend to be clustered in schools with a high percentage of lower-income, minority students, creating a student health issue that is especially problematic in those communities.

There is a growing body of evidence indicating that physical activity and fitness can benefit both the health and academic performance of children, both immediate and long-term. Over time, as children engage in physical activity, they can have additional positive effects on academics in mathematics, reading, and writing. A research project conducted with 24 elementary schools, showed that adding sessions of physical activity could have long-term benefits, such as improved academic performance. (Source: Active Living Research)

APT Summary Report

Grantee _____	School Principal: _____
Site: _____	Site Coordinator: _____
Director: _____	Quality Advisor: _____
Observation Team Members (Those who participated in the APT-O):	
1. _____	3. _____
2. _____	4. _____

Schedule (Days/Times): _____	Grades served: _____
Target number of youth: _____	Number of youth present: _____
Is Program Fee Based? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please attach brochure with fee schedule)	

Date of observation: _____

Report completed by: _____

Date: _____



<i>B. Youth Items</i>	Rater 1	Rater 2	Rater 3	Rater 4	Average	Areas of Strength	Recommendations
1.Youth are busy and engaged in conversation or activities.							
2.Youth follow program rules and behavioral expectations.							
3.Youth appear calm and in control of themselves.							
4. Peer interactions have a positive affective tone; youth appear to enjoy each other's company.							
5.Youth listen to each other.							
6.Youth cooperate with each other.							
7.Youth are kind and respectful of each other.							
8. <u>When minor conflicts occur</u> , youth are able to problem solve together to resolve conflicts without adult intervention.							
Total average:							

V. ACTIVITY TIME						<input type="checkbox"/> Observed <input type="checkbox"/> Partially Observed <input type="checkbox"/> Not Observed	
Activity Name & Brief Description							
<i>A. Organization of activity</i>	Rater 1	Rater 2	Rater 3	Rater 4	Average	Areas of Strength	Recommendations
1.Activities begin promptly.							
2.There are enough materials and supplies for the number of youth participating.							
3.Activity time is free from interruptions/distractions.							
Total average:							

<i>B. Nature of Activity</i>	Rater 1	Rater 2	Rater 3	Rater 4	Average	Areas of Strength	Recommendations
1.The activity is part of an ongoing project, activity series or curricular unit designed to promote specific skills/concepts over time.							
2.Activity is challenging, stimulates thinking.							
3.Activity offers youth choice and decision making.							
4.Activity offers youth opportunities to work collaboratively in pairs , groups or as part of a team.							
Total average:							

<i>C. Staff Promote Youth Engagement & Stimulate Thinking</i>	Rater 1	Rater 2	Rater 3	Rater 4	Average	Areas of Strength	Recommendations
1.Staff are energetic, enthusiastic, and/or upbeat.							
2.Staff help spark and sustain youth's interest/curiosity throughout the activity or activities.							
3.Staff are actively engaged in activities with youth.							
4. Staff encourage youth to share control, responsibility, and decision-making.							
5. When providing assistance to youth, staff help youth think through problems/questions rather than offering answers.							
6. Staff ask open-ended questions to facilitate youth reflection <i>during</i> the activity.							
7. <u>At the end of the activity period</u> , staff engage youth in a structured time for feedback and reflection on the activity.							
Total average:							

<i>D. Staff Positively Guide Youth Behavior</i>	Rater 1	Rater 2	Rater 3	Rater 4	Average	Areas of Strength	Recommendations
1. Staff closely supervise youth and activities.							
2. Staff consistently use a neutral (or positive) tone of voice.							
3. Staff treat youth respectfully, and assume best intentions.							
4. Staff are able to quickly and positively gain youth's attention and cooperation when needed.							
5. Staff are flexible in their management of youth.							
6. <u>When youth behavior is inappropriate</u> , staff use simple reminders to redirect behavior.							
7. <u>When addressing behavioral issues</u> , staff use time-out, loss of privileges and other consequences sparingly.							
Total average:							

<i>E. Staff Build Relationships & Support Individual Youth</i>	Rater 1	Rater 2	Rater 3	Rater 4	Average	Areas of Strength	Recommendations
1. Staff engage in friendly verbal exchanges with youth.							
2. Staff encourage individual youth.							
3. Staff exhibit appropriate, professional conduct around youth.							
4. Staff listen actively, attentively and patiently to youth.							
5. <u>When youth ask for help</u> , staff provide individualized assistance to youth.							
6. <u>When an individual youth is having a problem or is upset</u> , staff pay attention to try to help him/her.							
Total average:							

<i>F. Youth Relations with Adults</i>	Rater 1	Rater 2	Rater 3	Rater 4	Average	Areas of Strength	Recommendations
1.Youth show interest in staff; seek out positive contact/interactions.							
2.Youth are cooperative with staff's requests or directions.							
3.Youth listen attentively to staff.							
Total average:							

<i>G. Youth Participation in Activity Time</i>	Rater 1	Rater 2	Rater 3	Rater 4	Average	Areas of Strength	Recommendations
1.Youth are busy and engaged in conversation or activities.							
2.Youth follow program rules and behavioral expectations.							
3. Youth appear calm and in control of themselves.							
4.Youth help select, lead or contribute to the running of the activity.							
5.Youth are cognitively engaged and/or focused on solving problems.							
Total average:							

<i>H. Peer Relations</i>	Rater 1	Rater 2	Rater 3	Rater 4	Average	Areas of Strength	Recommendations
1. Peer interactions have a positive affective tone; youth appear to enjoy each other's company.							
2. Youth listen to each other.							
3. Youth cooperate with each other.							
Total average:							

VI. PICK UP TIME *N/A for High School*

Observed Partially Observed Not Observed

<i>A. Pick Up Time Items</i>	Rater 1	Rater 2	Rater 3	Rater 4	Average	Areas of Strength	Recommendations
1. Staff greet/acknowledge family members when they come to pick up children/youth.							
2. Staff engage in friendly verbal exchanges (i.e. chat) with family members who come to pick up youth.							
3. Staff acknowledge youth when they leave.							
Total average:							

Notes

APT Summary Report

Grantee _____	School Principal: _____
Site: _____	Site Coordinator: _____
Director: _____	Quality Advisor: _____
Observation Team Members (Those who participated in the APT-O):	
1. _____	3. _____
2. _____	4. _____

Schedule (Days/Times): _____	Grades served: _____
Target number of youth: _____	Number of youth present: _____
Is Program Fee Based? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please attach brochure with fee schedule)	

Date of observation: _____

Report completed by: _____

Date: _____



<i>B. Youth Items</i>	Rater 1	Rater 2	Rater 3	Rater 4	Average	Areas of Strength	Recommendations
1.Youth are busy and engaged in conversation or activities.							
2.Youth follow program rules and behavioral expectations.							
3.Youth appear calm and in control of themselves.							
4. Peer interactions have a positive affective tone; youth appear to enjoy each other's company.							
5.Youth listen to each other.							
6.Youth cooperate with each other.							
7.Youth are kind and respectful of each other.							
8. <u>When minor conflicts occur</u> , youth are able to problem solve together to resolve conflicts without adult intervention.							
Total average:							

V. ACTIVITY TIME						<input type="checkbox"/> Observed <input type="checkbox"/> Partially Observed <input type="checkbox"/> Not Observed	
Activity Name & Brief Description							
<i>A. Organization of activity</i>	Rater 1	Rater 2	Rater 3	Rater 4	Average	Areas of Strength	Recommendations
1.Activities begin promptly.							
2.There are enough materials and supplies for the number of youth participating.							
3.Activity time is free from interruptions/distractions.							
Total average:							

<i>B. Nature of Activity</i>	Rater 1	Rater 2	Rater 3	Rater 4	Average	Areas of Strength	Recommendations
1.The activity is part of an ongoing project, activity series or curricular unit designed to promote specific skills/concepts over time.							
2.Activity is challenging, stimulates thinking.							
3.Activity offers youth choice and decision making.							
4.Activity offers youth opportunities to work collaboratively in pairs , groups or as part of a team.							
Total average:							

<i>C. Staff Promote Youth Engagement & Stimulate Thinking</i>	Rater 1	Rater 2	Rater 3	Rater 4	Average	Areas of Strength	Recommendations
1.Staff are energetic, enthusiastic, and/or upbeat.							
2.Staff help spark and sustain youth's interest/curiosity throughout the activity or activities.							
3.Staff are actively engaged in activities with youth.							
4. Staff encourage youth to share control, responsibility, and decision-making.							
5. When providing assistance to youth, staff help youth think through problems/questions rather than offering answers.							
6. Staff ask open-ended questions to facilitate youth reflection <i>during</i> the activity.							
7. <u>At the end of the activity period</u> , staff engage youth in a structured time for feedback and reflection on the activity.							
Total average:							

<i>D. Staff Positively Guide Youth Behavior</i>	Rater 1	Rater 2	Rater 3	Rater 4	Average	Areas of Strength	Recommendations
1. Staff closely supervise youth and activities.							
2. Staff consistently use a neutral (or positive) tone of voice.							
3. Staff treat youth respectfully, and assume best intentions.							
4. Staff are able to quickly and positively gain youth's attention and cooperation when needed.							
5. Staff are flexible in their management of youth.							
6. <u>When youth behavior is inappropriate</u> , staff use simple reminders to redirect behavior.							
7. <u>When addressing behavioral issues</u> , staff use time-out, loss of privileges and other consequences sparingly.							
Total average:							

<i>E. Staff Build Relationships & Support Individual Youth</i>	Rater 1	Rater 2	Rater 3	Rater 4	Average	Areas of Strength	Recommendations
1. Staff engage in friendly verbal exchanges with youth.							
2. Staff encourage individual youth.							
3. Staff exhibit appropriate, professional conduct around youth.							
4. Staff listen actively, attentively and patiently to youth.							
5. <u>When youth ask for help</u> , staff provide individualized assistance to youth.							
6. <u>When an individual youth is having a problem or is upset</u> , staff pay attention to try to help him/her.							
Total average:							

<i>F. Youth Relations with Adults</i>	Rater 1	Rater 2	Rater 3	Rater 4	Average	Areas of Strength	Recommendations
1.Youth show interest in staff; seek out positive contact/interactions.							
2.Youth are cooperative with staff's requests or directions.							
3.Youth listen attentively to staff.							
Total average:							

<i>G. Youth Participation in Activity Time</i>	Rater 1	Rater 2	Rater 3	Rater 4	Average	Areas of Strength	Recommendations
1.Youth are busy and engaged in conversation or activities.							
2.Youth follow program rules and behavioral expectations.							
3. Youth appear calm and in control of themselves.							
4.Youth help select, lead or contribute to the running of the activity.							
5.Youth are cognitively engaged and/or focused on solving problems.							
Total average:							

Notes