



WEST SIDE HIGH SCHOOL ALUMNI ASSOCIATION
A NJ NONPROFIT CORPORATION
P.O. BOX 3745 NEWARK, NJ 07103

December 7, 2023

To: Newark Public Schools

Roger Leon, Superintendent

From: West Side High School Alumni Association

Lights On! (Extended Day Program) for NBOE - SY 2023-2024

Organization History

The Lights On! Program has been an active recreation and social/emotional learning program operating at West Side High School for 5 consecutive years. The program was funded with grants. Lights On! continued to operate during COVID battling hunger.

Program Proposal

The Lights On! Program implements the whole child philosophy which involves cultivating relationships with students, community, and partner stakeholders. The program impacts student academic achievement, while simultaneously eliminating barriers to learning and growth. The program factors in that student learning can be limited because of barriers that are non-academic. Removal of barriers while nurturing relationships corresponds to growth for underperforming subgroups of students and the general population. The target grade band is students in grades 7-12. The adult/youth participant ratio is 1:25.

The Lights On! program believes that students are more likely to succeed in academics when they attend a school or live in a community with positive climate and culture. The program operates under the philosophy that it is the responsibility of all adults within the community to intentionally focus on creating an environment that is welcoming and where youth feel a sense of belonging and connectedness. Both general education and special education students/youth attend the program.

Lights On! has been implemented at West Side High School and has proven to engage students, battle hunger, enhance youth social-emotional skills, build community, increase safety, and reduce crime. The students that attend Lights On! from West Side High School have improved their discipline by building relationships with the human capital in the program. The program accepts students within the community which can impact enrollment at West Side.

Implementing this program in schools throughout the district will greatly benefit the students of Newark, increase community stakeholder buy-in and the further reduction in crime.

To combat hunger and reduce the spiraling problems of the COVID crisis, Lights On!



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implemented a Grab & Go program. The Grab & Go program provides families home cooked meals, fresh produce, and non-perishables. The produce is gifted from the Urban Farm at the academic facility. Students and community families that were serviced during COVID included students, neighbors without homes, senior citizens, and people from the Greater Newark area.

West Side’s Lights On Program has external partners and currently receives food resources from The Community Food Bank of NJ, Rao’s Homemade, The Common Market, The Salvation Army, and Hello Fresh. This component of the program is integral to combat hunger for our students and the community at large.

The program operates during the school year on Friday night’s from 3:00pm – 8:00pm.

and Summer Nights on Monday, Wednesday & Friday from 3:00pm - 8:00pm

Friday Program

- Home-cooked meals for all youth attendees
- Recreational Program
- Computer gaming activities
- Beauty & healthcare (personal hygiene)
- Grab and Go Food for adults/families (home-cooked meals, fresh produce, dried goods and frozen goods)

Lights On! School Year Program Dates:	Lights On! Summer Program Dates:
September 8, 15, 22, 29	June 24, 26, 28
October 6, 13, 20, 27	July 1, 3, 5, 8, 10, 12, 15, 17, 19, 22, 24, 26, 29, 31
November 3, 10, 17, 22 (Thanksgiving dinner), 24	August 1, 5, 7, 9, 12, 14, 16, 19, 21, 23, 26, 28, 30
December 1, 8, 15, 21 (holiday dinner), 29	
January 5, 12, 19, 26	
February 2, 9, 16, 23	
March 1, 8, 15, 22, 29	
April 5, 12, 19, 26	
May 3, 10, 17, 24, 31	
June 7, 14, 21	



Total of 43 possible dates	Total of 30 possible dates
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Budget

Each school budget may vary due to the number of participants, recreational programs available based on the skill set of the human capital in the facility. As the program grows to attract more students and community members, the budget will need to increase.

Example of budget based on 250 participants (the average at West Side High School during the pandemic)

All employees receive \$39 an hour for 3 hours and are asked to volunteer 2 hours. Employees in the program receive one administrative day a month (to make up for the 2 volunteer hours each week). This is a voluntary agreement and does not abide by the NTU union contract.

The human capital are employees of West Side High school and have met the background check requirements.

Service provided by employees per school:

2 chefs in kitchen
3 people in gym (1 adult per 50 students)
1 academic room (Learning loss skills, parental workshops, SAT tutoring, Khan Academy)
1 game room
2 make-up artists (hygiene care)
1 Henna tattoo artist/arts & crafts/jewelry making
1 music recording room and/or dance studio
1 employee designated for check in
*West Side has a farmer that works with youth for environmental health – urban desert.

It's highly suggested that an administrator be the site/program manager for each facility. The administrator/director rate is \$68 an hour for 4 hours and 1 hour volunteer work.

3 hours X \$39 X 12 employees equates to \$1404.00 each day of operation.

4 hours X \$68 X Program Manager equates to \$272.00 each day of operation.



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Food stipend \$900

Total per program day \$2576.00 X 73 Dates = \$188,048.00

(payroll and food only)

There are initial set up fees (equipment, food distribution supplies, etc) Additionally, each location should have a petty cash account to purchase and replenish food and supplies as needed.

*It is highly recommended that you do not use cafeteria food for this program. Cater to the needs of the culture of your building. Ex: Soul food, Nigerian food, Portuguese foods, etc.

District Paid Employees

Night custodians should already be on the permit
1 Security guard per 50 participants but no less than 3 at any site
1 Resource Officer per 150 participants (Except High Schools)

*Upon approval, the school will provide a list of staff and resumes.



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Lights On! Program is aligned to the NJQSA six (6) Categories:

- Administration (Supervises the program)
- Healthy Behaviors: Nutrition and Physical Activity
- Human Relationships
- Indoor and Outdoor Environment
- Programming and Activities
- Safety and Environmental Health

The Lights On! Program Strategic Plan

Revamp— with Lights On! will assist in transforming and REVAMPING your school facility.

- Relationship building with students and staff
- Educational support through social and emotional growth
- Victorious impact on SGO's
- Assess and eliminate non-academic barriers
- Measurable data driven results
- Partnerships with community stakeholders

GOAL	Director will train principal or designee how to activate a Lights-On Program.
REVAMP YOUR RECREATIO NAL FACILITIES	<ul style="list-style-type: none"> • <u>Statement:</u> A Lights-On Program will have a positive impact on the school by providing recreational and enrichment activities focusing on a safe environment where students develop healthy and strong relationships with their peers and community. • <u>Rationale:</u> By assisting in creating partnerships with various stakeholders and allocating funds for a budget, the Lights-On program will provide social and emotional support to the youth that participate in the program. • <u>Statement:</u> Staff at NBOE will be trained on how to activate, implement, and assess a Lights-On Program. • <u>Rationale:</u> Trained staff will obtain and provide resources for the longevity and success of the program which directly impact the youth.



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Education Compone nts	Protocols to be implemented for high leverage actions



**Training
and
support**

- Create a budget with the governing body for the season of the program.
- Establish and hire a director for the program. The director must be a community member to ensure the success and the highest impact of Lights-On.
- Draft a Lights-On calendar
- 3 parental meetings/workshops
- Collaborate with governing bodies to obtain approvals to provide custodians and security for the program calendar.
- Obtain permits for the program.
- Draft and approve liability waivers for all youth participants in Lights On program.
- Meet with Police Department -
 - A. Ensure safe passages to and from the facility during the program time.
 - B. Obtain a patrol within the vicinity of the facilities building while the program is active
- Work with school-based principal or designee to identify and hire human capital with talents that can be implemented in the Lights On Program. Hire staff that consist of community stakeholders or members vested in the community that have a pulse on the street activities to prevent external factors from corrupting the program. *The talents of the human capital will dictate what activities will be put in place for the duration of the program.
- Identify staff that will conduct walk-throughs of Lights On at the designated premises.
- Identify a safe space for the program within the selected school facility.
- Obtain permission (if necessary) to open and use the kitchen for meal prep and preparation. If the kitchen is not on the same floor as the programs will utilized



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space, choose a meal distribution site on the same floor where the program will take place. Optional but highly discouraged– outside catering source.

- Identify and host the first meeting for possible partnerships to create relationships which will provide supplies and services for the program.
- Purchase products or obtain donations based on talents of human capital and budget to operate the program.
- Secure organizational systems
 1. Inventory control
 2. Timesheets for payroll
 3. Sign in sheets for youth (hold harmless agreement)
 4. Food disbursement policy
 5. Volunteer partnerships
 6. Community stakeholder’s visitor policy for presentations
 7. Dismissal process
 8. Discipline procedures
 9. Special events
 10. Data collection
- Secure Organizational systems
- Advertise the program
- Sustainability of the program
- Websites of the program
- Grant opportunities



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From: West Side High School Alumni Association

Lights On! (Extended Day Program) for NBOE - SY 2023-2024

Barringer High School

Organization History

The Lights On! Program has been an active recreation and social/emotional learning program operating at West Side High School for 5 consecutive years. The program was funded with grants. Lights On! continued to operate during COVID battling hunger. Now we are seeking to establish a program at **Barringer High School**, which would enhance and uplift the students and the community in the **Barringer High School area**.

Program Proposal

The Lights On! Program implements the whole child philosophy that involves cultivating relationships with students, community, and partner stakeholders. The program impacts student academic achievement, while simultaneously eliminating barriers to learning and growth. The program factors in that student learning can be limited because of barriers that are non-academic. Removal of barriers while nurturing relationships corresponds to growth for underperforming subgroups of students and the general population. The target grade band is students in grades 7-12. The adult/youth participant ratio is 1:25.

The Lights On! The program believes that students are more likely to succeed in academics when they attend a school or live in a community with a positive climate and culture. The program operates under the philosophy that it is the responsibility of all adults within the community to intentionally focus on creating an environment that is welcoming and where youth feel a sense of belonging and connectedness. Both general education and special education students/youth attend the program.

This program will bring about the great results for **Barringer High School** as it has at West Side High School. It has proven to engage students, battle hunger, enhance youth social-emotional skills, build community, increase safety, and reduce crime. The students that attend Lights On! from **Barringer High School** will see improvement in their discipline by building relationships with the human capital in the program. The program accepts students within the community, which can impact enrollment at **Barringer High School**.

Implementing this program in schools throughout the district will greatly benefit the students of Newark, increase community stakeholder buy-in and the further reduction in crime.



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To combat hunger and reduce the spiraling problems of the COVID crisis, Lights On! implemented a Grab & Go program. The Grab & Go program provides families home cooked meals, fresh produce, and non-perishables. The produce is gifted from the Urban Farm at the academic facility. Students and community families that were serviced during COVID included students, neighbors without homes, senior citizens, and people from the Greater Newark area.

Barringer’s Lights On Program has external partners and currently receives food resources from

The Community Food Bank of NJ, Rao’s Homemade, The Common Market, The Salvation Army, and Hello Fresh. This component of the program is integral to combat hunger for our students and the community at large.

The program operates during the school year on Friday night’s from 3:00pm – 8:00pm.

and Summer Nights on Monday, Wednesday & Friday from 3:00pm - 8:00pm

Friday Program

- Home-cooked meals for all youth attendees
- Recreational Program
- Computer gaming activities
- Beauty & healthcare (personal hygiene)
- Grab and Go Food for adults/families (home-cooked meals, fresh produce, dried goods and frozen goods)

Lights On! School Year Program Dates:	Lights On! Summer Program Dates:
<p>January 5, 12, 19, 26</p> <p>February 2, 9, 16, 23</p> <p>March 1, 8, 15, 22, 29</p> <p>April 5, 12, 19, 26</p> <p>May 3, 10, 17, 24, 31</p> <p>June 7, 14, 21</p>	<p>June 24, 26, 28</p> <p>July 1, 3, 5, 8, 10, 12, 15, 17, 19, 22, 24, 26, 29, 31</p> <p>August 1, 5, 7, 9, 12, 14, 16, 19, 21, 23, 26, 28, 30</p>



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Total of 25 possible dates	Total of 30 possible dates
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Budget

Each school budget may vary due to the number of participants, recreational programs available based on the skill set of the human capital in the facility. As the program grows to attract more students and community members, the budget will need to increase.

Example of budget based on 250 participants (the average at West Side High School during the pandemic)

All employees receive \$39 an hour for 3 hours and are asked to volunteer 2 hours. Employees in the program receive one administrative day a month (to make up for the 2 volunteer hours each week). This is a voluntary agreement and does not abide by the NTU union contract.

The human capital are employees of **Barringer High School** and have met the background check requirements.

Service provided by employees per school:

2 chefs in kitchen
3 people in gym (1 adult per 50 students)
1 academic room (Learning loss skills, parental workshops, SAT tutoring, Khan Academy)
1 game room
2 make-up artists (hygiene care)
1 Henna tattoo artist/arts & crafts/jewelry making
1 music recording room and/or dance studio
1 employee designated for check in
*Barringer High School has a farmer that works with youth for environmental health – urban desert.

It's highly suggested that an administrator be the site/program manager for each facility. The administrator/director rate is \$68 an hour for 4 hours and 1 hour volunteer work.

3 hours X \$39 X 12 employees equates to \$1404.00 each day of operation.

4 hours X \$68 X Program Manager equates to \$272.00 each day of operation.



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Food stipend \$600

Total per program day \$2276.00 X 73 Dates = \$166,148.00

(payroll and food only)

There are initial set up fees (equipment, food distribution supplies, etc) additionally, each location should have a petty cash account to purchase and replenish food and supplies as needed.

*It is highly recommended that you do not use cafeteria food for this program. Cater to the needs of the culture of your building. Ex: Soul food, Nigerian food, Portuguese foods, etc.

District Paid Employees

Night custodians should already be on the permit
1 Security guard per 50 participants but no less than 3 at any site
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*Upon approval, the school will provide a list of staff and resumes.

Lights On! Program is aligned to the NJQSA six (6) Categories:

- Administration (Supervises the program)
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The Lights On! Program Strategic Plan

REVAMP – with Lights On! will assist in transforming and **REVAMPING** your school facility.

Relationship building with students and staff

Educational support through social and emotional growth

Victorious impact on SGO's

Assess and eliminate non-academic barriers

Measurable data driven results

Partnerships with community stakeholders

GOAL: Director will train the principal or designee how to activate a Lights-On Program.

REVAMP YOUR RECREATIONAL FACILITIES

Statement: A Lights-On Program will have a positive impact on the school by providing recreational and enrichment activities focusing on a safe environment where students develop healthy and strong relationships with their peers and community.

Rationale: By assisting in creating partnerships with various stakeholders and allocating funds for a budget, the Lights-On program will provide social and emotional support to the youth that participate in the program.

Statement: Staff at NBOE will be trained on how to activate, implement, and assess a Lights-On Program.

Rationale: Trained staff will obtain and provide resources for the longevity and success of the program which directly impact the youth.

- Create a budget with the governing body for the season of the program.
- Establish and hire a director for the program. The director must be a community member to ensure the success and the highest impact of Lights-On.
- Draft a Lights-On calendar
- 3 parental meetings/workshops



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- Collaborate with governing bodies to obtain approvals to provide custodians and security for the program calendar.
- Obtain permits for the program.
- Draft and approve liability waivers for all youth participants in the Lights On program.
- Meet with Police Department -
 - A. Ensure safe passages to and from the facility during the program time.
 - B. Obtain a patrol within the vicinity of the facilities building while the program is active
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- Identify and host the first meeting for possible partnerships to create relationships which will provide supplies and services for the program.
- Purchase products or obtain donations based on talents of human capital and budget to operate the program.
- Secure organizational systems:
 1. Inventory control
 2. Timesheets for payroll
 3. Sign in sheets for youth (hold harmless agreement)
 4. Food disbursement policy
 5. Volunteer partnerships
 6. Community stakeholder's visitor policy for presentations
 7. Dismissal process
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- Secure Organizational systems
- Advertise the program
- Sustainability of the program
- Websites of the program
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Lights On! (Extended Day Program) for NBOE - SY 2023-2024

Belmont Runyon Elementary

Organization History

The Lights On! Program has been an active recreation and social/emotional learning program operating at West Side High School for 5 consecutive years. The program was funded with grants. Lights On! continued to operate during COVID battling hunger. Now we are seeking to establish a program at Belmont Runyon Elementary which would enhance and uplift the students and the community in the Belmont Runyon Elementary area.

Program Proposal

The Lights On! Program implements the whole child philosophy which involves cultivating relationships with students, community, and partner stakeholders. The program impacts student academic achievement, while simultaneously eliminating barriers to learning and growth. The program factors in that student learning can be limited because of barriers that are non-academic. Removal of barriers while nurturing relationships corresponds to growth for underperforming subgroups of students and the general population. The target grade band is students in grades 7-12. The adult/youth participant ratio is 1:25.

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This program will bring about the great results for **Belmont Runyon Elementary** as it has at West Side High School. It has proven to engage students, battle hunger, enhance youth social-emotional skills, build community, increase safety, and reduce crime. The students that attend Lights On! from **Belmont Runyon Elementary** will see improvement in their discipline by building relationships with the human capital in the program. The program accepts students within the community which can impact enrollment at **Belmont Runyon Elementary**.

Implementing this program in schools throughout the district will greatly benefit the students of Newark, increase community stakeholder buy-in and the further reduction in crime.



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Belmont Runyon’s Lights On Program has external partners and currently receives food resources from The Community Food Bank of NJ, Rao’s Homemade, The Common Market, The Salvation Army, and Hello Fresh. This component of the program is integral to combat hunger for our students and the community at large.

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Total of 25 possible dates	Total of 30 possible dates



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Total per program day \$2276.00 X 73 Dates = \$166,148.00



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The Lights On! Program Strategic Plan

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Relationship building with students and staff

Educational support through social and emotional growth

Victorious impact on SGO's

Assess and eliminate non-academic barriers

Measurable data driven results

Partnerships with community stakeholders

GOAL: Director will train the principal or designee how to activate a Lights-On Program.

REVAMP YOUR RECREATIONAL FACILITIES

Statement: A Lights-On Program will have a positive impact on the school by providing recreational and enrichment activities focusing on a safe environment where students develop healthy and strong relationships with their peers and community.

Rationale: By assisting in creating partnerships with various stakeholders and allocating funds for a budget, the Lights-On program will provide social and emotional support to the youth that participate in the program.

Statement: Staff at NBOE will be trained on how to activate, implement, and assess a Lights-On Program.

Rationale: Trained staff will obtain and provide resources for the longevity and success of the program which directly impact the youth.

- Create a budget with the governing body for the season of the program.
- Establish and hire a director for the program. The director must be a community member to ensure the success and the highest impact of Lights-On.
- Draft a Lights-On calendar
- 3 parental meetings/workshops
- Collaborate with governing bodies to obtain approvals to provide custodians and security for the program calendar.
- Obtain permits for the program.
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- Meet with Police Department -
 - A. Ensure safe passages to and from the facility during the program time.
 - B. Obtain a patrol within the vicinity of the facilities building while the program is active
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- Secure organizational systems:
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- Secure Organizational systems
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- Sustainability of the program
- Websites of the program
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From: West Side High School Alumni Association

Lights On! (Extended Day Program) for NBOE - SY 2024-2025

Belmont Runyon Elementary

Organization History

The Lights On! Program has been an active recreation and social/emotional learning program operating at West Side High School for 5 consecutive years. The program was funded with grants. Lights On! continued to operate during COVID battling hunger. Now we are seeking to continue a program at **Belmont Runyon Elementary**, which would enhance and uplift the students and the community in the **Belmont Runyon area**.

Program Proposal

The Lights On! Program implements the whole child philosophy that involves cultivating relationships with students, community, and partner stakeholders. The program impacts student academic achievement, while simultaneously eliminating barriers to learning and growth. The program factors in that student learning can be limited because of barriers that are non-academic. Removal of barriers while nurturing relationships corresponds to growth for underperforming subgroups of students and the general population. The target grade band is students in grades 7-12. The adult/youth participant ratio is 1:25.

The Lights On! The program believes that students are more likely to succeed in academics when they attend a school or live in a community with a positive climate and culture. The program operates under the philosophy that it is the responsibility of all adults within the community to intentionally focus on creating an environment that is welcoming and where youth feel a sense of belonging and connectedness. Both general education and special education students/youth attend the program.

This program will bring about the great results for **Belmont Runyon** as it has at West Side High School. It has proven to engage students, battle hunger, enhance youth social-emotional skills, build community, increase safety, and reduce crime. The students that attend Lights On! from **Belmont Runyon** will see improvement in their discipline by building relationships with the human capital in the program. The program accepts students within the community, which can impact enrollment at **Belmont Runyon Elementary**

Implementing this program in schools throughout the district will greatly benefit the students of Newark, increase community stakeholder buy-in and the further reduction in crime.



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To combat hunger and reduce the spiraling problems of the COVID crisis, Lights On! implemented a Grab & Go program. The Grab & Go program provides families home cooked meals, fresh produce, and non-perishables. The produce is gifted from the Urban Farm at the academic facility. Students and community families that were serviced during COVID included students, neighbors without homes, senior citizens, and people from the Greater Newark area.

Belmont Runyon’s Lights On Program has external partners and currently receives food resources from

The Community Food Bank of NJ, Rao’s Homemade, The Common Market, The Salvation Army, and Hello Fresh. This component of the program is integral to combat hunger for our students and the community at large.

The program operates during the school year on Friday night’s from 3:00pm – 8:00pm.

and Summer Nights on Monday, Wednesday & Friday from 3:00pm - 8:00pm

Friday Program

- Home-cooked meals for all youth attendees
- Recreational Program
- Computer gaming activities
- Beauty & healthcare (personal hygiene)
- Grab and Go Food for adults/families (home-cooked meals, fresh produce, dried goods and frozen goods)

Lights On! School Year Program Dates:	Lights On! Summer Program Dates:
September 6,13,20,27 October 4,11,18,25 November 1,8,15,22,27 (Thanksgiving Dinner), 29 December 6,13,20,23, (Holiday Dinner)26 January 3,10,17,24,31 February 7,14, 21,28 March 7,14,21,28 April 7, 14, 21, 28 May 2,9,16,23,30 June 6,13,20	June 23, 25,27,30 July 2,7,9,11,14,16,18,21,13,15,28, 30 August 1, 4, 6, 8, 11, 13,15,18, 20, 22, 25, 27, 29



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Total of 44 possible dates	Total of 32 possible dates
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Budget

Each school budget may vary due to the number of participants, recreational programs available based on the skill set of the human capital in the facility. As the program grows to attract more students and community members, the budget will need to increase.

Example of budget based on 250 participants (the average at West Side High School during the pandemic)

All employees receive \$39 an hour for 3 hours and are asked to volunteer 2 hours. Employees in the program receive one administrative day a month (to make up for the 2 volunteer hours each week). This is a voluntary agreement and does not abide by the NTU union contract.

The human capital are employees of **Belmont Runyon Elementary** and have met the background check requirements.

Service provided by employees per school:

2 chefs in kitchen
3 people in gym (1 adult per 50 students)
1 academic room (Learning loss skills, parental workshops, SAT tutoring, Khan Academy)
1 game room
2 make-up artists (hygiene care)
1 Henna tattoo artist/arts & crafts/jewelry making
1 music recording room and/or dance studio
1 employee designated for check in
*Belmont Runyon Elementary has a farmer that works with youth for environmental health – urban desert.

It's highly suggested that an administrator be the site/program manager for each facility. The administrator/director rate is \$68 an hour for 4 hours and 1 hour volunteer work.

3 hours X \$42 X 12 employees equates to \$1512.00 each day of operation.

4 hours X \$68 X Program Manager equates to \$272.00 each day of operation.



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Food stipend \$650

Total per program day \$2434.00 X 76Dates = \$184,984.00

(payroll and food only)

There are initial set up fees (equipment, food distribution supplies, etc.) additionally, each location should have a petty cash account to purchase and replenish food and supplies as needed.

*It is highly recommended that you do not use cafeteria food for this program. Cater to the needs of the culture of your building. Ex: Soul food, Nigerian food, Portuguese foods, etc.

District Paid Employees

Night custodians should already be on the permit
1 Security guard per 50 participants but no less than 3 at any site
1 Resource Officer per 150 participants (Except High Schools)

*Upon approval, the school will provide a list of staff and resumes.

Lights On! Program is aligned to the NJQSA six (6) Categories:

- Administration (Supervises the program)
- Healthy Behaviors: Nutrition and Physical Activity
- Human Relationships
- Indoor and Outdoor Environment
- Programming and Activities
- Safety and Environmental Health



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The Lights On! Program Strategic Plan

REVAMP – with Lights On! will assist in transforming and **REVAMPING** your school facility.

Relationship building with students and staff

Educational support through social and emotional growth

Victorious impact on SGO's

Assess and eliminate non-academic barriers

Measurable data driven results

Partnerships with community stakeholders

GOAL: Director will train the principal or designee how to activate a Lights-On Program.

REVAMP YOUR RECREATIONAL FACILITIES

Statement: A Lights-On Program will have a positive impact on the school by providing recreational and enrichment activities focusing on a safe environment where students develop healthy and strong relationships with their peers and community.

Rationale: By assisting in creating partnerships with various stakeholders and allocating funds for a budget, the Lights-On program will provide social and emotional support to the youth that participate in the program.

Statement: Staff at NBOE will be trained on how to activate, implement, and assess a Lights-On Program.

Rationale: Trained staff will obtain and provide resources for the longevity and success of the program which directly impact the youth.

- Create a budget with the governing body for the season of the program.
- Establish and hire a director for the program. The director must be a community member to ensure the success and the highest impact of Lights-On.
- Draft a Lights-On calendar
- 3 parental meetings/workshops



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- Collaborate with governing bodies to obtain approvals to provide custodians and security for the program calendar.
- Obtain permits for the program.
- Draft and approve liability waivers for all youth participants in the Lights On program.
- Meet with Police Department -
 - A. Ensure safe passages to and from the facility during the program time.
 - B. Obtain a patrol within the vicinity of the facilities building while the program is active
- Work with school-based principals or designee to identify and hire human capital with talents that can be implemented in the Lights On Program. Hire staff that consist of community stakeholders or members vested in the community that have a pulse on the street activities to prevent external factors from corrupting the program. *The talents of the human capital will dictate what activities will be put in place for the duration of the program.
- Identify staff that will conduct walk-throughs of Lights On at the designated premises.
- Identify a safe space for the program within the selected school facility.
- Obtain permission (if necessary) to open and use the kitchen for meal prep and preparation. If the kitchen is not on the same floor as the programs will utilized
- Identify and host the first meeting for possible partnerships to create relationships which will provide supplies and services for the program.
- Purchase products or obtain donations based on talents of human capital and budget to operate the program.
- Secure organizational systems:
 1. Inventory control
 2. Timesheets for payroll
 3. Sign in sheets for youth (hold harmless agreement)
 4. Food disbursement policy
 5. Volunteer partnerships
 6. Community stakeholder's visitor policy for presentations
 7. Dismissal process
 8. Discipline procedures
 9. Special events
 10. Data collection



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- Secure Organizational systems
- Advertise the program
- Sustainability of the program
- Websites of the program
- Grant opportunities



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December 7, 2023

To: Newark Public Schools

Roger Leon, Superintendent

From: West Side High School Alumni Association

Lights On! (Extended Day Program) for NBOE - SY 2024-2025

Barringer High School

Organization History

The Lights On! Program has been an active recreation and social/emotional learning program operating at West Side High School for 5 consecutive years. The program was funded with grants. Lights On! continued to operate during COVID battling hunger. Now we are seeking to continue a program at **Barringer High School**, which would enhance and uplift the students and the community in the **Barringer High School area**.

Program Proposal

The Lights On! Program implements the whole child philosophy that involves cultivating relationships with students, community, and partner stakeholders. The program impacts student academic achievement, while simultaneously eliminating barriers to learning and growth. The program factors in that student learning can be limited because of barriers that are non-academic. Removal of barriers while nurturing relationships corresponds to growth for underperforming subgroups of students and the general population. The target grade band is students in grades 7-12. The adult/youth participant ratio is 1:25.

The Lights On! The program believes that students are more likely to succeed in academics when they attend a school or live in a community with a positive climate and culture. The program operates under the philosophy that it is the responsibility of all adults within the community to intentionally focus on creating an environment that is welcoming and where youth feel a sense of belonging and connectedness. Both general education and special education students/youth attend the program.

This program will bring about the great results for **Barringer High School** as it has at West Side High School. It has proven to engage students, battle hunger, enhance youth social-emotional skills, build community, increase safety, and reduce crime. The students that attend Lights On! from **Barringer High School** will see improvement in their discipline by building relationships with the human capital in the program. The program accepts students within the community, which can impact enrollment at **Barringer High School**.

Implementing this program in schools throughout the district will greatly benefit the students of Newark, increase community stakeholder buy-in and the further reduction in crime.



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To combat hunger and reduce the spiraling problems of the COVID crisis, Lights On! implemented a Grab & Go program. The Grab & Go program provides families home cooked meals, fresh produce, and non-perishables. The produce is gifted from the Urban Farm at the academic facility. Students and community families that were serviced during COVID included students, neighbors without homes, senior citizens, and people from the Greater Newark area.

Barringer’s Lights On Program has external partners and currently receives food resources from

The Community Food Bank of NJ, Rao’s Homemade, The Common Market, The Salvation Army, and Hello Fresh. This component of the program is integral to combat hunger for our students and the community at large.

The program operates during the school year on Friday night’s from 3:00pm – 8:00pm.

and Summer Nights on Monday, Wednesday & Friday from 3:00pm - 8:00pm

Friday Program

- Home-cooked meals for all youth attendees
- Recreational Program
- Computer gaming activities
- Beauty & healthcare (personal hygiene)
- Grab and Go Food for adults/families (home-cooked meals, fresh produce, dried goods and frozen goods)

Lights On! School Year Program Dates:	Lights On! Summer Program Dates:
September 6,13,20,27 October 4,11,18,25 November 1,8,15,22,27 (Thanksgiving Dinner), 29 December 6,13,20,23, (Holiday Dinner)26 January 3,10,17,24,31 February 7,14, 21,28 March 7,14,21,28 April 7, 14, 21, 28 May 2,9,16,23,30 June 6,13,20	June 23, 25,27,30 July 2,7,9,11,14,16,18,21,13,15,28, 30 August 1, 4, 6, 8, 11, 13,15,18, 20, 22, 25, 27, 29



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Total of 44 possible dates	Total of 32 possible dates
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Budget

Each school budget may vary due to the number of participants, recreational programs available based on the skill set of the human capital in the facility. As the program grows to attract more students and community members, the budget will need to increase.

Example of budget based on 250 participants (the average at West Side High School during the pandemic)

All employees receive \$39 an hour for 3 hours and are asked to volunteer 2 hours. Employees in the program receive one administrative day a month (to make up for the 2 volunteer hours each week). This is a voluntary agreement and does not abide by the NTU union contract.

The human capital are employees of **Barringer High School** and have met the background check requirements.

Service provided by employees per school:

2 chefs in kitchen
3 people in gym (1 adult per 50 students)
1 academic room (Learning loss skills, parental workshops, SAT tutoring, Khan Academy)
1 game room
2 make-up artists (hygiene care)
1 Henna tattoo artist/arts & crafts/jewelry making
1 music recording room and/or dance studio
1 employee designated for check in
*Barringer High School has a farmer that works with youth for environmental health – urban desert.

It's highly suggested that an administrator be the site/program manager for each facility. The administrator/director rate is \$68 an hour for 4 hours and 1 hour volunteer work.

3 hours X \$42 X 12 employees equates to \$1512.00 each day of operation.

4 hours X \$68 X Program Manager equates to \$272.00 each day of operation.



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Food stipend \$650

Total per program day \$2434.00 X 76Dates = \$184,984.00

(payroll and food only)

There are initial set up fees (equipment, food distribution supplies, etc.) additionally, each location should have a petty cash account to purchase and replenish food and supplies as needed.

*It is highly recommended that you do not use cafeteria food for this program. Cater to the needs of the culture of your building. Ex: Soul food, Nigerian food, Portuguese foods, etc.

District Paid Employees

Night custodians should already be on the permit
1 Security guard per 50 participants but no less than 3 at any site
1 Resource Officer per 150 participants (Except High Schools)

*Upon approval, the school will provide a list of staff and resumes.

Lights On! Program is aligned to the NJQSA six (6) Categories:

- Administration (Supervises the program)
- Healthy Behaviors: Nutrition and Physical Activity
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- Indoor and Outdoor Environment
- Programming and Activities
- Safety and Environmental Health



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The Lights On! Program Strategic Plan

REVAMP – with Lights On! will assist in transforming and **REVAMPING** your school facility.

Relationship building with students and staff

Educational support through social and emotional growth

Victorious impact on SGO's

Assess and eliminate non-academic barriers

Measurable data driven results

Partnerships with community stakeholders

GOAL: Director will train the principal or designee how to activate a Lights-On Program.

REVAMP YOUR RECREATIONAL FACILITIES

Statement: A Lights-On Program will have a positive impact on the school by providing recreational and enrichment activities focusing on a safe environment where students develop healthy and strong relationships with their peers and community.

Rationale: By assisting in creating partnerships with various stakeholders and allocating funds for a budget, the Lights-On program will provide social and emotional support to the youth that participate in the program.

Statement: Staff at NBOE will be trained on how to activate, implement, and assess a Lights-On Program.

Rationale: Trained staff will obtain and provide resources for the longevity and success of the program which directly impact the youth.

- Create a budget with the governing body for the season of the program.
- Establish and hire a director for the program. The director must be a community member to ensure the success and the highest impact of Lights-On.
- Draft a Lights-On calendar
- 3 parental meetings/workshops



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- Collaborate with governing bodies to obtain approvals to provide custodians and security for the program calendar.
- Obtain permits for the program.
- Draft and approve liability waivers for all youth participants in the Lights On program.
- Meet with Police Department -
 - A. Ensure safe passages to and from the facility during the program time.
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- Identify a safe space for the program within the selected school facility.
- Obtain permission (if necessary) to open and use the kitchen for meal prep and preparation. If the kitchen is not on the same floor as the programs will utilized
- Identify and host the first meeting for possible partnerships to create relationships which will provide supplies and services for the program.
- Purchase products or obtain donations based on talents of human capital and budget to operate the program.
- Secure organizational systems:
 1. Inventory control
 2. Timesheets for payroll
 3. Sign in sheets for youth (hold harmless agreement)
 4. Food disbursement policy
 5. Volunteer partnerships
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- Secure Organizational systems
- Advertise the program
- Sustainability of the program
- Websites of the program
- Grant opportunities



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P.O. BOX 3745 NEWARK, NJ 07103

December 7, 2023

To: Newark Public Schools

Roger Leon, Superintendent

From: West Side High School Alumni Association

Lights On! (Extended Day Program) for NBOE - SY 2024-2025

Organization History

The Lights On! Program has been an active recreation and social/emotional learning program operating at West Side High School for 5 consecutive years. The program was funded with grants. Lights On! continued to operate during COVID battling hunger.

Program Proposal

The Lights On! Program implements the whole child philosophy which involves cultivating relationships with students, community, and partner stakeholders. The program impacts student academic achievement, while simultaneously eliminating barriers to learning and growth. The program factors in that student learning can be limited because of barriers that are non-academic. Removal of barriers while nurturing relationships corresponds to growth for underperforming subgroups of students and the general population. The target grade band is students in grades 7-12. The adult/youth participant ratio is 1:25.

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Lights On! has been implemented at West Side High School and has proven to engage students, battle hunger, enhance youth social-emotional skills, build community, increase safety, and reduce crime. The students that attend Lights On! from West Side High School have improved their discipline by building relationships with the human capital in the program. The program accepts students within the community which can impact enrollment at West Side.

Implementing this program in schools throughout the district will greatly benefit the students of Newark, increase community stakeholder buy-in and the further reduction in crime.

To combat hunger and reduce the spiraling problems of the COVID crisis, Lights On!



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implemented a Grab & Go program. The Grab & Go program provides families home cooked meals, fresh produce, and non-perishables. The produce is gifted from the Urban Farm at the academic facility. Students and community families that were serviced during COVID included students, neighbors without homes, senior citizens, and people from the Greater Newark area.

West Side’s Lights On Program has external partners and currently receives food resources from The Community Food Bank of NJ, Rao’s Homemade, The Common Market, The Salvation Army, and Hello Fresh. This component of the program is integral to combat hunger for our students and the community at large.

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and Summer Nights on Monday, Wednesday & Friday from 3:00pm - 8:00pm

Friday Program

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- Recreational Program
- Computer gaming activities
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Lights On! School Year Program Dates:	Lights On! Summer Program Dates:
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February 7,14,21,28	
March 7,14,21,28	
April 7, 14, 21, 28	
May 2,9,16,23,30	
June 6,13,20	



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Total of 44 possible dates	Total of 32 possible dates
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Budget

Each school budget may vary due to the number of participants, recreational programs available based on the skill set of the human capital in the facility. As the program grows to attract more students and community members, the budget will need to increase.

Example of budget based on 250 participants (the average at West Side High School during the pandemic)

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Service provided by employees per school:

2 chefs in kitchen
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1 music recording room and/or dance studio
1 employee designated for check in
*West Side has a farmer that works with youth for environmental health – urban desert.

It's highly suggested that an administrator be the site/program manager for each facility. The administrator/director rate is \$68 an hour for 4 hours and 1 hour volunteer work.

3 hours X \$42.00 X 12 employees equates to \$1512.00 each day of operation.

4 hours X \$68 X Program Manager equates to \$272.00 each day of operation.



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Food stipend \$950

Total per program day \$2734.00 X 76Dates = \$207,784.00

(payroll and food only)

There are initial set up fees (equipment, food distribution supplies, etc) Additionally, each location should have a petty cash account to purchase and replenish food and supplies as needed.

*It is highly recommended that you do not use cafeteria food for this program. Cater to the needs of the culture of your building. Ex: Soul food, Nigerian food, Portuguese foods, etc.

District Paid Employees

Night custodians should already be on the permit
1 Security guard per 50 participants but no less than 3 at any site
1 Resource Officer per 150 participants (Except High Schools)

*Upon approval, the school will provide a list of staff and resumes.



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Lights On! Program is aligned to the NJQSA six (6) Categories:

- Administration (Supervises the program)
- Healthy Behaviors: Nutrition and Physical Activity
- Human Relationships
- Indoor and Outdoor Environment
- Programming and Activities
- Safety and Environmental Health

The Lights On! Program Strategic Plan

Revamp— with Lights On! will assist in transforming and REVAMPING your school facility.

- Relationship building with students and staff
- Educational support through social and emotional growth
- Victorious impact on SGO's
- Assess and eliminate non-academic barriers
- Measurable data driven results
- Partnerships with community stakeholders

GOAL	Director will train principal or designee how to activate a Lights-On Program.
REVAMP YOUR RECREATIO NAL FACILITIES	<ul style="list-style-type: none"> • <u>Statement</u>: A Lights-On Program will have a positive impact on the school by providing recreational and enrichment activities focusing on a safe environment where students develop healthy and strong relationships with their peers and community. • <u>Rationale</u>: By assisting in creating partnerships with various stakeholders and allocating funds for a budget, the Lights-On program will provide social and emotional support to the youth that participate in the program. • <u>Statement</u>: Staff at NBOE will be trained on how to activate, implement, and assess a Lights-On Program. • <u>Rationale</u>: Trained staff will obtain and provide resources for the longevity and success of the program which directly impact the youth.



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Education Compone nts	Protocols to be implemented for high leverage actions



**Training
and
support**

- Create a budget with the governing body for the season of the program.
- Establish and hire a director for the program. The director must be a community member to ensure the success and the highest impact of Lights-On.
- Draft a Lights-On calendar
- 3 parental meetings/workshops
- Collaborate with governing bodies to obtain approvals to provide custodians and security for the program calendar.
- Obtain permits for the program.
- Draft and approve liability waivers for all youth participants in Lights On program.
- Meet with Police Department -
 - A. Ensure safe passages to and from the facility during the program time.
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- Work with school-based principal or designee to identify and hire human capital with talents that can be implemented in the Lights On Program. Hire staff that consist of community stakeholders or members vested in the community that have a pulse on the street activities to prevent external factors from corrupting the program. *The talents of the human capital will dictate what activities will be put in place for the duration of the program.
- Identify staff that will conduct walk-throughs of Lights On at the designated premises.
- Identify a safe space for the program within the selected school facility.
- Obtain permission (if necessary) to open and use the kitchen for meal prep and preparation. If the kitchen is not on the same floor as the programs will utilized



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space, choose a meal distribution site on the same floor where the program will take place. Optional but highly discouraged– outside catering source.

- Identify and host the first meeting for possible partnerships to create relationships which will provide supplies and services for the program.
- Purchase products or obtain donations based on talents of human capital and budget to operate the program.
- Secure organizational systems
 1. Inventory control
 2. Timesheets for payroll
 3. Sign in sheets for youth (hold harmless agreement)
 4. Food disbursement policy
 5. Volunteer partnerships
 6. Community stakeholder’s visitor policy for presentations
 7. Dismissal process
 8. Discipline procedures
 9. Special events
 10. Data collection
- Secure Organizational systems
- Advertise the program
- Sustainability of the program
- Websites of the program
- Grant opportunities