

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Agenda
Regular Meeting
Thursday, May 3, 2018
Colchester Town Hall, 7PM**

RECEIVED
COLCHESTER, CT
2018 APR 27 AM 11:18

1. Call to Order
2. Additions to the Agenda
3. Citizen's Comments
4. Consent Agenda
 1. Tax Abatements
 2. Approve Minutes of the April 18, 2018 Special Board of Selectmen Meeting
 3. Approve Competitive School Readiness FY 2019 Grant Application including Quality Enhancement Funds
5. Approve Minutes of the April 5, 2018 Regular Board of Selectmen Meeting
6. Approve Minutes of the April 13, 2018 Special Board of Selectmen Minutes
7. Boards and Commissions – Interviews and/or Possible Appointments
 1. Economic Development Commission – Heide Perham possible appointment as an alternate member to expire 10/31/2019
8. Presentation by Virtual Town Hall Vendor for the Economic Development Commission Website Request
9. Discussion on Funding the Historic Society for Cemetery Maintenance
10. Discussion on Opengov Policy
11. Discussion on Town Ordinance Review Committee
12. Discussion and Possible Action on Budget Transfer Policy and Use of Capital Reserve Fund Policy Revision
13. Citizen's Comments
14. First Selectman's Report
15. Liaison Reports
16. Adjourn



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen and Board of Finance
Special Meeting Minutes
Wednesday, April 18, 2018
Colchester Town Hall @ 7PM**

MEMBERS PRESENT: BOS: A. Shilosky, D. Mizla, S. Soby, J. Ford and (via phone) R. Coyle **BOF:** R. Tarlov, R. Lepore, T. Kane, A. Migliaccio and A. Bisbikos

MEMBERS ABSENT: M. Egan

OTHERS PRESENT: PW Director J. Paggioli, BOE B. Bernier, R. Besaw, M. Bylone, CFO M. Cosgrove, Chief Cox, J. Walsh and Clerk J. Campbell

1. Call to Order

First Selectman A. Shilosky called the meeting to order at 7:00 pm
Board of Finance Chair R Tarlov called the meeting to order at 7:02 pm

2. Presentation on Paramedic Program by Laura Steinmeyer

(See attached presentation & spreadsheets) Discussion included an overview of the benefits and costs associated with the program and the requirements to equip and run the program.

3. Citizens' Comments

None

4. Adjourn

S. Soby moved to adjourn at 8:11 p.m., seconded by D. Mizla. Unanimously approved. MOTION CARRIED.
A. Migliaccio moved to adjourn at 8:11 p.m., seconded by T Kane. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Joanie Campbell, Clerk

Attachments: Paramedic Presentation & Spreadsheets

RECEIVED
COLCHESTER TOWN
2018 APR 20 PM 2:49



Connecticut Office of Early Childhood

Q65.

When completing this application it is recommended that narrative responses be created in a MS Word document and pasted into the application in the event of any technology issues with this electronic form. Please note that this application does not need to be completed in its entirety in one sitting and may be saved and completed over multiple sessions.

Q17.

**SCHOOL READINESS
FY 2019 COMMUNITY REAPPLICATION
For one-year continuation of School Readiness grants awarded in FY 2018**

Legislative Authority
Connecticut General Statutes
Sections 10-16o through 10-16r and Sections 10-16t through 10-16u

Due Date:
May 15, 2018

School Readiness Councils may choose to accept applications from non-currently funded programs that wish to provide School Readiness. These programs must submit a local proposal to the School Readiness Council for review, scoring and approval.

Q4.

OVERVIEW AND DESCRIPTION

Purpose of grant as outlined in Connecticut General Statutes (C.G.S.) Section 10-16o is to:

- Provide open access for children to quality programs that promote the health and safety of children and prepare them for formal schooling;
- Provide opportunities for parents to choose among affordable and accredited programs;
- Encourage coordination and cooperation among programs and prevent the duplication of services;
- Recognize the specific service needs and unique resources available to particular municipalities and provide flexibility in the implementation of programs;
- Prevent or minimize the potential for developmental delay in children prior to their reaching the age of five;
- Enhance federally funded school readiness programs;
- Strengthen the family through encouragement of parental involvement in a child's development and education; and enhancement of a family's capacity to meet the special needs of the children, including children with disabilities;
- Reduce educational costs by decreasing the need for special education services for school age children and avoiding grade repetition;
- Assure that children with disabilities are integrated into programs available to children who are not disabled; and
- Improve the availability and quality of school readiness programs and their coordination with the services of child care providers.

For additional information about School Readiness requirements, the OEC's General Policies (GPs) for all state-funded programs are available at: <http://www.ct.gov/oec/generalpolicies>.

The School Readiness grant is intended to provide funds for:

- Preschool spaces in center-based programs: These spaces include for-profit or not-for-profit private preschool programs, public preschool programs, Head Start programs, faith-based preschool programs and state-funded day care programs. Programs must be Head Start approved, NAEYC accredited or eligible for NAEYC accreditation. See [GP B-05](#).

Services may be provided in combination of the following space types:

Space Type	Services	Rate
Full Day	10 hours per day 5 days per week 50 weeks per year	\$8,924
School Day	6 hours per day 5 days per week 180 days minimum	\$6,000
Part Day	2.5 hours per day 5 days per week 180 days minimum	\$4,500
Extended Day (Wrap-around)	Extends the day	\$2,772

Monitoring Requirements

Each grantee is responsible for monitoring their sub-grantees to ensure programmatic and fiscal compliance, accountability for children served, and that each program is implementing the 11 quality components under Section 10-16q of the C.G.S., as detailed below:

- A plan for collaboration with other community programs and services including public libraries, and for coordination of resources in order to facilitate full-day and year-round child care and education programs for children of working parents and parents in education or training programs;
- Parent involvement, parenting education and outreach;
- Record-keeping policies that require documentation of the name and address of each child's doctor, primary care provider and health insurance company and information on whether the child is immunized and has had health screens pursuant to 42 U.S.C. Section 1396d and referrals for health services, including referrals for appropriate immunizations and screenings;
- A plan for the incorporation of appropriate pre-literacy practices and teacher training in such practices;
- Nutrition services;
- Referrals to family literacy programs that incorporate adult basic education and provide for the promotion of literacy through access to public library services;
- Admission policies that promote enrollment of children from different racial, ethnic and economic backgrounds and from other communities;
- A plan of transition for participating children from school readiness program to kindergarten and transfer of records from program to kindergarten under Section 10-16a(a)(8);
- A plan for professional development for staff, including but not limited to, training in pre-literacy skills development and designed to assure respect for racial and ethnic diversity;
- A sliding fee scale for families participating in the program pursuant to section 17b-749d; and
- An annual evaluation of the effectiveness of the program.

The OEC may conduct announced and unannounced site visits.

All state funded programs must meet basic health and safety requirements, determined by the OEC.

Reports

All School Readiness communities must submit School Readiness reports, including fiscal data, and monthly space utilization reports, and any other additional requests for data. Grantees are required to participate as requested in all state-level evaluation activities.

Q18.

STAFF QUALIFICATIONS AND THE EARLY CHILDHOOD PROFESSIONAL REGISTRY

According to General Policy [A-01](#), it is the responsibility of each School Readiness Council to ensure that each classroom that provides services under the School Readiness grant must be staffed by:

- a teacher, who at minimum, has a Child Development Associate (CDA) credential and 12 credits in early childhood education or child development from an institution of higher learning accredited by the Board of Regents; **or**
- a teacher who has an Associate Degree or a four-year degree with 12 credits in early childhood education or child development from an institution of higher learning accredited by the Board of Governors of Higher Education; **or**
- a teacher who has a Connecticut Teaching Certificate with an Early Childhood or Special Education Endorsement.

50 percent of teachers assigned to programs accepting Child Day Care or State Head Start funds must hold a Bachelor's Degree with an early childhood concentration and the remainder hold an Associate's Degree with an early childhood concentration.

By July 1, 2020, each classroom must have a teacher that holds a Bachelor's degree with an early childhood concentration (see General Policy [A-01](#) for guidance).

Any School Readiness classroom operated by a public school must employ appropriately certified teaching staff if one or more children in the class are claimed for Education Cost Sharing (ECS) reimbursement.

Required Professional Development for Teaching Staff - Twelve (12) hours of professional learning are required annually for teaching staff. This requirement may be fulfilled as part of other requirements, e.g., licensing, Child Care and Development Fund (CCDF), etc. Teachers must participate in a minimum of two (2) professional development trainings each year focused on early childhood development, or topics directly related to the field of early childhood education and one (1) training in effectively including and caring for children with learning differences including those with disabilities and dual-language learners. New staff must have or obtain specific training in pre-literacy skill development and in racial and ethnic diversity within the first year of hiring.

Q19.

LOCAL REQUEST FOR PROPOSALS

Each community **may** choose to publicly issue a Local RFP for FY 2019 to identify non-currently funded eligible local early care and education providers, which shall provide School Readiness services to eligible children and their families. In its review of these applications, the School Readiness Council must ensure the proposals address all the statutory requirements specifying how the program will meet these requirements and **only submit** those proposals that are complete and in compliance with such requirements. Each community must provide a copy of the School Readiness Council's score and written review of each NEW program's application that includes the strengths and weaknesses, as well as the Council's recommendation for funding. Agencies with multiple sites may submit one (1) application with the individual sites, spaces, and cost information and include site-specific information for licensing, accreditation, staff grids, program administration and operation pages, budget and justifications, budget attachments, and collaboration agreements.

Local Proposals (Non-currently Funded Programs)

Each new local proposal must be uploaded in the Local Proposals section of this application. A signed Local RFP Cover Sheet that attests that the application was reviewed, scored and in compliance with the School Readiness requirements must also be part of the file uploaded in the Local Proposals section of this application.

Responses to the local RFP are also used to monitor compliance with the School Readiness quality components.

Q23.

REAPPLICATION PROCESS

Information / Technical Assistance

Information/technical assistance sessions will be held on Wednesday, February 7, 2018, from 8:30-11:00 am and 12:30-3:00 pm. RSVP to Andrea Brinnel (andrea.brinnel@ct.gov).

Consultative Assistance

Andrea Brinnel, School Readiness Program Manager, Connecticut Office of Early Childhood, Division of Early Care and Education, will be available at 860-500-4426 to answer questions regarding reapplication procedures or proposal format.

Reservations and Restrictions

The OEC reserves the right not to fund an applicant or grantee if it is determined that the grantee cannot manage the fiscal responsibilities required under the grant or demonstrates an inability to meet programmatic requirements of this grant, e.g., licensing, health and safety, Professional Registry, etc.

Reapplication Submission

The following pages constitute the community reapplication for School Readiness funding. Specific instructions are included within each section. Please note that you will be required to upload documents throughout this reapplication.

Q63.

FY 19 SCHOOL READINESS GRANT REAPPLICATION
This grant is supported by the Connecticut Office of Early Childhood

GRANT PERIOD
July 1, 2018 to June 30, 2019

Q64. COMMUNITY

Colchester

Q65. REAPPLICATION CONTACT PERSON
(School Readiness Liaison or Grant Application Contact if no Liaison)

Name	Cindy Praisner
Address	315 Halls Hill Rd
Address 2	
City	Colchester
Zip Code	06415
Telephone	860.537.0717
E-mail	cpraisner@colchesterct.org

Q66. ESTIMATED FUNDING REQUESTED

School Readiness	151,200
Quality Enhancement	3,881
Total Funds	155,081

Q69.
SCHOOL READINESS REAPPLICATION SIGNATURE PAGE

Complete and upload the School Readiness Grant Signature Page.

[SR Grant Signature Page](#)

The page must ALSO be submitted in hard-copy format with original signatures by the RFP deadline, May 15, 2018.

Q92.

MANAGEMENT AND ACCOUNTABILITY STRUCTURE

Section 10-10a (3) of the C.O.S. requires each School Readiness community to designate a person to be responsible for such coordination, program evaluation and administration and to act as a liaison between the town and the Commissioner of the Office of Early Childhood.

Q27

Please address the following School Readiness Quality Component(s) that were not addressed or not fully addressed in the Monitoring and Evaluation of the Early Childhood Program.

Refer to your previous original School Readiness TQM guidance letter and update progress reports. Monitoring and Evaluation of the Early Childhood Program (2019-2020) Letter to the States

The question was not answered by the respondent.

Q28

MONITORING AND EVALUATION OF SCHOOL READINESS QUALITY COMPONENTS

As required by the Section 1010b Early Childhood Readiness Program, community-based providers following early childhood components

- 1. Curriculum with clear community programs and services
- 2. Parent involvement/family engagement
- 3. Health and dental care, nutrition and hygiene
- 4. The early learning settings
- 5. Staffing
- 6. Family ready
- 7. Accessibility (physically accessible facility)
- 8. Transit and transportation
- 9. Professional development
- 10. Quality assurance
- 11. Annual evaluation

The question was not answered by the respondent.

Q29

Please provide additional information on how the School Readiness Quality Component(s) are being implemented.

Refer to your community's original School Readiness TQM guidance letter and update progress reports. Monitoring and Evaluation of School Readiness Quality Components and Implementation of the Early Childhood Program (2019-2020) Letter to the States

The question was not answered by the respondent.

Q30

PROGRAM SPACE GUID

Please refer to the following link: [https://www.earlychildhood.org/early-childhood](#)

https://www.earlychildhood.org/early-childhood

The question was not answered by the respondent.

Q31

EARLY CHILDHOOD PROFESSIONAL REGISTRY REGISTRY

The question was not answered by the respondent.

By checking below you are verifying the following:

The question was not answered by the respondent.

The question was not answered by the respondent.

The question was not answered by the respondent.

Q49

SCHOOL READINESS BUDGET

Applicants must complete the School Readiness Budget Justification Page (tab 1 of the SR Budget Workbook) providing a brief justification for each line item expenditure in the grant budget. The ED114 Budget Page (tab 2 of the SR Budget Workbook) will auto-calculate based on totals from the Budget Justification Page.

An explanation of budget codes can be found here: [School Readiness Community Budget Code Codes](#)

This question was not displayed to the respondent.

Q79 Complete and upload the FY 18 SR Budget Workbook.

[FY 18 SR Community Budget Workbook](#)

This question was not displayed to the respondent.

Q117

Community Admin Match

If a community receives more than \$75,000 in admin, there may be a local match of up to \$25,000. If there is a local match, please upload a letter to the DEC indicating a local match and the amount.

This question was not displayed to the respondent.

Q52 FISCAL AGENT

This question was not displayed to the respondent.

Q77

LOCAL REQUEST FOR PROPOSALS

Each community **may** choose to publicly issue a Local RFP for FY 2019, identifying non-currently funded eligible local early care and education providers which shall provide School Readiness services to eligible children and their families. In its review of these applications, the School Readiness Council must ensure the proposals address all the statutory requirements, specifying how the program will meet these requirements and **only submit** those proposals that are complete and in compliance with such requirements.

Each community must provide a copy of the School Readiness Council's scoring summary sheet which includes scores for each new local School Readiness program applicant as well as the Council's recommendation for newly funded programs.

Agencies with multiple sites may submit one (1) local application with the individual sites' spaces and cost information and include site-specific information for licensing, application of staff/grade, program administration and operation pages, budget and justifications, budget attachments, and collaboration agreements.

This question was not displayed to the respondent.

Q120 Complete and upload the Local School Readiness RFP Scoring Summary Sheet (if applicable)

[Local RFP Scoring Summary Sheet](#)

This question was not displayed to the respondent.

Q121 Complete and upload every Local Request for Proposal for every new applicant (even those not recommended for funding)

[Local SR RFP 2018](#)

This question was not displayed to the respondent.

Q76 Local RFP - Program 1

This question was not displayed to the respondent.

Q78 Local RFP - Program 2

This question was not displayed to the respondent.

Q89 Local RFP - Program 3

This question was not displayed to the respondent.

Q39

QUALITY ENHANCEMENT

Purpose: The CEC shall establish a program, within available appropriations, to provide on a competitive basis supplemental quality enhancement (QE) grants to providers of School Readiness programs pursuant to C.G.S. Sections 10-16g and 10-16h to enhance the quality of early childhood education programs. School Readiness programs in Priority School Readiness districts and Competitive School Readiness municipalities may apply for a quality enhancement grant. These applicants must use their local School Readiness Council to review and recommend projects for funding.

The purpose of the Quality Enhancement funding is to assist early care and education programs in addressing quality standards and/or expand comprehensive services for children and families. C.G.S. Section 17b-749c identifies the following as appropriate use of grant funds:

1. Help providers who are not accredited by the NAEYC to obtain such accreditation.
2. Help directors and administrators to obtain training.
3. Provide comprehensive services, such as enhanced access to health care, a health consultant, a mental health consultant, nutrition, family support services, parent education, literacy and parental involvement, and community and home outreach programs, and provide information concerning access when needed to a speech and language therapist.
4. Purchase educational equipment.
5. Provide scholarships for training to obtain a credential in early childhood education or child development.
6. Provide training for persons who are mentor teachers, as defined in federal regulations for the Head Start program, and provide a family service coordinator or a family service worker, as such positions are defined in such federal regulations.
7. Remediate health and safety problems in existing facilities and conduct minor remodeling to comply with the Americans with Disabilities Act train child care providers on injury and illness prevention, and achieve compliance with national safety standards.
8. Create a supportive network with family day care homes and other providers of care for children.
9. Provide for educational consultation and staff development.
10. Provide for program quality assurance personnel.
11. Provide technical assistance services to enable providers to develop child care facilities pursuant to C.G.S. Sections 17b-749g, 17b-749h and 17b-749i.
12. Establish a single point of entry system, and
13. Provide services that enhance the quality of programs to maximize the health, safety and learning of children from birth to three years of age, inclusive, including, but not limited to, those children served by informal child care arrangements. Such grants may be used for the improvement of staff to child ratios and interaction, initiatives to promote staff retention, pre-literacy development, parent involvement, curriculum content and lesson plans.

Priorities for Funding: This grant should not fund core program accreditation or training activities that are generally available at the local/professional level. Additionally, funds cannot be used for increasing staff salaries or for administrative or planning functions. This section of funding is based upon availability of funds. The plan must align with the purpose of the funding (above).

Funds Available: The CEC anticipates that a total amount of 1,992,500 will be available between July 1, 2018 and June 30, 2019. All grants shall be funded within the limits of available appropriations. The table below details the proposed allocations for the Priority School Readiness municipalities.

Municipality	Grant Award	Municipality	Grant Award
Andover	3,801	Miford	3,801
Andover	6,447	Naugatuck	3,801
Asheford	3,801	New Britain	39,926
Bloomfield	8,035	New Haven	81,386
Branford	3,801	New London (LEARN)	17,220
Bridgewater	101,074	North Haven	3,801
Brussels	10,796	Norwalk	37,688

Brooklyn	3,001	Norwich	20,120
Canterbury	3,001	Plainfield	3,001
Chaplin	3,001	Plainville	3,001
Colchester	3,001	Plymouth	3,001
Coventry	3,001	Putnam	6,447
Danbury	24,009	Scotland	3,001
Derby	3,001	Seymour	3,001
Eastford	3,001	Shelton	3,001
East Hartford	21,242	Sprague	3,001
East Haven	3,001	Stafford	3,001
Ellington	3,001	Stanford	48,970
Enfield	3,001	Sterling	3,001
Greenwich	3,001	Stratford	3,001
Griswold	3,001	Thomaston	3,001
Groton	3,001	Thompson	3,001
Hamden	3,001	Torington	3,001
Hampton	3,001	Vernon	3,001
Hartford	112,523	Voluntown	3,001
Hebron	3,001	Waterbury	75,641
Killingly	3,001	West Hartford	3,001
Lepanow	3,001	West Haven	24,973
Ledyard	3,001	Winsted	3,001
Lisbon	3,001	Windham	13,963
Manchester	3,001	Windsor	3,001
Mansfield	3,001	Windsor Locks	3,001
Middletown	20,337	Wolcott	3,001
Middletown	19,023	TOTAL	\$892,955

This question was not displayed to the respondent.

Q102

QUALITY ENHANCEMENT (QE) INDIVIDUAL VENDOR REQUESTS FOR PROPOSAL

Each community is required to publicly issue a QE RFP for FY 2019 to identify eligible local vendors to provide School Readiness quality enhancement services to local School Readiness providers.

Requirement: The QE RFP is for use when soliciting applications for projects. The general public must be notified of the opportunity to bid. Include a copy of the public notice with this application. The School Readiness Council will collect, review and score the application(s).

The School Readiness Council must ensure that all local procurement processes are followed.

QE Individual Vendor RFP FY 18

This question was not displayed to the respondent.

Q199 Upload a copy of your community's public notice for the GE Individual Vendor RFP.

This question was not displayed to the respondent.

Q193 Local GE - Approved Vendor 1

This question was not displayed to the respondent.

Q194 Local GE - Approved Vendor 2

This question was not displayed to the respondent.

Q195 Local GE - Approved Vendor 3

This question was not displayed to the respondent.

Q59

QUALITY ENHANCEMENT BUDGET

Using the GE budget workbook provided, indicate how the funds will be expended through June 30, 2019. There are no administrative indirect costs or carryover funds allowed. The fiscal agent may request funds through the online prepayment grant system.

This question was not displayed to the respondent.

Q60 Complete and upload the FY 19 GE Approved Vendor Summary Budget Workbook (summary of all vendor budgets).

[GE Approved Vendor Summary Budget Workbook](#)

Applicants must complete the Quality Enhancement Budget Justification Page (tab 1 of the GE Budget Workbook), providing a justification for each line item expenditure proposed in the grant budget. The ED114 Budget Page (tab 2 of the GE Budget Workbook) will auto-calculate based on totals from the Justification Page.

An explanation of budget codes can be found here:

[Quality Enhancement Budget Direct Codes](#)

This question was not displayed to the respondent.

Q58 Statement of Need, Goals and Indicators: Describe the need for the proposed activities, the intended goals and the indicators of achievement that will be used to measure the success of the activity.

Complete and Upload the Statement of Need, Goals and Indicators of Progress Form

[FY 19 GE Summary of Needs, Goals and Indicators of Progress](#)

This question was not displayed to the respondent.

Q98

CERTIFICATION PAGE

There are no further questions in this RFP. Please be sure to go back and check that all questions have been answered.

After you certify below that all questions have been answered and click the ">>" button, your RFP will have been submitted and cannot be reopened.

This question was not displayed to the respondent.

Q111 Photocopyation sign2

This question was not displayed to the respondent

Q99

This question was not displayed to the respondent

Q100

CERTIFICATION PAGE

You will not be able to reopen this RFP once you click ">>".

Are you sure you want to submit this RFP?

This question was not displayed to the respondent

Q100

This question was not displayed to the respondent

SCHOOL READINESS GRANT SIGNATURE PAGE

GRANT PERIOD

July 1, 2018 to June 30, 2019

COMMUNITY:

Colchester

APPLICATION CONTACT PERSON:
(Name, Address, Telephone, E-mail)

Cindy Praisner
Collaborative for Colchester's Children
315 Halls Hill Rd.
Colchester, CT 06415
Cpraisner@colchesterct.org 860.537.0717

ESTIMATED FUNDING:

School Readiness: \$151,200
Quality Enhancement: \$3,881
Total: \$155,081

We, Arthur Shilosky and Mary Conway, the undersigned authorized chief administrative officials submit this proposal on behalf of the applicant agency, attest to the appropriateness and accuracy of the information contained therein, and certify that this proposal, if funded, will comply with all relevant requirements of the state and federal laws and regulations.

In addition, funds obtained through this source will be used solely to support the purpose, goals and objectives as stated herein.

Signature: (Chief Elected Official)

Name: (typed)

Arthur Shilosky

Title: First Selectman

Agency:

Town of Colchester

Date: _____

Signature: (Superintendent)

Name: (typed)

Dr. Mary Conway

Title: Interim
Superintendent

Agency:

Colchester Public
Schools

Date: _____

MANAGEMENT AND ACCOUNTABILITY STRUCTURE

Section 10-16p (g) of the C.G.S. requires each School Readiness community to *“designate a person to be responsible for such coordination, program evaluation and administration and to act as a liaison between the town and the Commissioner of the Office of Early Childhood.”*

Please address how the School Readiness Liaison meets this requirement.

Please provide detailed information about monitoring, documentation and staffing of the School Readiness Council.

Refer to your community's original School Readiness FY 18 grant application and update progress in the Management and Accountability Structure section. Use specific evidence/data to support your answer.

The Colchester School Readiness Council has a liaison that works to fulfill the coordination, program evaluation, and administration of the School Readiness grant for the Town of Colchester. The Liaison carries out all of the duties required of the grant including overseeing the monitoring of sub-grantee programs, documentation of required processes and practices, and ensures that the School Readiness Council is appropriately staffed.

The Liaison carries out the fiscal and program monitoring of sub-grantees as follows:

Contract - The Liaison ensures that a Colchester School Readiness Program Provider Agreement is executed each year between the Board of Education and the sub-grantee. This agreement clearly defines the terms and conditions of their responsibilities in carrying out the grant program.

Monitoring - The Liaison monitors the fiscal and programmatic responsibilities of the sub-grantees through the following:

Budget Updates: Budget updates are collected as of December 31 and June 30 of each fiscal year. These updates must include amounts collected from family fees where applicable. The Liaison compares the updates with the original budget submitted with the local RFP. If the sub-grantee wishes to revise their budget during the course of the year, the School Readiness Council must approve the revision.

Program Components: Record keeping, parent involvement, nutrition services, and professional development needs and plans are monitored through the site visits and reviewed by the Liaison. Collaboration with community programs, admission policies, transition planning, use of the sliding scale fee, annual evaluation data, and referral to literacy and adult education programs are the responsibility of the Council and Liaison.

Teacher Education Requirement - The Liaison, site visit monitor, and program director collaboratively track any changes in classroom staff. The Liaison reviews the professional registry on a regular basis to ensure compliance with Qualified Staff Member requirements.

Professional Learning for Teaching Staff - The site visit monitor reviews the professional development plan of each teacher in a school readiness classroom as well as the administrator to ensure that the required hours and types of training are met. Any discrepancies are reported to the Liaison for follow-up. The Council plans local professional development to meet some of the needs of staff as well.

Reports - The Liaison completes all School Readiness reports, including fiscal data, and monthly space utilization reports, and any other additional requests for data. Sub-grantees provide required information to the Liaison monthly and when requested.

The Liaison oversees the classroom monitoring of sub-grantees. The monitoring visits are completed by an outside evaluator. The monitor makes a visit in the Fall, Winter, and Spring to ensure continued compliance across the school year and to provide feedback on growth for identified needs. Learning experience plans are collected and reviewed at each visit to ensure that classrooms are using the ELDS, assessing students, promoting literacy, and differentiating instruction. Visits are done with a monitoring form that reflects many of the 11 quality components required by the grant-including record keeping, parent involvement, nutrition services, and professional development needs and plans. These forms are completed by the monitor, reviewed by the Liaison, and signed by the Program Director. The Liaison receives the signed form and all supporting documents for final review and additional follow-up as needed. Collaboration with community programs, admission policies, transition planning, use of the sliding scale fee, annual evaluation data, and referral to literacy and adult education programs are the responsibility of the Council and Liaison. Sub-grantees participate in the implementation of each of the above by submitting data and documents, participating in Collaborative and Council meetings, and by referring families to the Liaison for additional assistance. The Liaison monitors the NAEYC approval process and adherence to grant policies through the collection of documents as prompted through a self-created checklist.

The Liaison is responsible for ensuring the accuracy of the monthly data submitted. Each sub-grantee provides the Liaison with an invoice that includes enrollee names. The Liaison has all other child information needed (gathered through our central enrollment process) to complete the monthly data report. The sub-grantee also provides the Liaison with family fee and Care4Kids funding received during the fiscal period, if applicable.

Enrollment is completed by the Liaison and verified through the monthly invoice and attendance logs. Attendance is completed at each site with a sign in/out process. An attendance summary is submitted to the Liaison at the end of the month. The liaison reviews the attendance to ensure adequate use of the spaces.

The Liaison ensures that all of the required positions on the School Readiness Council are filled with appropriate persons. There are two co-chairs that assist with the meetings. Attendance and participation is recorded at each of the meetings. The liaison reviews and approves the minutes for each meeting. By-laws and procedures are reviewed and revised as needed. In this way, the liaison ensures that the School Readiness Council is operating as required.

Please provide specific information on how the School Readiness Council is addressing the Quality Components.

Refer to your community's original School Readiness FY18 grant application and update progress in the Monitoring and Evaluation of School Readiness Quality Components section. Use specific evidence/data to support your answer. Please make sure all 11 quality components are labeled and addressed.

1. Collaboration with community programs and services

The School Readiness Council monitors and supports the collaborative efforts of our community programs through our local early childhood council and School Readiness Council meetings. Our council, the Collaborative for Colchester's Children (C3), serves as a platform for networking and collaboration with many regional and local programs and services including the Colchester Public Schools, Cragin Memorial Library, Youth and Social Services, Recreation Department, UCFS, TVCCA Head Start and parents.

At these meetings, our School Readiness programs bring offerings for others to the table as well as learn about potential programs and services to be used with the children and families in their School Readiness programs. The Early Childhood Community Plan strategies and initiatives that benefit all families are created and moved forward at these meetings. CASTLE (a SR subgrantee) and the Recreation Department provide camps and programs for school vacations and summer that help parents maintain year-round child care. Cragin Memorial Library provides learning opportunities that promote literacy on-site at CASTLE and at the library during the summer. Attendance by representatives from each of our community sites is monitored at both the School Readiness Council and C3 meetings.

2. Parent involvement (family engagement)

The School Readiness Council monitors efforts by the sub-grantees to effectively engage families through its monitoring visits. The monitor will ask about how and how much families are involved in volunteering in the classroom, events held that encourage family involvement, parent boards that provide input as well as general policies regarding classroom visitation and written communication with families. Our sub-grantees continue to meet the NAEYC standards addressing the role of parents. Also, a review of family handbooks indicates that they contain information that supports the successful integration of their children into program life. The Collaborative for Colchester's Children also supports the sub-grantees in their efforts to engage families. C3 encourages family involvement through its play and learn groups and parent workshops. We offer People Empowering People parent leadership and Circle of Security sessions to empower families. All School Readiness families are encouraged to participate through the sub-grantees as well as through the C3 email distribution list.

3. Health (record-keeping policies and referrals)

It is the responsibility of each program to maintain documentation on each child's doctor, health insurance company, immunization and health screenings are completed as required. The School Readiness monitor will randomly check student files for a current Early Childhood Health Assessment form at each visit for CASTLE. Colchester Public School professional nursing staff maintain records for CECP students. The Council does not currently ensure that referrals are being made but will assist families or programs with providing care if requested. The School Readiness application process ensures that every family has health insurance. If a family does not, the Liaison will refer the family to Backus' Access to Care.

4. Pre-literacy (teacher training)

The School Readiness Council monitors that each sub-grantee incorporates appropriate pre-literacy practices through its monitoring visits as well as the collection of daily schedules and learning experience plans. Teacher training in pre-literacy practices are monitored through the School Readiness Professional Development Plan that is completed annually by all staff members working in a classroom with School Readiness children.

5. Nutrition

The School Readiness Council monitors the provision of nutritious snacks at CASTLE through our monitoring visits. CASTLE provides a healthy morning snack and families provide lunch and additional snacks. The handbook requests that families do not send in candy or soda and that parents consider the healthfulness of foods provided for their child. CECP does not provide snack. Families are required to send in snacks that meet NAEYC safety standards. Milk and water is provided as a drink. CECP students have access to a school food pantry if families are unable to provide a snack for their child. The School Readiness Council provides at least one nutrition workshop per year for families that focuses on healthy eating; this year it was cancelled due to lack of interest. Additionally, the Collaborative periodically shares nutrition messages through its social media.

6. Family literacy

The School Readiness liaison receives all applications for School Readiness. Therefore, the liaison provides information to families about adult education programs based upon their application responses. The sub-grantees as well as the the School Readiness Council promote literacy programs offered through the local public library. The School Readiness Council promotes programming through our social media and our email list. Sub-grantees post and distribute information about library programs, host library story times at their centers, and share information about receiving a library card as well. The School Readiness monitor will check for postings of library activities when they complete their visits. The Library Director will alert the liaison if there is any difficulty with providing their outreach story times.

7. Admission policies that promote diversity

The School Readiness Council monitors that sub-grantees' admission policies promote enrollment of children from different racial, ethnic and economic backgrounds by the collection of program handbooks. Each handbook includes an open admission policy statement. Our central enrollment process ensures that accurate data about ethnicity and economic status are collected on all School Readiness students. The School Readiness program allows entry of families with lower economic backgrounds but both

programs also include families that are above 75% of the State Median Income as well. Families that are over 75% of State Median Income are not placed until after August 1 to provide ample time for families below the guideline to apply. Our collaboration with other entities in town provides referrals of children that might not otherwise apply. Additionally, our application process provides additional points for non-English speaking families on our rubric of student need as it is a priority for our community to give them a school experience before Kindergarten. The School Readiness Liaison actively works with the English Language Learner teacher in our district to identify younger siblings that might participate in our preschool programs. Our records indicate that children of all races and economic backgrounds participate in our School Readiness classrooms.

8. Transition to Kindergarten

The School Readiness Council monitors the transition to kindergarten activities that the school provides each year through Council meeting discussions. Periodically, we will also complete a survey of families. Information about specific transition activities is shared with centers and families. A Kindergarten Transition form is distributed to all community programs and sub-grantees are required to submit this information on transitioning children. The Council monitors the completion of cards through a discussion and report by the elementary school principal at a School Readiness Council meeting. Kindergarten registration packets are provided to all community preschool programs to make registration more convenient.

9. Professional development

The School Readiness Council provides each program with a Professional Development plan form that must be completed annually. This form includes the one time requirements for pre-literacy skills and diversity training as well as the annual requirements for 12 hours including at least two in diversity. The School Readiness assesses progress on the plan at each visit. If sufficient progress is not being made toward completion of the 12 hours or the one time trainings, a plan is developed with the Liaison for completion of these requirements.

10. Sliding Fee Scale

Due to the small size of our community and the manageable number of School Readiness spaces available, the School Readiness Liaison accepts all applications for the School Readiness program. All families in our School Day program are charged a fee determined by either the Sliding Fee Scale or, if eligible, the Child Care Certificate from Care 4 Kids. Fees for part-day students are calculated but waived in order to create an equitable system with other non-paying attendees of CECP. The Liaison is responsible for verifying income with at least one month's most recent pay stubs,

determining the family fee based upon application information and supporting documentation, and then reporting the fee to be charged to the sub-grantee as per SR policies. The sub-grantee files a report of family fees collected each month to the Liaison which can be compared to the family fees assessed. The Liaison also is responsible for completing a re-determination of income for all returning families in May. Any changes in fees are provided to families and sub-grantees.

11. Annual Evaluation

The School Readiness Council has elected to use Quality Enhancement funds to purchase ctpaf.org for each School Readiness classroom. Sub-grantees use this information to measure the progress of each child and to provide feedback to families. Additionally, ESGI software subscription is also purchased for each sub-grantee to use as a one-on-one assessment to measure progress on early literacy and math skills. The School Readiness Monitor checks with teachers during each site visit to ensure that the assessment tools are being used. If required, the School Readiness Council has monitored the use of the assessment tools to ensure their completion. The data from these assessment tools is submitted to the Liaison at the end of the school year for review.

SCHOOL READINESS COMMUNITY BUDGET WORKBOOK

TOWN- Colchester

SITE- CASTLE and Colchester BOE@ CECF

Directions:

- 1.) Before you begin, save a hard copy of this workbook file to your hard drive.
- 2.) Complete all forms labeled separately on the bottom tabs as they pertain to your site/sites.
- 3.) Please note that the "Budget Justification" worksheet will automatically populate the ED114 Budget worksheet.
- 4.) Upon completion, save a copy of your workbook to upload to the budget section of the RFP.



Cindy Praisner <cpraisner@colchesterct.org>

Colchester QE RFP

Cindy Praisner <cpraisner@colchesterct.org>
To: eceinfo@lists.cahs.org

Fri, Mar 16, 2018 at 2:15 PM

Colchester School Readiness
Quality Enhancement Grant
Open Bid Process
Connecticut General Statutes
Sections 10-16o through 10-16r and Sections 10-16t through 10-16u

The **Quality Enhancement Grant Program** Local Request for Proposal is available for the July 1, 2018 – June 30, 2019 fiscal year. The purpose of the Quality Enhancement Grant is to provide funding for programs that focus on education and early care that address quality standards and/or expand comprehensive services for children and families.

The Colchester School Readiness Council is seeking qualified programs/individuals to provide services that can be in the form of professional development, on site coaching and mentoring in the following possible areas:

- Understanding the impact of Adverse Childhood Experiences
- Role of Attachment Theory in the classroom
- Doing Developmental Screening and how to have hard conversations with families around developmental concerns
- Anxiety in young children and their families
- CT Documentation and Observation for the Teaching System (CTDOTS)

Interested applicants are encouraged to contact the School Readiness Liaison, Cindy Praisner by email to cpraisner@colchesterct.org.

The QE Application is attached.
Application deadline is Thursday, April 5, 2018.

Eligible applicants must submit an application for July 1, 2018 through June 30, 2019. Grant award letters will be issued annually based on the annual appropriation of the Connecticut Legislature and the grant recipient's compliance with the program requirements.

Thank you!
Cindy

Cindy Praisner
Early Childhood Coordinator
860-537-0717



Colchester_QE_INDIVIDUAL_VENDOR_RFP_FY_19.doc
122K

Town of Colchester
QUALITY ENHANCEMENT GRANT PROGRAM

FY 2019

LOCAL REQUEST FOR PROPOSAL

The purpose of the Quality Enhancement Grant Program is to provide funding for School Readiness programs that focus on education and early care that addresses the School Readiness quality components and/or expands comprehensive services for children and families.

Legislative Authority
C.G.S. Section 17b-749c

DUE DATE

_____ April 5, 2018 _____

SUBMISSION INFORMATION

Name: Joy Lenares _____
Agency (if applicable): _____
Street Address: 230 Bull Hill Rd. _____
City, State, Zip Colchester, CT 06415 _____
Primary Contact: _____
Telephone: 860.267.6776 **Fax:** **E-mail:** jlenares@comcast.net

FISCAL AGENT (if applicable)

Name: _____
Agency (if applicable): _____
Street Address: _____
City, State, Zip _____
Primary Contact: _____
Telephone: **Fax:** **E-mail:** _____

*Overhead
Town of
Colchester
Beings with
Missouri
Chambers*

STATEMENT OF NEED, GOALS AND INDICATORS OF PROGRESS

For each proposed activity please provide a detailed description of the need for the activity, the intended goals and indicators of progress toward the goals. Provide the expected cost of each activity and the resources that could support the implementation of the activity. Copy this page as needed to describe each activity and provide a summary on the chart provided.

Town: Colchester	Contractor: Joy Lenares
<u>Activity and Activity Description:</u> Two hour workshop on Attachment in the Classroom	
<u>Expected Cost:</u> \$300	
<u>Possible Resources:</u> Materials that address attachment and the needs of children.	
<u>Population (number of children, staff, and programs served by this activity):</u> 10-40 adult early care and education providers	
<u>Statement of Need:</u> Students with challenging behavior are an increasing concern for teachers. These students can require a great deal of teacher time and program resources. Teachers often feel like they don't have the tools to understand and address these difficult behaviors.	
<u>Goals:</u> -Participants will be able to understand attachment theory. -Participants will be able to discover, interpret, understand and respond to children's challenging behavior and cues/miscues based upon an understanding of attachment needs. -Participants will be able to find new ways to help their children connect, restore, and grow.	
<u>Indicators of Progress:</u> Participants will be able to identify the needs of children on the Circle Map. Participants will be able to identify cues and miscues in children' behavior that would reflect and attachment need. Participants will be able to identify ways to create connections with students that strengthen attachment.	
<u>Grant Objectives Addressed:</u> Provide for educational consultation and staff development.	
<u>Plan for Activity Evaluation:</u> Participants will complete exit surveys to indicate an increase in knowledge and understanding and indicate a change in practice that they will implement.	

STATEMENT OF ASSURANCES

The Statement of Assurances Signature Page included in this grant must provide the authorized signatures of the applicant agency (e.g., mayor and superintendent of schools).

Please note that the authorized signatures of the eligible applicant must also be provided on the cover page of the grant application submitted with the grant (see application instructions).

Applicants need only submit the Statement of Assurances Signature Page with submission of their grant application.

PROJECT TITLE: SCHOOL READINESS GRANT PROGRAM

THE APPLICANT: Joy Lenares **HEREBY ASSURES THAT:**

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant;
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the Connecticut Office of Early Childhood and the Connecticut State Department of Education;
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the Connecticut State Department of Education for the Office of Early Childhood, including information relating to the project records and access thereto as the Connecticut Office of Early Childhood and Connecticut State Department of Education may find necessary;
- H. The Connecticut Office of Early Childhood reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;
- I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding;
- J. The applicant will protect and save harmless the Office of Early Childhood and the State Department of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant;
- K. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the Connecticut State Department of Education any monies not expended in accordance with the approved program/operation budget as determined by the audit; and
- L. Programs are required to meet all health and safety requirements mandated by the Office of Early Childhood for both license and license exempt programs.

M. REQUIRED LANGUAGE (NON-DISCRIMINATION)

References in this section to "contract" shall mean this grant agreement and to "contractor" shall mean the Grantee.

- a) For purposes of this Section, the following terms are defined as follows:
- 1) "Commission" means the Commission on Human Rights and Opportunities;
 - 2) "Contract" and "contract" include any extension or modification of the Contract or contract;
 - 3) "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;
 - 4) "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose;
 - 5) "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
 - 6) "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
 - 7) "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;
 - 8) "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
 - 9) "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes §32-9n; and
 - 10) "public works contract" means any agreement between any individual, firm or corporation and the State of any political subdivision of the State other than a community for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a community, (2) a quasi-public agency, as defined in Connecticut General Statutes § 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Connecticut General Statutes § 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

- b) (1) The Contractor agrees and warrants that in for performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race,

color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the contractor agrees to provide each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §46a-68e and §46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §46a-56, 46a-68e and 46a-68f.; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes §46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.

- c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions, including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

- f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
- g) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of the Section and Connecticut General Statutes § 46a-56.
- h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- N. The grant award is subject to approval of the Connecticut Office of Early Childhood and availability of state or federal funds.
- O. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated there under are hereby incorporated by reference.
- P. The Connecticut Office of Early Childhood reserves the right to negotiate terms, including the withholding of funds, based on the grantee's inability to comply with the assurances.
- Q. The Connecticut Office of Early Childhood reserves the right to de-fund sub-grantees of the School Readiness Council based on the sub-grantee's inability to comply with School Readiness General Policies.

STATEMENT OF ASSURANCES SIGNATURE PAGE

I, the undersigned authorized official; do hereby certify that these assurances shall be fully implemented.

Signature of Official:

Joy Lenares

Joy Lenares

Name: (please type)

Workshop Facilitator

Title: (please type)

4-5-2018

Date:

To be signed below **ONLY** if the Fiscal Agent is other than the program applying for the funds:

Signature of Fiscal Agent: _____ **Date:** _____

Name & Title (please print): _____

**FISCAL YEAR 2019
ED 114 BUDGET FORM**

GRANTEE NAME:	Colchester		
GRANT TITLE:	School Readiness Quality Enhancement Grant	Grant Period:	7/1/2018 to 6/30/2019
Project Title	Competitive SR Quality Enhancement	Total Award:	\$ 300.00

CODES	DESCRIPTIONS	ANNUAL	
111a	Non-Instructional (Administrative/Supervisor Salaries/Clerical/O	\$	-
111b	Instructional	\$	-
200	Benefits	\$	-
320	Professional Education Services	\$	-
321	Tutors	\$	-
322	In-service	\$	300.00
323	Pupil Services	\$	-
324	Field Trips	\$	-
325	Parent Activities	\$	-
330	Employee Training and Development Services	\$	-
340	Other Professional Technical Services	\$	-
400	Purchased Property Services	\$	-
500	Other Purchased Services	\$	-
600	Supplies	\$	-
700	Property	\$	-
	TOTAL	\$	300.00

	Original Date:	Revised Date:
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**Town of Colchester
QUALITY ENHANCEMENT GRANT PROGRAM**

FY 2019

LOCAL REQUEST FOR PROPOSAL

The purpose of the Quality Enhancement Grant Program is to provide funding for School Readiness programs that focus on education and early care that addresses the School Readiness quality components and/or expands comprehensive services for children and families.

Legislative Authority
C.G.S. Section 17b-749c

DUE DATE
April 5, 2018

SUBMISSION INFORMATION

Name: Diane Gozemba
Agency (if applicable): EASTCONN
Street Address: 376 Hartford Turnpike
City, State, Zip Hampton, CT 06247
Primary Contact: Diane Gozemba
Telephone: 860 455-1532 **Fax:** 860 455-0691 **Email:**
dgozemba@eastconn.org

FISCAL AGENT (if applicable)

Name: _____
Agency (if applicable): _____
Street Address: _____
City, State, Zip _____
Primary Contact: _____
Telephone: _____ **Fax:** _____ **E-mail:** _____

STATEMENT OF NEED, GOALS AND INDICATORS OF PROGRESS

For each proposed activity please provide a detailed description of the need for the activity, the intended goals and indicators of progress toward the goals. Provide the expected cost of each activity and the resources that could support the implementation of the activity. Copy this page as needed to describe each activity and provide a summary on the chart provided.

Town: Colchester	Contractor: EASTCONN
<i>Activity and Activity Description:</i> EASTCONN will provide a 2 hour professional learning session for early childhood providers to gain a stronger understanding how children exhibit anxiety in the classroom and strategies to address concerns.	
<i>Expected Cost:</i> \$400	
<i>Possible Resources:</i> Play therapist	
<i>Population (number of children, staff, and programs served by this activity):</i> Early care and educational professionals in Colchester serving the children and families of Colchester will be invited to attend that receive school readiness funding as well as community programs. Training will be available for any ECE provider of a school, center, or family child care.	
<i>Statement of Need:</i>	
<ul style="list-style-type: none"> • Early Care and Education professionals are frequently seeing behaviors that exemplify children experiencing social emotional anxiety. • Teaching staff need support to address concerns they are seeing in their classroom. 	
<i>Goals:</i>	
The goal is to provide teachers with training and preliminary strategies to consider implementing when they see children exhibiting anxious behavior.	
<i>Indicators of Progress:</i>	
The indicators of progress will be evaluated with an exit survey after completion of the professional development session. Teachers will work to increase their knowledge on the topic and report on successes of implementation.	
<i>Grant Objectives Addressed:</i>	
This proposal will address the grant objective of providing training to address how to better support children in their social and emotional development.	
<i>Plan for Activity Evaluation:</i>	
Participants receiving training will complete exit surveys to address increase in knowledge of the subject matter.	

STATEMENT OF ASSURANCES

The Statement of Assurances Signature Page included in this grant must provide the authorized signatures of the applicant agency (e.g., mayor and superintendent of schools).

Please note that the authorized signatures of the eligible applicant must also be provided on the cover page of the grant application submitted with the grant (see application instructions).

Applicants need only submit the Statement of Assurances Signature Page with submission of their grant application.

PROJECT TITLE: SCHOOL READINESS GRANT PROGRAM

THE APPLICANT: EASTCONN **HEREBY ASSURES THAT:**

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B. The filing of this application has been authorized by the applicant’s governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant;
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the Connecticut Office of Early Childhood and the Connecticut State Department of Education;
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the Connecticut State Department of Education for the Office of Early Childhood, including information relating to the project records and access thereto as the Connecticut Office of Early Childhood and Connecticut State Department of Education may find necessary;
- H. The Connecticut Office of Early Childhood reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;
- I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding;
- J. The applicant will protect and save harmless the Office of Early Childhood and the State Department of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant;
- K. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the Connecticut State Department of Education any monies not expended in accordance with the approved program/operation budget as determined by the audit; and

- L. Programs are required to meet all health and safety requirements mandated by the Office of Early Childhood for both license and license exempt programs.

M. REQUIRED LANGUAGE (NON-DISCRIMINATION)

References in this section to “contract” shall mean this grant agreement and to “contractor” shall mean the Grantee.

a) For purposes of this Section, the following terms are defined as follows:

- 1) “Commission” means the Commission on Human Rights and Opportunities;
- 2) “Contract” and “contract” include any extension or modification of the Contract or contract;
- 3) “Contractor” and “contractor” include any successors or assigns of the Contractor or contractor;
- 4) “Gender identity or expression” means a person’s gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person’s physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person’s core identity or not being asserted for an improper purpose;
- 5) “good faith” means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- 6) “good faith efforts” shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
- 7) “marital status” means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;
- 8) “mental disability” means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association’s “Diagnostic and Statistical Manual of Mental Disorders”, or a record of or regarding a person as having one or more such disorders;
- 9) “minority business enterprise” means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes §32-9n; and
- 10) “public works contract” means any agreement between any individual, form or corporation and the State of any political subdivision of the State other than a community for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms “Contract” and “contract” do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a community, (2) a quasi-public agency, as defined in Connecticut General Statutes § 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Connecticut General Statutes § 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

- b) (1) The Contractor agrees and warrants that in for performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an “affirmative action-equal opportunity employer” in accordance with regulations adopted by the Commission; (3) the contractor agrees to provide each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers’ representative of the Contractor’s commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §46a-68e and §46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §46a-56, 46a-68e and 46a-68f.; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes §46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.
- c) Determination of the Contractor’s good faith efforts shall include, but shall not be limited to, the following factors: The Contractor’s employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions, including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to

enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

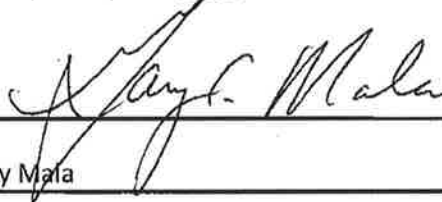
- f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
 - g) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of the Section and Connecticut General Statutes § 46a-56.
 - h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- N. The grant award is subject to approval of the Connecticut Office of Early Childhood and availability of state or federal funds.
 - O. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated there under are hereby incorporated by reference.
 - P. The Connecticut Office of Early Childhood reserves the right to negotiate terms, including the withholding of funds, based on the grantee's inability to comply with the assurances.
 - Q. The Connecticut Office of Early Childhood reserves the right to de-fund sub-grantees of the School Readiness Council based on the sub-grantee's inability to comply with School Readiness General Policies.

Q. The Connecticut Office of Early Childhood reserves the right to de-fund sub-grantees of the School Readiness Council based on the sub-grantee's inability to comply with School Readiness General Policies.

STATEMENT OF ASSURANCES SIGNATURE PAGE

I, the undersigned authorized official; do hereby certify that these assurances shall be fully implemented.

Signature of Official:



Name: (please type)

Gary Mala

Title: (please type)

Executive Director, EASTCONN

Date:

04-05-18

To be signed below **ONLY** if the Fiscal Agent is other than the program applying for the funds:

Signature of Fiscal Agent: _____ **Date:** _____

Name & Title (please print): _____

QE BUDGET JUSTIFICATION PAGE

All totals in budget justification page are linked to the ED114 budget form and will auto-calculate

Municipality:

July 1, 2018 to June 30, 2019

Line Items	NARRATIVE	
111A	NON-INSTRUCTIONAL	ANNUAL
	TOTALS	\$ -
111B	INSTRUCTIONAL	ANNUAL
	TOTALS	\$ -
200	PERSONNEL SERVICES / BENEFITS	ANNUAL
	TOTALS	\$ -
320	PROFESSIONAL EDUCATION SERVICES	ANNUAL
	TOTALS	\$ -
321	TUTORS (NON-PAYROLL SERVICES)	ANNUAL
	TOTALS	\$ -
322	IN-SERVICE (INSTRUCTIONAL PROGRAM IMPROVEMENT SERVICES)	ANNUAL
	2 hr professional development on working with children exhibiting anxiety	\$ 400.00
	TOTALS	\$ 400.00
323	PUPIL SERVICES (NON-PAYROLL SERVICES)	ANNUAL
	TOTALS	\$ -
324	FIELD TRIPS	ANNUAL
	TOTALS	\$ -

QE BUDGET JUSTIFICATION PAGE

***All totals in budget justification page are linked to the
ED114 budget form and will auto-calculate***

Municipality: _____ July 1, 2018 to June 30, 2019

325	PARENT ACTIVITIES	ANNUAL
	TOTALS	\$ -
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	ANNUAL
	TOTALS	\$ -
340	OTHER PROFESSIONAL TECHNICAL SERVICES	ANNUAL
	TOTALS	\$ -
400	PURCHASED PROPERTY SERVICES	ANNUAL
	TOTALS	\$ -
500	OTHER PURCHASED SERVICES	ANNUAL
	TOTALS	\$ -
600	SUPPLIES	ANNUAL
	TOTALS	\$ -
700	PROPERTY	ANNUAL
	TOTALS	\$ -
	GRAND TOTAL	\$ 400.00

**FISCAL YEAR 2019
ED 114 BUDGET FORM**

GRANTEE NAME:	Colchester	
GRANT TITLE:	School Readiness Quality Enhancement Grant	Grant Period:
Project Title	School Readiness Quality Enhancement	Total Award:
Accounting Classification: Fund: 11000 SPID: 17097 Year: 2019 PROG: 82079 CF1: 170018/		
CODES	DESCRIPTIONS	ANNUAL
111a	Non-Instructional (Administrative/Supervisor Salaries/Clerical/Other)	\$
111b	Instructional	\$
200	Benefits	\$
320	Professional Education Services	\$
321	Tutors	\$
322	In-service	\$
323	Pupil Services	\$
324	Field Trips	\$
325	Parent Activities	\$
330	Employee Training and Development Services	\$
340	Other Professional Technical Services	\$
400	Purchased Property Services	\$
500	Other Purchased Services	\$
600	Supplies	\$
700	Property	\$
	TOTAL	\$
		Original Date:

7/1/2018 to 6/30/2019
\$ 3,881.00
170035
JAL
-
420.00
-
-
-
925.00
-
-
-
100.00
-
-
1,850.00
586.00
-
3,881.00
Revised Date:

FY 19 QUALITY ENHANCEMENT
STATEMENT OF NEED, GOALS AND INDICATORS OF PROGRESS

For each proposed activity please provide a detailed description of the need for the activity, the intended goals and indicators of progress toward the goals. Provide the expected cost of each activity and the resources that could support the implementation of the activity. Copy this page as needed to describe each activity and provide a summary on the chart provided.

Town:	Colchester	Contractor: Joy Lenares
Activity and Activity Description: School Readiness Monitoring for each of 4 classrooms that receive School Readiness funds. Observations occur three times per year.		
Expected Cost: \$750		
Possible Resources: School Readiness Monitoring Form		
Population (number of children, staff, and programs served by this activity): Four SR classrooms- 8 teachers		
Statement of Need: To provide for program quality assurance personnel. The Collaborative for Colchester's Children contracts with an outside expert to monitor and assess the School Readiness classrooms as required.		
Goals: To ensure that all School Readiness children participate in a classroom that has rich, nurturing, quality early learning experiences based upon the Early Learning and Development Standards.		
Indicators of Progress: School Readiness Monitoring Form		
Grant Objectives Addressed: Provide for program quality assurance personnel		
Plan for Activity Evaluation: Review data from monitoring visit with classroom teachers and program administration.		

Town: Colchester

Contractor: EASTCONN

Activity and Activity Description: Assessment Support with CTDOTS online. Teachers use CTDOTS online to record and monitor student and classroom performance.

Expected Cost: \$400

Possible Resources: CTDOTS online

Population (number of children, staff, and programs served by this activity): Four School Readiness classrooms- 8 teachers

Statement of Need: To purchase software subscription necessary to assess student progress within our School Readiness programs.

Goals: To ensure that all School Readiness classrooms are using CT DOTS to monitor and share student progress.

Indicators of Progress:

Evidence of use of CTDOTS will be submitted to the School Readiness Monitor at year end.

Grant Objectives Addressed:

Purchase educational equipment

Plan for Activity Evaluation:

Review data from reports. If a program is not implementing assessment practices as recommended, additional reports will be required after each monitoring visit.

Town: Colchester

Contractor: ESGI Software

Activity and Activity Description: Assessment Support with ESGI (Educational Software for Guiding Instruction) used with individual children at least two times per year to monitor early literacy development.

Expected Cost: \$700

Possible Resources: ESGI software subscription

Population (number of children, staff, and programs served by this activity): Four School Readiness classrooms- 8 teachers, 136 children

Statement of Need: To purchase software to assist with conducting one-on-one assessments that will quickly gather student performance data and generate reports that can be used to customize the learning environment and communicate personalized information to parents.

Goals: To ensure that all School Readiness classrooms are monitoring and sharing student progress.

Indicators of Progress:

Evidence of use of ESGI will be submitted to the School Readiness Monitor at year end.

Grant Objectives Addressed:

Purchase educational equipment

Plan for Activity Evaluation:

Review data from reports. If a program is not implementing assessment practices as recommended, additional reports will be required after each monitoring visit.

Town: Colchester

Contractor: CECF and CASTLE

Activity and Activity Description: Provide stipends for teachers and paraprofessionals to attend professional development outside of work hours.

Expected Cost: \$645

Possible Resources: Professional Development Workshops

Population (number of children, staff, and programs served by this activity): Four School Readiness classrooms- 2 teachers, 6 paraprofessionals

Statement of Need: To provide payment to teachers and paraprofessionals to attend professional development sessions provided by the QE grant that occur outside of their work day.

Goals: To ensure that all School Readiness staff receive the professional development provided through the QE grant.

Indicators of Progress:

Attendance by all staff.

Grant Objectives Addressed:

Provide for educational consultation and staff development

Plan for Activity Evaluation:

Review attendance and participant surveys from each meeting.

Town: Colchester	Contractor: Joy Lenares
<u>Activity and Activity Description:</u> Two hour workshop on Attachment in the Classroom	
<u>Expected Cost:</u> \$300	
<u>Possible Resources:</u> Materials that address attachment and the needs of children.	
<u>Population (number of children, staff, and programs served by this activity):</u> 10-40 adult early care and education providers	
<u>Statement of Need:</u> Students with challenging behavior are an increasing concern for teachers. These students can require a great deal of teacher time and program resources. Teachers often feel like they don't have the tools to understand and address these difficult behaviors.	
<u>Goals:</u> -Participants will be able to understand attachment theory. -Participants will be able to discover, interpret, understand and respond to children's challenging behavior and cues/miscues based upon an understanding of attachment needs. -Participants will be able to find new ways to help their children connect, restore, and grow.	
<u>Indicators of Progress:</u> Participants will be able to identify the needs of children on the Circle Map. Participants will be able to identify cues and miscues in children' behavior that would reflect and attachment need. Participants will be able to identify ways to create connections with students that strengthen attachment.	
<u>Grant Objectives Addressed:</u> Provide for educational consultation and staff development	
<u>Plan for Activity Evaluation:</u> Participants will complete exit surveys to indicate an increase in knowledge and understanding and indicate a change in practice that they will implement.	

Town: Colchester	Contractor: EASTCONN
<u>Activity and Activity Description:</u> EASTCONN will provide a 2 hour professional learning session for early childhood providers to gain a stronger understanding how children exhibit anxiety in the classroom and strategies to address concerns.	
<u>Expected Cost:</u> \$400	
<u>Possible Resources:</u> Play therapist	
<u>Population (number of children, staff, and programs served by this activity):</u> Early care and educational professionals in Colchester serving the children and families of Colchester will be invited to attend that receive school readiness funding as well as community programs. Training will	

be available for any ECE provider of a school, center, or family child care.

Statement of Need:

- Early Care and Education professionals are frequently seeing behaviors that exemplify children experiencing social emotional anxiety.
- Teaching staff need support to address concerns they are seeing in their classroom.

Goals:

- The goal is to provide teachers with training and preliminary strategies to consider implementing when they see children exhibiting anxious behavior.

Indicators of Progress:

The indicators of progress will be evaluated with an exit survey after completion of the professional development session. Teachers will work to increase their knowledge on the topic and report on successes of implementation.

Grant Objectives Addressed:

This proposal will address the grant objective of providing training to address how to better support children in their social and emotional development.

Plan for Activity Evaluation:

Participants receiving training will complete exit surveys to address increase in knowledge of the subject matter.



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Minutes
Regular Meeting Minutes
Thursday, April 5, 2018
Colchester Town Hall @ 7pm**

MEMBERS PRESENT: First Selectman Art Shilosky, Selectman Stan Soby, Selectman Denise Mizla and Selectman Jim Ford

MEMBERS ABSENT: Selectman Rosemary Coyle

OTHERS PRESENT: Registrar D Mrowka, Public Works Director J Paggioli, Recreation Director T Quinn, Tax Collector M Wyatt, Town Clerk G Furman, BOF R Tarlov, BOE B Bernier and Clerk T Dean.

1. Call to Order

A Shilosky called the meeting to order at 7:00 pm.

2. Additions to the Agenda

A Shilosky removed agenda item #6.1 Building Committee –Bruce Hayn Sr to be interviewed

3. Citizen's Comments - none

4. Consent Agenda

1. Tax Abatements

S Soby moved to approve the consent agenda, seconded by D Mizla. Unanimously approved. MOTION CARRIED

5. Approve Minutes of the March 15, 2018 Regular Board of Selectmen Meeting

S Soby moved to approve the minutes of the March 15, 2018 Regular Board of Selectmen Meeting, seconded by J Ford. Unanimously approved with one abstention by A Shilosky. MOTION CARRIED

6. Boards and Commissions – Interviews and/or Possible Appointments

1. Economic Development Commission – Heide Perham to be interviewed – was interviewed

7. Presentation by Opengov

Opengov via teleconference; David Spolidoro/Account Executive, Adam Stone/Chief Solution Engineer, Shawn Waneer/General counsel for opengov

Questions from the Board regarding the contract; sections 2.3 travel expense, 7.4 cost coverage for breach, and 9.1 data corruption, and non-appropriation clause.

Opengov stated there is a dedicated person to onboard town employees, also online video training available. They didn't see that data breach would be an issue due to the information they garnish is already public information and that they are not a data depository. Stated they use secure hosting by Amazon. They have a support team in place to take issues and resolve. Stated they have an estimated up rate of 99%, which equates to only being down and out of service about 2 days per year. Opengov stated they have vetted out the town technology and systems the town uses and they are compatible with opengov.

Discussion on the non-appropriation clause and the importance of the town being able to terminate the contract yearly due to funds potentially not being appropriated by future Board members which may not be the members on the current Board. Shawn Waneer from opengov stated that he will draft something to satisfy this request.

A motion was made by J Ford to approve the purchase of opengov software subject to the approval of the contract by town counsel, seconded by D Mizla. DISCUSSION.

All Board members agreed that the contract should be sent to town counsel for review. Discussion on on-boarding schedule and the 90 day timeframe. Need to have all pieces in place so that everything will be up and running prior to the 90 days. R Tarlov stated that the 90-day starts when CFO M Cosgrove signs off, not when the contract is signed by the First Selectman.

Board members asked for the following to review to ensure all pieces are in place to meet the town's responsibility; agreement reviewed by town attorney, detailed on-boarding schedule, in house training schedule, and access to training channels for users.

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COLCHESTER, CT
2018 APR -9 PM 1:21
TOWN CLERK G FURMAN

J Ford withdrew his motion, D Mizla withdrew her second. NO ACTION

8. Discussion and Possible Action on Recreation Manager Job Title

A Shilosky stated there is no monetary difference related to changing the job title to director from manager. This was to keep in uniform with the other job titles. S Soby inquired as to any implication with unions. A Shilosky stated no.

D Mizla moved to accept the change to the Recreation Department job description to change the Recreation Manager title to Recreation Director, seconded by J Ford. Unanimously approved. MOTION CARRIED.

9. Discussion and Possible Action on Tax Department Contract for LexisNexis Accurint

A Shilosky stated that this program is in the next year's budget, but the tax collector would like to start using this earlier and there is funding in the budget to cover the cost starting now. M Wyatt explained that the program helps find people with delinquent taxes that may have moved out of town or are deceased. The cost is \$50/month for up to 50 hits. If she goes over the 50 hits it will cost an additional \$1/per every hit. J Ford inquired to the security and if there will be rigid procedures on usage in the office. M Wyatt stated that they currently have an ethics policy in the office. She also stated that the program tracks all users and their activity by date and time. The Board requested a follow up on how the program is working and a status on its results.

J Ford moved to approve the use of LexisNexis Accurint for Government starting immediately and authorize the First Selectman to sign the contract and all necessary paperwork, seconded by S Soby. Unanimously approved. MOTION CARRIED.

10. Discussion and Possible Action on Propane Supply Contract

J Ford moved that the Town of Colchester enters into a Service Agreement with Connecticut Propane and Petroleum of Marlborough, CT for the supply of propane fuel in accordance with the Service Agreement dated 3/26/2018 and authorize the First Selectman to sign all necessary documents, seconded by S Soby.

11. Discussion and Possible Action on Electrical Supplier Assignment Consent Letter

S Soby moved that the Town of Colchester consents to the Assignment and Assumption and Consent Agreement with TransCanada and EDF Energy Services as attached memorandum by J Paggioli and authorize the First Selectman to sign all necessary documents, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

12. Citizen's Comments - none

13. First Selectman's Report

A Shilosky stated he is brining 24 strands of fiber optics from the library to town hall. This should result in 7-8K savings to the town for a better product. When he gets the final information he will bring it to the Board.

14. Liaison Reports

D Mizla reported on the Park & Rec Commission – 6 new arches for the holiday were sponsored. Spring clean new date is 4/21 at 8:30am at Town Green. Sinkhole on R7 at the rec field is in the process of being fixed.

Youth Services Advisory – Community Conversation on Addicted Medicine and Substance Abuse coming soon.

Screenagers presentation drew a good audience. Hidden in Plain Sight was also well attended. 5/24 presentation on

"Chasing Dragon" which will talk about adolescent brain development and the impact from drugs. New Program

Coordinator will start on 4/30. Legalized marijuana is out of the committee approval and then goes on to other

committees. S Soby stated that Planning and Zoning is requesting guidance from the BOS regarding production and dispensing. Looking at crafting a regulation in the zoning regulations to prohibit allowing the study.

S Soby reported on Planning & Zoning – ZEO reports a number of persistent situations being resolved because of the Blight Ordinance.

J Ford had no commission report. He suggested that he bring to the Board a standard conditions in agreements that the town could proposed to people.

15. Adjourn

J Ford moved to adjourn at 8:11 p.m., seconded by S Soby. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Tricia Dean, Clerk



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Selectmen Minutes
Special Meeting Minutes
Friday, April 13, 2018
Colchester Town Hall @ Noon

MEMBERS PRESENT: First Selectman Art Shilosky, via teleconference Selectman Stan Soby, Selectman Denise Mizla and Selectman Jim Ford

MEMBERS ABSENT: Selectman Rosemary Coyle

OTHERS PRESENT: Registrar D Mrowka and L Grzeika, K Gesiak, via teleconference BOF T Kane and Clerk T Dean.

1. Call to Order

A Shilosky called the meeting to order at 12:01 p.m.

2. Discussion and Possible Action on Opengov

A Shilosky stated that the agreement was sent to town attorney, they made some revisions, the revisions were then sent to Opengov. Opengov stated they agreed to the changes proposed. D Mizla asked if the town attorney, M Ritter, revisions regarding the non-appropriation clause was added into the final agreement. A Shilosky stated yes. J Ford asked if the town attorney will have a final review of the agreement based on the revisions. A Shilosky stated yes. J Ford would like added to the bottom of the final agreement, a signature from town attorney stating they are signing off as form.

A Shilosky opened up discussion to citizens. K Gesiak asked if the Board has to decide today. A Shilosky stated there will be a decision today.

D Mizla moved that the Town of Colchester enters into a service agreement with opengov, as amended by town counsel to the agreement and non-appropriation clause, and that the town attorney will sign off on the final agreement as form, seconded by J Ford. Unanimously approved. MOTION CARRIED.

3. Adjourn

J Ford moved to adjourn at 12:11 p.m., seconded by S Soby. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Tricia Dean, Clerk

RECEIVED
TOWN OF COLCHESTER
2018 APR 13 12:01 PM

Town of Colchester
~~Budget Transfer~~
~~Procedures~~
Use of Capital Reserve
Fund

1 Requests by Department Heads for authorization to use Capital Reserve Funds are to be made to the First Selectman and the Chief Financial Officer. Authorization for expenditures not to exceed \$10,000 shall be made by the First Selectman. Authorization for expenditures exceeding \$10,000 shall be approved by the Board of Finance upon recommendation of the First Selectman.

2 The First Selectman may authorize the over-expenditure of Capital Reserve Funds to deal with immediate matters of public safety such as a fire, weather event, or other such incident. The First Selectman shall notify the Boards at their next regular meeting, even if the items cannot be quantified yet.

~~1.0 Purpose~~

~~The purpose of these procedures is to specify the Board of Selectmen's and Board of Finance's (boards) intent for dealing with budget transfers, or supplemental appropriation of funds throughout the fiscal year, consistent with the Town Charter. It is recognized that the boards have joint responsibility to approve budget transfers and supplemental appropriations. It is also recognized that it is operationally prudent to have certain budget transfers occur at the end of the fiscal year once all line item expenditures are complete.~~

~~2.0 Funding of expenditures requiring prior approval of boards~~

~~2.1 Supplemental appropriation from fund balance~~

~~2.2 Transfer between department budgets~~

~~2.3 Transfer of funds from salary or benefit line items within a department budget~~

~~2.4 Changes of \$1,000 or more in a funded program should be referred to the boards for review with a fiscal impact note.~~

~~3.0 Funding of expenditures not requiring prior approval of boards~~

~~3.1 Individual line items within a department budget other than salary and benefits may be over expended as long as the total budget for that department excluding salary and benefits is not over expended and the over expenditure does not represent a repurposing of budgeted funds to another use.~~

~~3.2 The First Selectman may authorize the over expenditure of any line item to deal with immediate matters of public safety such as a fire, weather event, or other such incident. The First Selectman shall notify the Boards at their next regular meeting, even if the items cannot be quantified yet.~~

Appendix A – Departments

The following are identified as departments for purposes of this policy:

~~Boards and Commissions~~

~~Contingency~~

~~First Selectman~~

~~Human Resources~~

~~Finance~~

~~Tax Collector~~

~~Assessor~~

~~Planning/Building Code Administration~~

~~Town Clerk~~

~~Registrar of Voters~~

~~Information Technology~~

~~Police~~

~~Fire~~

~~Emergency Management~~

~~Public Works (including Public Works Administration, Highway, Fleet Maintenance, Grounds Maintenance, Snow Removal, Facilities, and Transfer Station)~~

~~Engineering~~

~~Youth and Social Services~~

~~Cragin Memorial Library~~

~~Recreation~~

~~Senior Services~~

Appendix B — Charter Language

~~§ C-402. Powers and duties of the Board of Selectmen.~~

~~I. The Board of Selectmen may recommend to the Board of Finance the approval of the following matters concerning the Board of Selectmen's budget (subject to further approval by the Town Meeting, if so required):~~

- ~~(1) Any supplemental appropriation of funds; and~~
- ~~(2) Any transfer of funds between Town departments.~~

~~§ C-601. The Board of Finance.~~

~~C. The Board of Finance shall be responsible for developing and presenting to the Town voters the budgets for all Town departments and the overall Town government and shall have all of the powers and perform all of the duties conferred or imposed upon boards of finance by the General Statutes.~~

- ~~(1) The Board of Finance shall have the authority to approve supplemental appropriations from, and transfers within, the Town budget as recommended by the Board of Selectmen, subject to the further approval of the Town Meeting, if so required.~~

~~§ C-1203. The Department of Public Works.~~

~~A. The Department of Public Works shall be responsible for:~~

- ~~(1) The inspection and construction, reconstruction, care, maintenance, altering, paving, repairing, draining, cleaning and snow clearance of all public places and of all streets, highways, sidewalks and curbs, and of the installation and maintenance of all public lighting, street signs, guideposts and public utilities;~~
- ~~(2) The construction, reconstruction, care, repair and maintenance of all public works and public improvements, except those under the jurisdiction of the Department of Parks and Recreation;~~
- ~~(3) The maintenance, care and improvement of, and construction required in connection with, all public works and public improvements of the Town;~~
- ~~(4) The improvement, repair and maintenance of all equipment, including automotive equipment, used in the Department of Public Works or in any other department, including police, fire and, upon request, school equipment; and~~
- ~~(5) The inspection and construction, reconstruction, care, maintenance and operation of all services provided in the Sewer and Water District.~~

~~B. The Department of Public Works shall consist of the Director of Public Works, who shall be the department head, and such other personnel as is deemed necessary by the Board of Selectmen. The Department of Public Works may delegate such responsibilities to other Town departments as necessary for the efficient and effective maintenance of Town facilities.~~

Town of Colchester
Notification of Legal Expenditures

The First Selectman may authorize the over-expenditure of any legal line item to defend the Town, its subdivisions and/or its employees in a matter that requires a contemporaneous legal response. The First Selectman shall notify the Boards at their next regular meetings and the Boards should approve legal expenditures for the specific issue up to a defined maximum dollar amount. The First Selectman shall continue to provide updates on the specific legal matter in executive session at subsequent Board meetings until the matter is closed.