

## REQUIRED MOTION

### MAYOR AND CITY COUNCIL HAGERSTOWN, MARYLAND

**Date:** September 27, 2022

**TOPIC:** Approval of After School Program at the Parkside Community Center

Charter Amendment	_____
Code Amendment	_____
Ordinance	_____
Resolution	_____
Other	<u>  X  </u>

**MOTION:** I hereby move for Mayor and Council approval for funding of the after school program at Parkside Community Center.

The HHA provides a variety of constructive after school programs to area youth. This program runs for the 2022 – 2023 school year at a cost of \$22,381.00. This amount includes reallocation of \$ 3,500.00 from the dance program that is being discontinued.

DATE OF INTRODUCTION: September 27, 2022

DATE OF PASSAGE: September 27, 2022



## CITY OF HAGERSTOWN MARYLAND

DEPARTMENT OF POLICE  
50 N. Burhans Blvd.

Non-Emergency 301-790-3700  
Emergency 240-313-4345  
Fax 301-733-5513

September 6, 2022

To: Scott Nicewarner,  
City Administrator

From: Paul J. Kifer, *PJK*  
Chief of Police

Ref: Proposal for After School Program at the Parkside Community Center

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The attached proposal from Dianne Rudisill, Resident Services Director, Hagerstown Housing Authority, is submitted for approval utilizing budgeted funds for after school programming. This program was originally funded under the C-Safe grant but, in recent years, has been funded through the City's general fund.

According to Ms. Rudisill, the dance class will not offer classes in the Suman Avenue Community, effective this year. In the past, the City has budgeted \$3,500 for the dance program and she is requesting that these monies be put toward the \$18,881 for the after school program, bringing the total to \$22,381.00.

The HHA provides a variety of constructive after school programs to area youth. Ms. Rudisill is available to discuss the program further with the Mayor and Council. This program runs for the 2022 – 2023 school year.



A Nationally Accredited Law Enforcement Agency

August 31, 2022

Proposal: For the City of Hagerstown to collaborate with the City of Hagerstown Housing Authority to continue the existing after school program located in the Community Building on Suman Avenue for the school year 2022-2023.

Overview of the project: An after-school program for grades K, 1, 2, and 3 will meet each Monday, Tuesday, Wednesday and Thursday from approximately 4:30pm until 6:30pm. The program will not meet on days that school is closed or when there is an early dismissal. The program will continue to operate in Park Side Community Building located on Suman Avenue.

Purpose: Qualified staff will provide a supervised program for students in grades K-3 that will focus on homework assistance, enrichment opportunities, character building and life skills sessions. The program will ideally be supported by at least four staff, including a lead and three assistants. The model is for one staff per grade level. However, the program has operated with three staff, one lead and two assistants.

Mission: Dollars spent on "quality of life" youth-oriented programs are well worth the investment. Conclusions from a national study reported that:

1. Quality programs can markedly increase engagement in learning by providing students with opportunities for personal attention from adults, a peer group with positive aspirations, and hands-on activities that hold students' interest.
2. Students who are engaged in learning behave better in school, have better work habits, higher educational aspirations, and a better relationship with parents.
3. Positive effects extend to families and communities. Research indicated that investments in programs for youth are likely to have benefits that far outweigh the costs.

Staff roles and responsibilities:

1. The lead staff person will plan daily lessons and activities. The lead staff will be responsible for maintaining attendance sheets, monthly reports and program calendars. The lead will interact with the student's teachers to confirm assignments and areas needing improvement.
2. The support staff will assist with homework assignments; assist with planning special projects and activities. The support staff will take direction from the lead staff. Support staff will report planned or emergency absences to the lead staff as soon as possible.

Supervision: The after-school program will be supervised by the Hagerstown Housing Authority and will regularly consult to evaluate and assess the program.

Fiscal Responsibility: The Hagerstown Housing Authority will assume all fiscal responsibility for funds contributed by the City of Hagerstown.

Student Registration: All participants of the after-school program will have a completed and signed registration for that includes a student and parent contract.

Changes to the program due to COVID - The program will operate under the Governor's and/or CDC mandates. The program will be made available to K-3<sup>rd</sup> grade participants onsite with staff and participants maintaining social distancing, wearing masks, and providing proper sanitation practices. Prior to the start of the program, staff will receive training on COVID practices. Should it become necessary to temporarily close the program due to COVID mandates, all students will

be provided with a packet of educational items that they can work on at home. During the mandate closing, the Homework Club Staff will check in daily with each student, either via phone or zoom.

Budget: In an effort to give students optimal benefit from the program, Hagerstown Housing Authority is asking to absorb the \$3500 in funding previously designated for the Dance Group into the budget for the Homework Club. The program at the current funding level has absorbed increases in minimum wage, which is now \$12.50/hour. In addition, the Authority has also installed Wi-Fi at the Suman Ave Community Building for the Homework Club to use. Wifi is necessary for the students to complete their homework assignments on their Chromebooks while at the club. We found that the staff was having difficulty accessing students' homework to assist them in completion of it because of the lack of Wi-Fi in the building. It also has been necessary to extend staff hours past the 4:30-6:30 pm timeframe to accommodate program set up and allow clean up time at the end. Lastly, since administering the program, HHA has not increased the administrative fee. It is felt that it is also necessary to increase this amount to compensate for the time spent by two Resident Services Staff and one Accounting staff member. See attached breakdown.

## Budget:

Expense Type	Amount	Total
Program Lead/Director 3.5 hrs x 4 days x 32 weeks 16.00 per hour	7168.00	7168.00
2 Support staff 2.5 hrs x 4 days x 32 weeks x 2 staff 12.50 per hour	8000.00	8000.00
Incentives and Special Activities, snacks and supplies	5713.00	5713.00
Administration Fee	1500.00	1500.00
Total cost	\$22381.00	\$22381.00