
CONNECTICUT OFFICE OF EARLY CHILDHOOD

**Smart Start
Cohort II
Application for Continuation of Funding**

July 1, 2018 to June 30, 2020

**DERBY PUBLIC SCHOOLS
LITTLE RAIDERS UNIVERSITY**



Legislative Authority
Public Act 14-41

Due Date
April 2, 2018

**DAVID WILKINSON
COMMISSIONER**

The State of Connecticut Office of Early Childhood is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Office of Early Childhood does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Office of Early Childhood's nondiscrimination policies should be directed to:

Levy Gillespie
Equal Employment Opportunity Director
State of Connecticut Department of Education
450 Columbus Blvd.
Hartford, CT 06103
860-807-2101
Levy.Gillespie@ct.gov

The State of Connecticut Office of Early Childhood is an affirmative action/equal opportunity employer.

Table of Contents

Part I. Narrative.....	4
Part II. Application for Continuation of Funding.....	4
Part III. Cover Page.....	5
Required Signatures.....	5
Part IV. Program Information	6
Enrollment	6
Accreditation.....	6
Part V. Budgets	7-9
Sample Justification	7
Budget Shell.....	8
Budget Justification	9
Part V. Appendix A.....	10-12

Part I: Narrative

Directions for Narrative: (not to exceed 4 pages)

Please provide information on the following areas of your Smart Start grant:

1. Positive outcomes/experiences and challenges as a result of participation in the Smart Start grant program for the past two years (please provide specific examples/data).
2. Timeline and actions to become accredited (if not already NAEYC Accredited or Head Start approved). Include how the results of the ECERS-III were used as well as any consultants and other external resources.
3. Impact of collaborative efforts with community-based agencies and programs.
4. Communication to families about programming when school was not in session.
5. District PK-3 plan, including who is involved and positive outcomes and challenges.

Part II: Reapplication Process

All applications must be completed in Times New Roman 11 point font, double spaced.

Due Date:

By April 2, 2018 at 4:00 pm the following must be received:

- An electronic copy of the grant application for continuation of funding sent to andrea.brinnel@ct.gov; and
- Original signature pages

Original signatures must be received by the due date **IRRESPECTIVE OF POSTMARK DATE.**

Mailing and Delivery Information

Andrea Brinnel, Ed.D.
CT Office of Early Childhood
450 Columbus Boulevard
Hartford, CT 06106
(Monday through Friday 8:00 am to 4:00 pm for
in person delivery)

Faxed copies of the signatures will not be accepted.



Little Raiders University

75 Chatfield Street, Derby, CT. 06418

(203)446-4224

- 1) Before participating in the Smart Start grant funding Derby Public Schools offered very limited enrollment, the hours were minimal and the resources scarce. Because of the Smart Start Funding Derby Public Schools is able to offer preschool to 30 students compared to 10 students before the grant. These students are offered a high quality preschool program taught by SDE certified teachers and quality paraprofessionals. The program offers low student teacher ratio to ensure individual attention, foster strong relationships with adults and provide concrete learning experiences to build the students cognitive skills. Because of Smart Start funding, Derby Public Schools is able to adequately offer public education to meet the early developmental and learning needs of Derby's young children.

There is a true collaboration between outside agencies and Derby Public Schools to meet the needs of all these young learners. The Smart Start grant funding has helped make this possible. We are able to provide additional speech therapy, occupational therapy, physical therapy and behavioral therapy on-site at Little Raiders University (LRU). Integrating programs, streamlining services and serving additional children are examples of the positive outcomes/experiences as a result of participation in the Smart Start grant program.

Dibels Test results in Kindergarten were better for students who attended LRU then those who did not:

53.85% of students attending LRU scored at or above benchmark compared to 41.46% of students attending other Pre-K programs, 37% attending Head Start Programs, 25.7% attending a private Licensed Day Care and 20% for those not identified as attending any pre-K. For those attending a private Licensed Day Care who transferred to LRU 100% scored at or above benchmark.

The main challenge we have is accommodating all young Derby residents. Derby is a low socio-economic, transient community. There are more children in need of a quality preschool program than Derby Public Schools has funding for with Smart Start funding available for only two (2) classrooms.

- 2) LRU is in the six-month window of a site visit. We should have our site visit and be NAEYC Accredited by April of 2018. We had our ECERS-3 visit on March 28, 2017 and will have another visit on May 3, 2018. Through the results of our ECERS-3 visit, we built our program diversity materials and provided a diversity professional development workshop. We also labeled our indoor playground equipment with age appropriate signs. One (1) classroom teacher was and given additional support as she had a challenging class.

- 3) Derby Public Schools is intentional about the purposes and parameters of their partnerships with the community based agencies and programs. The school district is very aware the partnerships will make a dramatic difference in their effectiveness. Derby Public Schools have developed an outreach list and has a practice of sharing this list and information about community – based organizations throughout the school district. Various staff members from the schools belong to and support the organizations. Outside agencies come to the schools and offer programs and support to families with agencies including United Way, Parent Child Resource Center (PCRC), Derby Neck Library, Healthy Eyes Alliance, The Institute of Professional Practice and the State

of CT Dental Health Partnership. These partnerships are based on mutual goals, clear communication and a trusting relationship.

- 4) Communication to families about programming when school is not in session is an ongoing process. The Annual District calendar is provided at the time of enrollment, at the beginning of the school year, a monthly newsletter with scheduled closings is sent home and the calendar is posted on the Derby Public Schools website (www.derbyps.org). For closings due to inclement weather or other unforeseen circumstances, we post on the local television stations, ctweather.com, radio stations, our district website (www.derbyps.org), and parents/guardians receive a phone call from our School Messenger automated notification system.

- 5) Following is the District PK–3 plan:

- Full day PK to full day K
- We have aligned standards and curriculum. LRU curriculum is aligned with ELDS and K-3 is aligned with CT State Standards.
- Full school day kindergarten that builds on PK experience
- School district provides principals, directors and teachers on going professional development and planning time to ensure alignment
- Director and principals connect elementary schools with families, communities and other early childhood programs, through e-mails, letters/fliers, and calls home.

Alignment

- Standards, curriculum instruction and assessments are aligned within and across grades from PK through third grade
- Standards, curriculum instruction, and assessment focus on social competence and self – discipline as well as academic skills and subject matter.

Qualified Teachers

- All teachers have CT Certification – preparation and certification enable teachers to teach at any grade level from PK – Third grade
- Teachers are capable of assessing students achievement and enabling each student to make progress

Classroom as Learning Environment

- Instruction balances child-centered approaches with teacher-directed approaches
- Classes are staffed by well qualified teachers and paraprofessionals
- Assessment practices are used to improve instruction in classrooms
- Low student – teacher ratios. Each child receives individualized attention, which fosters strong relationships with adults in the school.

Accountability to Parents and School

- Teachers and families work to set educational goals for students. This is done through In-Take forms handed out at the beginning of each year, Parent / Teachers conferences held twice a year, IEPs, PPTs and whenever a parent or teacher feels the need desire to discuss goals.
- LRU, along with Derby Public Schools, reports student's progress to families, community, school district and the State of CT.

Part III: Cover Page

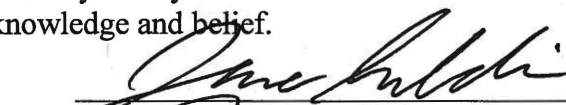
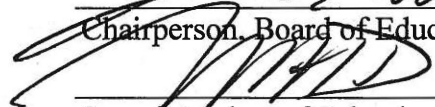
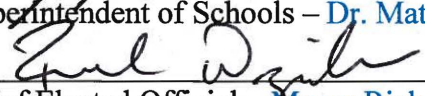
**Connecticut Office of Early Childhood
SMART START APPLICATION FOR CONTINUATION OF FUNDING
GRANT PERIOD
July 1, 2018 to June 30, 2020**

COVER PAGE

School District	Derby (Little Raiders University)
Contact Name	Alison Conway
Address	75 Chatfield Street, Derby, CT 06418
Telephone Number	(203) 446-4224
Contact E-mail Address	aconway@derbyps.org

It is the responsibility of the grantee to provide up-to-date program contact information. In the event of any changes, contact information must be reported to the Smart Start Program Manager within 5 business days.

I hereby certify that the information contained in this application is true and accurate to the best of my knowledge and belief.

 Chairperson, Board of Education – James Gildea	<u>3/26/18</u> Date
 Superintendent of Schools – Dr. Matthew J. Conway, Jr.	<u>3-26-18</u> Date
 Chief Elected Official – Mayor Richard Dziekan	<u>3-28-18</u> Date

Number of Smart Start classrooms	Number of additional children served by Smart Start
2	36

Annual Operating Expenses Requested \$150,000
--

All assurances and conditions noted in the original Smart Start application remain in effect for the duration of Smart Start grant.

Part IV: Program Information

Please complete the following table for each of the Smart Start classrooms in your district.

Smart Start Program Address	Number of Smart Start Classrooms	Number of Children to be Served in each Smart Start		Smart Start hours per day	Smart Start days per year	Family fee charged Y/N
		SS	other			
75 Chatfield Street, Derby	2	15	3	6	186	N

NAEYC Accreditation/Head Start Approval	Head Start approved Y/N	NAEYC ID	Expiration date (if already accredited)	Date of enrollment in self-study	Application Date	Candidacy Date
List classrooms						
Blue Room	N	728330		10/2/17	9/3/15	4/30/18
Red Room	N	728330		10/2/17	9/3/15	4/30/18

Part V: Budget

SAMPLE BUDGET JUSTIFICATION

Year 3 & 4

Indicate costs of implementing FY 2019 and 2020 for **Operation Expenses** by budget code. Refer to Budget Object Codes in the application packet for code descriptions. A worksheet is provided following the Budget Form page. Use additional pages if needed.

A summary explanation must be provided for each line item expenditure noted in your budget. Examples are provided below.

Examples:

Code #	Description	Expenditure Explanation
111B	INSTRUCTIONAL	3 hours per day for 39 weeks 8 hours per day for 13 weeks (total 1,105 hours) 1,105 hours @ \$14/hour x 1 teacher \$ 15,470
200	PERSONAL SERVICES- EMPLOYEE BENEFITS	FICA @ 7.68% of salaries: \$1,925 \$ 7,063 Worker's Compensation 6.9% of salaries: \$850 Health Insurance @ \$3,525/staff/year: \$4,288

SMART START

FISCAL YEARS 2019 & 2020 BUDGET FORM

GRANTEE NAME: <u>Derby</u>	TOWN CODE: <u>037</u>
GRANT TITLE: OPERATIONS	YEARS: <u>FY19 & FY20</u>
PROJECT TITLE:	
FUND: 12060 SPID: 35586 YEAR: 2019 & 2020 PROG: 83004 CF1: 170031	CF2:
GRANT PERIOD: <u>7/1/18 -6/30/20</u>	AUTHORIZED AMOUNT: \$

CODES	DESCRIPTIONS	BUDGET AMOUNT	
		FY 2019	FY 2020
111A	NON-INSTRUCTIONAL SALARIES		
111B	INSTRUCTIONAL SALARIES	\$149,345	\$149,788
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	In-kind (City)	In-kind (City)
322	INSERVICE		
323	PUPIL SERVICES		
324	FIELD TRIPS		
325	PARENTAL ACTIVITIES		
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES		
340	OTHER PROFESSIONAL SERVICES		
400	PURCHASED PROPERTY SERVICES		
510	STUDENT TRANSPORTATION SERVICES		
530	COMMUNICATIONS		
580	TRAVEL		
600	SUPPLIES	\$655	\$212
700	PROPERTY		
	TOTAL	\$150,000	\$150,000

OPERATIONS BUDGET JUSTIFICATION

Indicate costs of implementing FY 2019 and FY 2020 by budget code. Refer to Budget Object Codes in the application packet for code descriptions. Use additional pages if needed.

A summary explanation must be provided for each line item expenditure noted in your budget. You are only allowed to use the budget codes that have been assigned. You are required to complete a separate budget justification for each funding year.

Code #	Description
111B	.05 FTE: Early Childhood Development Director/teacher (hands-on, instructional position) = \$107,000 * 5% = \$5,350
	2.0 FTE: two (2) classroom teachers for 183 days = \$51,000 * 2 = \$102,000
	2.0 FTE: two (2) classroom paraprofessionals for 183 days = average of ~\$16.40/hr. * 6 hrs./day * 183 days * 2 = \$36,000
	Music, library and art teacher support = 160 hours total for year * \$37.47 = \$5,995
600	Educational supplies = \$655
	<u>Total for FY19 = \$150,000</u>
111B	.02 FTE: Early Childhood Development Director/teacher (hands-on, instructional position) = \$109,675 * 2% = \$2,194
	2.0 FTE: two (2) classroom teachers for 183 days = \$52,275 * 2 = \$104,550
	2.0 FTE: two (2) classroom paraprofessionals for 183 days = average of ~\$16.80/hr. * 6 hrs./day * 183 days * 2 = \$36,900
	Music, library and art teacher support = 160 hours total for year * \$38.40 = \$6,144
600	Educational supplies = \$212
	<u>Total for FY20 = \$150,000</u>

APPENDIX A: Budget Object Codes

This list is a description of the budget codes. The list is provided to help you in designing budgets for operating expenses and capital improvements.

111A Non-Instructional

Amounts paid to administrative employees of the grantee not involved in providing direct services to pupils/clients. Include all gross salary payments for these individuals while they are on the grantee payroll including overtime salaries or salaries paid to employees of a temporary nature.

111B Instructional

Salaries for employees providing direct instruction/counseling to pupils/clients. This category is used for both counselors and teachers. Include all salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees. Substitute teachers or teachers hired on a temporary basis to perform work in positions of either a temporary or permanent nature are also reported here. Tutors or individuals whose services are acquired through a contract are not included in the category. A general rule of thumb is that a person for whom the grantee is paying employee benefits and who is on the grantee payroll is included; a person who is paid a fee with no grantee obligation for benefits is not.

200 Personal Services - Employee Benefits

Amounts paid by the grantee on behalf of the employees whose salaries are reported in objects 100 or 111A and 111B. These amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, nevertheless are part of the cost of personal services. Included are the employer's cost of group insurance, social security contribution, retirement contribution, tuition reimbursement, unemployment compensation and workmen's compensation insurance.

300 Purchased Professional and Technical Services

Services which, by their nature, can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Included are the services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, teachers, accountants, etc.

322 In-service (Instructional Program Improvement Services)

Payments for services performed by persons qualified to assist teachers and supervisors to enhance the quality of the teaching process. This category includes curriculum consultants, in-service training specialists, etc., who are not on the grantee payroll.

323 Pupil Services (Non-Payroll Services)

Expense for certified or licensed individuals who are not on the grantee payroll and who assist in solving pupils' mental and physical problems. This category includes medical doctors, therapists, audiologists, neurologists, psychologists, psychiatrists, contracted guidance counselors, etc.

324 Field Trips

Costs incurred for conducting educational activities off site. Includes admission costs to educational centers, fees for tour guides, etc.

325 Parental Activities

Expenditures related to services for parenting including workshop presenters, counseling services, baby-sitting services, and overall seminar/workshop costs.

330 Employee Training and Development Services

Services supporting the professional and technical development of school district personnel, including instructional, administrative, and service employees. Included are course registration fees (that are not tuition reimbursement), charges from external vendors to conduct training courses (at either school district facilities or off-site), and other expenditures associated with training or professional development by third-party vendors.

340 Other Professional Services

Professional services other than educational services that support the operation of the school district. Included, for example, are medical doctors, lawyers, architects, auditors, accountants, therapists, audiologists, dieticians, editors, negotiations specialists, paying agents, systems analysts, and planners.

400 Purchased Property Services

Services purchased to operate, repair, maintain, and rent property owned or used by the grantee. These services are performed by persons other than grantee employees. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

500 Other Purchased Services

Amounts paid for services rendered by organizations or personnel not on the payroll of the grantee (separate from Professional and Technical Services or Property Services). While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

510 Student Transportation Services

Expenditures for transporting pupils to and from school and other activities. Included are such items as bus rentals for field trips and payments to drivers for transporting handicapped children.

530 Communication

Services provided by persons or businesses to assist in transmitting and receiving messages or information. This category includes telephone and voice communication services; data communication services to establish or maintain computer based communications, networking, and Internet services; video communications services to establish or maintain one-way or two-way video communications via satellite, cable, or other devices; postal communications services to establish or maintain postage machine rentals, postage, express delivery services, and couriers. Include licenses and fees for services such as subscriptions to research materials over the Internet software, both 'downloaded' and 'off-the-shelf,' should be coded to objects 650 or 735.

580 Travel

Expenditures for transportation, meals, hotel and other expenses associated with staff travel. Per diem payments to staff in lieu of reimbursement for subsistence (room and board) are also included.

600 Supplies

Amounts paid for items that are consumed, worn out, or deteriorated through use, or items that lose their identity through fabrication or incorporation into different or more complex units or substances.

700 Property

Expenditures for acquiring fixed assets, including land or existing buildings, improvements of grounds, initial equipment, additional equipment, and replacement of equipment.

In accordance with the Connecticut State Comptroller's definition equipment, included in this category are all items of equipment (machinery, tools, furniture, vehicles, apparatus, etc.) with a value of over \$1,000.00 and the useful life of more than one year and data processing equipment that has unit price under \$1,000.00 and a useful life of not less than five years.

800 Debt Service and Miscellaneous

Amounts paid for goods and services not otherwise classified above.