

**ALTERNATIVE EDUCATION
Lane County Public Schools
Annual Program Site Evaluation
2011-12**

Program/School Name Looking Glass New Roads School

Health & Safety – Facility Condition

Is the facility clean & orderly Yes X No

Comments: _____

Does facility meet safety code Yes X No

Comments: Regular reviews by a safety committee. Health Department inspects twice a year.
Fire Department inspects yearly.

Attendance/Discipline Policy (collect copy of program's Attendance & Discipline Policy)

Are district attendance reporting policies being adhered to? Yes X No

Comments: Attendance is reported to Districts on a monthly basis; students have a daily attendance expectation.

Is attendance taken daily? Yes X No

Comments: Reported on an hourly/tutorial basis.

Is there an effective method of presenting & enforcing attendance policies? Yes X No

Comments: Use incentives to encourage attendance. Do 10-day drop, do some follow up if not attending.

Are discipline procedures posted? Yes X No

Comments: School rules are posted in the classroom and where they sign in.

Are students alert and engaged? Yes X No

Comments: _____

Curriculum

What does a lesson plan look like for an average day?

Individual instruction. Each student has a binder with their education plan. They use a daily log with check lists of what is needing to be accomplished. Most students are working toward GED.

How are the needs assessed and met for IEP students?

4J consultant updates; one-to-one instruction takes care of most IEP issues, but instruction is adjusted as needed.

Is curriculum state approved? Yes No

Comments: Use PASS and NovaNet; 69 of 73 are GED prep; CASAS assessment.

What criteria are used for awarding grades/credits? (i.e. proficiency, mastery, project, seat-hours)

Seat time; completion of packet or online unit

Has the program been consistent in reporting credits/grades to contracting district? Yes No

Comments: _____

Teacher Evaluation

Does instructor show ability to engage students? Yes No

Comments: One-on-one tutorial

What is the instructor's style of presentation? Tutorial

Is instructor accredited by the state of Oregon? Yes No

Comments: Core teachers only; have classroom aides as well

Has a background investigation been done on all personnel? Yes No

Comments: _____

Site Evaluation Completed by:

Brad New
Name

Eugene 4J
School District

Date: March 8, 2012

Annual Report
Lane County Public Schools
Alternative Education Contract Agencies
2011-2012

Program/School Name: New Roads School _____

Agency Name: Looking Glass _____

Agency Contact Person: Sarah Krueger _____

Please attach a copy of the following:

- Registration with the Oregon Department of Education (ODE) as a private Alternative Education Service Provider.
- Letter of approval as a special education service provider from the ODE (this is separate from registration as an alternative education provider).
- Copies of any accreditation certificates and applications.
- School improvement plan or short summary of how you are addressing the state common curriculum goals and academic content standards to meet state benchmarks and performance standards.
- Complete list of teaching staff, their license endorsement area or educational background and the number of hours per week each are directly involved in instruction with students.
- Attach a list of fees required and explanation.
- Attach annual expenditures statement for previous year and statement of year-to-date expenditures as per ORS 336.635(2).

Please provide the following information for all students served in your program(s):

- | | |
|--|---------------------------|
| 1. Total ADM as per attendance reports. | <u>40</u> / 16 daily |
| 2. Number of students who earned a GED | <u>5</u> |
| 3. Number of students who earned a high school diploma with CIM. | <u>NA</u> |
| 4. Number of students who earned a high school diploma without CIM | <u>NA</u> |
| 5. Number of students who participated in non-paid work experience | <u>NA</u> |
| 6. Number of students who participated in paid work experience. | <u>NA</u> |
| 7. Number of students who have continued in your program once they were admitted. | <u>32</u> |
| 8. Number of students who left your program before completion. | <u>14</u> |
| 9. Number of students who were asked to leave your program for disciplinary reasons. | <u>0</u> |
| 10. Number of students who received Job Training services | <u>NA</u> |
| 11. Average daily enrollment for all students in your program this year | <u>110</u> |
| 12. Teaching staff-to-student ratio. | <u>1/5 : 1/3 w/intens</u> |
| 13. Average # of hours per week a typical student receives academic instruction. | <u>4</u> |
| 14. Number of students completing the Oregon Statewide Assessments. | <u>3</u> |

Please respond to each of the statements below (OAR 581-022-1350(2)):

- | | Yes | No |
|---|-------------------------------------|--------------------------|
| • The contractor understands that non-compliance with a rule or statute under this rule (ORS581-022-1350) may result in the termination of the contract at any time. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • All students receive adequate instruction in state common curriculum goals and academic content standards to meet state benchmarks and performance standards. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • All required Oregon Statewide Assessments have been administered and results are reported to students, parents and the school district annually. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Students are receiving a report of academic progress annually. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • The program complies with all rules and statutes applicable to public schools including ORS's regarding criminal background checks (fingerprint based, per ORS 181.539), tuition and fees, discrimination, health and safety statues and rules. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • The program complies with any statute, rule or school district policy that is specified in the contract between the school district board and the private alternative program. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • The program complies with federal law. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • The private alternative education program's annual statement of expenditures is reviewed in accordance with ORS 336.635(2) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • The private alternative education program is in compliance with its contract with the District. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Check which of the following services your program provides:

- High School Diploma
- GED Preparation
- GED Testing
- Programs for Middle School Students
- Teen Parent & Life Skills
- Free/Reduced Breakfast & Lunch Program
- Counseling Services
- Drug/Alcohol Counseling
- Paid Work Experience
- Non-Paid Work Experience
- Regular Access to Technology (computers, internet, etc)
- Work-Based Activities (i.e. job shadows, etc)
- Skill Building Groups
- Transportation Program owned vehicles LTD Other (please describe)

Looking Glass New Roads School Stats 2011/2012 September-February

Total student information:

Total number of students attended: **73**

Students earning high school credit: **4**

Students who are working towards their GED: **69**

- Students who have passed at least one test: **16**
- Students who have passed their GED: **5**

Students who have successfully transitioned: **2**

Students who are in Special Education: **15**

Average enrollment: **40**

Average # of students per day: **16**

Average total student daily hours: **33 hrs**

Number of students using counseling services: **26**

Number of students in skill building: **22**

Number of students assisted with career/job preparation: **18**

Individual student information:

Average student % of attendance: **42%**

Average individual student daily hours: **1.8**

Average student weekly hours: **4**

NEW ROADS SCHOOL HIGHLIGHTS:

- We have switched our meal school from Cesar Chavez to South Eugene to give students larger portion sizes.
- We have started a literary group to address our students' need for reading comprehension.
- We are planning a student driven yearbook and graduation this spring.
- New Roads Staff are scheduling time to work with our students and make warm handoffs daily.
- We are piloting an evening program to allow students, especially those with small children who need alternative hours to attend school.
- We have given our students many field trip opportunities to experience our community.

SUSAN CASTILLO
State Superintendent of Public Instruction



OREGON DEPARTMENT OF EDUCATION
Public Service Building, 255 Capitol Street NE, Salem, Oregon 97310
Phone (503) 947-5600 • Fax (503) 378-5156 • www.ode.state.or.us

April 1, 2011

Looking Glass Youth & Family Services Inc New Roads
945 W 7th Ave
Eugene, OR 97402

Subject: Registration of Private Alternative Education Program

Pursuant to ORS 336.635 and OAR 581-021-0072, the application for Looking Glass Youth & Family Services Inc New Roads at 945 W 7th Ave Eugene, OR, to be registered as a private alternative education program for 2011-2012 has been processed and filed.

Subject to the approval of each contracting district, a registered private alternative program is eligible to receive public school funds from school districts on a contractual, per student basis during the 2011-2012 school year.

Prior to contracting with or distributing public funds to a private alternative education program, each contracting district school board must determine that the private alternative program is registered with the Department of Education. Program registration may be confirmed by this letter or by searching the list of registered private alternative programs posted at <http://www.ode.state.or.us/search/results?id=78>

School district boards are required to adopt policies and procedures for contracting with private alternative programs. Those policies and procedures must include provisions for:

- The annual approval of each program;
- The annual evaluation of each program; and
- The placements of students in the programs.

Those requirements are described in the Oregon Revised Statutes, Oregon Administrative Rules, and Standards for Private Alternative Programs, which are also available at <http://www.ode.state.or.us/search/results/?id=78>

A registered private alternative program must be in compliance with ORS 336.631, ORS 336.635, ORS 336.337, OAR 581-021-0045, OAR 581-021-0072, or the Standards for Private Alternative Programs. Those found not to be in compliance will be removed from the Oregon Department of Education's list of registered private alternative programs and will not be eligible to receive public school funds through contracts with school districts.

Please direct general questions to Drew Hinds at drew.hinds@state.or.us or (503) 947-5799. Please direct questions regarding the listing of programs on the Department's web site to Drew Hinds at Drew.Hinds@State.Or.Us or (503) 947-5799.

Sincerely,

A handwritten signature in black ink, appearing to read "Drew Hinds".

Drew Hinds, Education Specialist
Learning Opportunities, Options & Supports

School improvement plan and curriculum guidelines for SY 11-12:

The Purpose of the Program: Looking Glass New Roads School is a transition school designed to provide an education alternative for runaway, homeless, and at-risk youth who have dropped out of school. It is designed to meet their individual needs and prepare them for transition to another educational setting to prepare them for GED testing. It provides them for employment and resources and skills necessary to reconnect them to their community (their family, social service agencies, and/or schools).

National, State and Local Curriculum Standards: Looking Glass New Roads School uses such curricula as PASS, Nova Net, and the McGraw-Hill Pre-GED/GED book series. Each of these address national, state and local curriculum standards.

Improvement Plan/Goal:

Goal 1: To improve student reading scores by an average of one grade level as indicated by pre- and post-CASAS Reading tests for students enrolled at Looking Glass New Roads School for a minimum of 90 days (20% of overall students served).

Goal 2: To improve student math scores by an average of one grade level as indicated by pre- and post-CASAS Math tests for students enrolled at Looking Glass New Roads School for a minimum of 90 days (20% of overall students served).

Goal 3: To improve middle school and high school grade-level student Reading Comprehension as measured by the Reading, Science, and Social Studies OAKS tests to 80% Meets and 100% nearly meets.

Looking Glass New Roads School Teaching Staff

Name	License Endorsement	Hrs/wk of direct instruction
Sarah Krueger	High School: Art	33hrs
Tanya Peterson	Middle Level/High Level: Language Arts, Social Studies, Multiple Subjects, Early Childhood, Elementary, Middle Level, High School: Spanish	33hrs
Ayla Olson	Teaching Assistant: Americorp: no license	21hrs
<u>Interns/Volunteers</u>		
Charlene Somatis	Intern/none	13hrs
Grace Quatier	Intern/none	12hrs

Teacher Standards and Practices Commission

This is to certify that

Danna Joy Peterson

has met the requirements of the Oregon Teacher Standards and Practices Commission and is hereby granted this

Initial Teaching License

effective January 25, 2012 through July 25, 2013

The holder of this license is authorized for employment in Oregon Public schools in the area(s) of

- Middle Level, High School: Language Arts*
- Middle Level: Multiple Subjects*
- Middle Level, High School: Social Studies*
- Early Childhood, Elementary, Middle Level, High School: Spanish*



10425539

Robert D. Jones
Commission Chair

Debra Chamberlain
Executive Director

Teacher Standards and Practices Commission

This is to certify that

Sarah Livingston Trueger

has met the requirements of the Oregon Teacher Standards and Practices Commission

and is hereby granted this

Initial Teaching License

effective September 12, 2011 through September 11, 2014

The holder of this license is authorized for employment in Oregon Public schools in the area(s) of

Middle Level / High School: Art



10409972

Robert D. Jensen
Commission Chair

Victoria Chamberlain
Executive Director

Looking Glass Youth & Fam. Svs

024 New Roads School
 Cost Center Budget Report 024
 Fiscal Period 7
 ENDING 1/31/2012

	MONTHLY REVENUE	Y.T.D. REVENUE	Y.T.D. BUDGET	UNDER BUD. (OVER)BUD.	ANNUAL BUDGET	PERCENT COLLECTED	BALANCE TO COLLECT
	=====	=====	=====	=====	=====	=====	=====
EXTERNAL RESOURCES:							
4 J HOMELESS	16,106	67,373	66,867	(506)	136,267	49%	68,894
4 J SCHOOL DIST. Title I	0	7,000	7,000	0	7,000	100%	0
Lane ESD MCKINNEY FUNDS	0	0	2,250	2,250	2,250	0%	2,250
BETHEL SCHOOL DISTRICT REVE	0	7,517	7,516	(1)	7,516	100%	(1)
DONATIONS	0	0	260	260	260	0%	260
FEES FOR SERVICE	0	0	0	0	3,000	0%	3,000
MISC. GRANTS	0	200	0	(200)	0	0%	(200)
Total	16,106	82,090	83,893	1,803	156,293	53%	74,203
INTRA AGENCY RESOURCES:							
Carry-Over	0	130,996	130,996	0	130,996	100%	0
Total Intra Agency	0	130,996	130,996	0	130,996	100%	0
Total Resources	16,106	213,086	214,889	1,803	287,289	74%	74,203
	MONTHLY EXPENSE	Y.T.D. EXPENSE	Y.T.D. BUDGET	UNDER BUD. (OVER)BUD.	ANNUAL BUDGET	PERCENT SPENT	BALANCE REMAINING
	=====	=====	=====	=====	=====	=====	=====
EXPENDITURES:							
Payroll Expense:							
Salaries-Staff	7,661	39,424	38,736	(688)	73,601	54%	34,177
Performance Bonus	4,095	4,095	4,095	0	4,095	100%	0
Total Payroll	11,756	43,519	42,831	(688)	77,696	56%	34,177
Fringe Benefits:							
Payroll Taxes-Staff	921	3,953	4,140	187	7,625	52%	3,672
Employee Benefits	872	5,873	5,993	120	10,951	54%	5,078
Pension Expense	0	503	503	(0)	503	100%	(0)
Vacation Expense	0	949	949	0	949	100%	0
Total Fringe Benefits	1,792	11,278	11,585	307	20,028	56%	8,750
Contract Services:							
Contract Services-Firm	0	63	493	430	2,408	3%	2,345
Total Contract Services	0	63	493	430	2,408	3%	2,345
Office Expenses:							
Office Supplies	71	594	583	(11)	883	67%	289
Copying	29	233	233	0	383	61%	150
Telephone	157	1,151	1,154	3	1,954	59%	803
Postage and Shipping	0	71	86	15	161	44%	90
Dues,Membership,Publications	0	34	34	0	34	100%	0
Printing	0	50	50	(0)	75	67%	25
Office Equipment Expense	0	0	0	0	100	0%	100
Computer Hardware Expense	0	0	0	0	200	0%	200
Software Expense	1,998	1,998	2,000	2	2,000	100%	2
Other Office Expense	0	34	34	(0)	34	101%	(0)
Total Office Expenses	2,255	4,165	4,174	9	5,824	72%	1,659

New Roads FY 10-11

Resources

4-J Contract	129,001
Title I & X	15,000
Other Revenue	36,545
Carry-in	
Total	180,546

Expenses

Staff wages and fringe	127,874
Contract services	7,588
Office-related expenses	4,846
Operations- Staff recruiting, publications, e	3,660
Facilities & Equip.	22,019
Travel and training	920
Client services and materials	8,487
Misc.	
Depreciation & Interest	
Indirect	18,310
Total	193,704

Statement of Philosophy:

New Roads School is a voluntary school designed to help youth to prepare for the next step in education or toward independent adult life. Teachers and students work together to create an original, empowering, learning environment focusing on flexibility and individualized education. We provide a support system that helps youth reconnect with their community. We welcome a diverse population of homeless, runaway, and underserved youth of all cultures.

Special needs to be served by the program:

New Roads School helps middle and high school dropouts to re-enter the educational system, stabilize and then move forward, either by transferring to a school that offers a high school diploma, or by passing the GED tests. The majority of the students served are either homeless or street youth who are unaccompanied by their parents. The school day is structured to meet the needs of a population of at-risk students with unstable living and many times unstable family situations.
