

BLOOMFIELD TOWN COUNCIL
Monday, May 11, 2015
Council Chambers – 7:30 p.m.

Sydney T. Schulman, Mayor
Joan Gamble, Deputy Mayor
Patrick A. DeLorenzo Wayne Hypolite
Joseph P. Merritt Joel J. Neuwirth
E. Leon Rivers Derrick A. Seldon
Joseph Washington

- I. Pledge of Allegiance
- II. Roll Call
- III. Announcements and Presentations
 - A. Proclamation for Women’s Lung Health Week (May 11-15, 2015)
 - B. Proclamation for Saint Andrews Church (Reverend Puck Purnell)
- IV. Citizens’ Statements and Petitions
Statements by members of the public may be oral or written and shall start with the speaker’s name and address and shall continue for no longer than five (5) minutes, unless permitted by the Mayor or councilor presiding.
- V. Report from Council Subcommittees
 - A. Community Services – Councilor Derrick Seldon
 - B. Administration & Education – Councilor Leon Rivers
 - C. Golf – Councilor Leon Rivers
 - D. Public Safety – Councilor Joe Washington
 - E. Committee on Committees – Councilor Joe Washington
 - F. Finance – Councilor Wayne Hypolite
 - G. Land Use & Economic Development – Deputy Mayor Joan Gamble
- VI. Council Business
 - New Business
 - 14/15-57: Consider and Take Action Regarding the Approval of the Application for the Quality School Readiness Grant Program (Priority School Readiness Municipalities)
 - 14/15-58: Consider and Take Action Regarding Adoption of Resolution (Partial Replacement of the Roof at the Board of Education Facility)
 - 14/15-59: Consider and Take Action Regarding Acceptance of the Conservation Easement for the Deringer-Ney Site at 353 Woodland Avenue

- VII. Report from Mayor and Town Manager
- VIII. Approval of Minutes
 - A. Monday, May 4, 2015 (Special Meeting)
 - B. Monday, April 27, 2015
 - C. Tuesday, March 24, 2015 (Town Council Deliberation)
 - D. Thursday, March 19, 2015 (Town Council Budget Meeting)
 - E. Tuesday, March 17, 2015 (Town Council Budget Meeting)
 - F. Thursday, March 12, 2015 (Town Council Budget Meeting)
 - G. Tuesday, March 10, 2015 (Town Council Budget Meeting)
- IX. Council Comments
- X. Executive Sessions
 - A. Discussion Concerning Pending Claims and Litigation
- XI. Adjournment

TO: Town Councilors

FROM: Philip K. Schenck, Jr., Town Manager 

DATE: May 8, 2015

RE: FY 14/15-57: APPROVAL OF THE APPLICATION FOR THE SCHOOL READINESS GRANT PROGRAM (PRIORITY SCHOOL READINESS MUNICIPALITIES)

This program is facilitated by Mrs. Gail Nolan, Coordinator for the Alliance for Bloomfield's Children. The grant is used to focus on pre-school education programs that address quality standards and comprehensive services for children and families. If approved, the application would designate \$8,035 in grant funds for Bloomfield students.

This grant is provided by the State of Connecticut – Department of Education. In order to receive grant funds, both the Mayor and Superintendent of Schools must sign the application. The Alliance for Bloomfield's Children administers the funds.

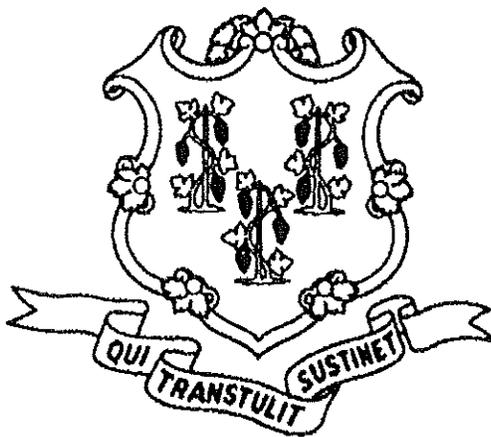
Should Council wish to move forward, the following motion would be in order:

Move to approve the signing of the Quality Enhancement Grant

CONNECTICUT OFFICE OF EARLY CHILDHOOD

SCHOOL READINESS GRANT PROGRAM

Application for Priority School Readiness Municipalities



Legislative Authority

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

RFP 053

Due Date
May 15, 2015

CONNECTICUT OFFICE OF EARLY CHILDHOOD

Myra Jones-Taylor
Commissioner, Office of Early Childhood

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Levy Gillespie
Equal Employment Opportunity Director
State of Connecticut Department of Education
25 Industrial Park Road
Middletown, Connecticut 06457
(860) 807-2071
levy.gillespie@ct.gov

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

PRIORITY SCHOOL READINESS GRANT PROGRAM

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PRIORITY SCHOOL READINESS

OVERVIEW AND DESCRIPTION OF GRANT

Purpose of Grant as outlined in Connecticut General Statutes (C.G.S.) Section 10-160 is to:

- (1) provide open access for children to quality programs that promote the health and safety of children and prepare them for formal schooling;
- (2) provide opportunities for parents to choose among affordable and accredited programs;
- (3) encourage coordination and cooperation among programs and prevent the duplication of services;
- (4) recognize the specific service needs and unique resources available to particular municipalities and provide flexibility in the implementation of programs;
- (5) prevent or minimize the potential for developmental delay in children prior to their reaching the age of five;
- (6) enhance federally funded school readiness programs;
- (7) strengthen the family through: (A) encouragement of parental involvement in a child's development and education; and (B) enhancement of a family's capacity to meet the special needs of the children, including children with disabilities;
- (8) reduce educational costs by decreasing the need for special education services for school age children and avoiding grade repetition;
- (9) assure that children with disabilities are integrated into programs available to children who are not disabled; and
- (10) improve the availability and quality of school readiness programs and their coordination with the services of child care providers.

It is expected that all children who participate in quality school readiness programs will demonstrate the skills at kindergarten entry that have been delineated in **THE EARLY LEARNING AND DEVELOPMENT STANDARDS (ELDS)**. The Office of Early Childhood (OEC) will provide guidance on professional development opportunities, and documents related to alignment between the Preschool Assessment Framework and the ELDS. Programs are expected to make the transition to the ELDS while seeking the appropriate guidance and support.

Eligible Recipients

Priority School Districts are defined under section 10-266p of the C.G.S.. Eligibility is determined for a five-year period based upon the applicant's designation as a Priority School District for the initial year of application except that if school district that receives a grant pursuant to this subsection is no longer designated as a Priority School District at the end of such five-year period, such former Priority School District shall continue to be eligible to receive a grant pursuant to C.G.S. 10-16p(c).

Grant Duration and Submission Requirements

This grant application is for a two-year period based on the availability of funds. In each Priority School Readiness municipality, the Chief Elected Official and the Superintendent of Schools, in conjunction with the School Readiness Council, shall develop and submit a plan for the expenditure of grant funds. Submission of materials must include all

local responses to requests for proposals along with their scores grouped into the following categories: a) those that the School Readiness Council recommends for funding; b) those that the School Readiness Council did not approve for funding. **All requests shall be solicited through public notice using the local RFP (see Appendix A).** Eligible applicants must submit an application for July 1, 2015, through June 30, 2016. For this fiscal year, applicants are required to submit a hard-copy cover letter signed by the Chief Elected Official and Superintendent of Schools along with an electronic copy of this grant application. 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.

Submission

The School Readiness Grant Application must be submitted in the following three formats by **4:30 p.m. on Friday, May 15, 2015.** Please note that this is a new method of submission for this grant.

1. An **electronic copy** of the School Readiness Grant Application **must be e-mailed** to SchoolReadiness@ct.gov.
2. Original, hard-copy signature pages (Cover Page, Statement of Assurances and Affirmative Action Certification Form) must be mailed or hand-delivered.
3. A CD-copy of the School Readiness Grant Application must be mailed or hand-delivered.

All three items must be received by **4:30 p.m. on Friday, May 15, 2015, IRRESPECTIVE OF POSTMARK DATE.**
Faxed or scanned copies of signatures will not be accepted.

Delivery Information for Required Grant Submission

Electronic copy of School Readiness Grant Application	<p style="text-align: center;">E-mail to:</p> <p style="text-align: center;">SchoolReadiness@ct.gov</p>
Hard-copy signature pages and CD-copy of School Readiness Grant Application	<p style="text-align: center;">Mail or hand-deliver to:</p> <p style="text-align: center;">Gerri S. Rowell, School Readiness Program Manager Connecticut Office of Early Childhood Division of Early Care and Education 165 Capitol Avenue, Room G-17 Hartford, Connecticut 06106</p>

Program Guidelines

Accreditation/Approvals - Grantees must ensure that all sites are licensed by the OEC. If license exempt, the Licensing Status Verification Form (see Appendix B) must be completed and submitted with the application and one of the following:

- Accredited by the National Association for the Education of Young Children (NAEYC);
 - For currently accredited sites, submit a copy of your NAEYC certificate and maintain your accreditation status; or
 - For new sites not currently accredited, there is a three-year window in which you must achieve accreditation and submit your certificate. The three-year window commences the month the site begins to serve school readiness children. **Accreditation must be achieved prior to the end of the third year.**

OR

- Awarded Federal Head Start status.

See Section V for accreditation/approval submission requirements.

General Policies and Program Operations - The General Policies and Program Operations are located on the OEC Web site at: <http://www.ct.gov/oec/cwp/view.asp?a=4541&q=539506>.

Allowable Use of Funds - Allowable costs for School Readiness are administrative costs, with the balance of the allocation spent on program space costs.

- A. **Administrative Cost** - Priority School Districts may use up to 5 percent but no more than \$75,000 of their School Readiness Allocation for coordination, program evaluation and administration. If a town provides \$25,000 in local funding for early childhood education coordination, program evaluation and administration, such towns may use up to 10 percent, but no more than \$100,000 of such amount for coordination, program evaluation and administration. (This is a statutory requirement and is subject to change.)
- B. **Program Spaces** - School Readiness funds may be used to purchase spaces from center-based programs only, including for-profit or not-for-profit private preschool programs, public preschool programs, Head Start programs, and state-funded day care programs. Programs must be accredited by the NAEYC, or documented as in process of being accredited, or approved by Head Start, or meet the criteria established by the Commissioner of the OEC. Services may be provided in the four (4) program types:

Programs Types Include:

- Full-Day/Full-Year Programs (5 days per week, 10 hours per day for a minimum of 50 weeks per year);
- School-Day/School-Year (5 days per week, 6 hours per day for a minimum of 180 consecutive days);
- Part-Day/Part-Year Programs (minimum of 2.5 hours per day for 180 consecutive days for children not in any other program); and
- Extended-Day (extending hours and/or days for children enrolled in another program to make it a Full-Day/Full-Year Program).

At least 50 percent of the spaces must be Full-Day/Full-Year. For further information and definition of program types see General Policy 14-05. **At least 60 percent of the children funded with School Readiness funds must be at or below 75 percent of the state median income per site.**

Local Request for Proposals (RFP) - Each sub-grantee that provides school readiness services, or wishes to provide school readiness services, must submit a local proposal to the School Readiness Council for approval. The local RFPs shall be reviewed by a team and scored. The Council shall provide interested local providers copies of the School Readiness General Policies. The sub-grantee proposals must be submitted **electronically** either with the original grant package or, if it occurs subsequently in the year, **prior** to the start of the sub-grantee's program.

Contract - Each grantee must have written contracts with their sub-grantees that clearly spell out the terms and conditions of their responsibilities in carrying out the grant program.

Monitoring - Each grantee is responsible for monitoring their sub-grantees to ensure programmatic and fiscal responsibility, 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.

- (1) 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;
- (2) parent involvement, parenting education and outreach;
- (3) 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;
- (4) a plan for the incorporation of appropriate pre-literacy practices and teacher training in such practices;
 - (5) nutrition services;
 - (6) referrals to family literacy programs that incorporate adult basic education and provide for the promotion of literacy through access to public library services;
 - (7) admission policies that promote enrollment of children from different racial, ethnic and economic backgrounds and from other communities;
 - (8) a plan of transition for participating children from school readiness program to kindergarten;
 - (9) a plan for professional development for staff, including but not limited to, training in preliteracy skills development and training designed to assure respect for racial and ethnic diversity;
 - (10) a sliding fee scale for families participating in the program pursuant to section 17b-749; and
 - (11) an annual evaluation of the effectiveness of the program.

Teacher Education Requirement– By July 1, 2015, any program accepting state funds from the School Readiness Grant, Child Day Care Contracts, or State Head Start Funds, must have at least 50 percent of teachers assigned to each classroom in the program 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, there needs to be a teacher in each classroom that holds a Bachelor’s degree with an early childhood concentration (see General Policy 15-04 for guidance). Each classroom that provides services under the school readiness grant must be staffed, according to General Policy 15-04 by:

- 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.

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 reimbursement.

Reports – All Priority School Readiness municipalities must submit school readiness reports, including fiscal data, and monthly space utilization reports, and any other additional requests for data. Grantees are also expected to participate as requested in all state-level evaluation activities.

SECTION II

SCHOOL READINESS GRANT PROGRAM

Priority School Readiness Municipalities
(A Non-Competitive State Grant Program)

This grant is supported by the Connecticut Office of Early Childhood

GRANT PERIOD

July 1, 2015 to June 30, 2016

GRANT COVER PAGE

To Be Completed and Submitted with the Grant Application

<u>APPLICANT AGENCY:</u> (Name, Address, Telephone, Fax) Town of Bloomfield-The Alliance for Bloomfield's Children P.O. Box 337 Bloomfield, CT 06002	<u>LOCAL PROGRAM TITLE:</u> The Alliance for Bloomfield's Children <u>PROGRAM FUNDING DATES:</u> From July 1, 2015 to June 30, 2016
<u>AGENCY CONTACT PERSON:</u> (Name, Address, Telephone, Email, Fax) Gail L Nolan 1 Filley Street Bloomfield, CT 06002 Ph 860-769-5518 gnolan@blmfld.org Fax: 860-769-5517	<u>ESTIMATED FUNDING:</u>

We, _____, 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)

Agency:

Sydney T Schulman

Town of Bloomfield-The Alliance for
Bloomfield's Children

Title: Mayor

Date: _____

Signature: (Superintendent)

Name: (typed)

Agency:

Dr. James Thompson Jr.

Bloomfield Public Schools

Title: Superintendent

Date: _____

TO BE SIGNED IF FISCAL AGENT IS OTHER THAN THE MUNICIPALITY OR SCHOOL DISTRICT

Signature: (Fiscal Agent)

Name: (typed)

Agency:

Title:

Date:

PRIORITY SCHOOL READINESS

SCHOOL READINESS COUNCIL

1. Identify the Chairperson or Co-Chairs of the municipality's School Readiness Council for the School Readiness Grant Program in FY 2016 and FY 2017

Chairperson

or Co-Chair: Sherry Linton-Massiah Affiliation: _____

Address: 11 Englewood Avenue

City, State: Bloomfield, CT Zip Code: 06002

Telephone: 860-922-6409 Fax: _____

Co-Chair: NA Affiliation: _____

Address: _____

City, State: _____ Zip Code: _____

Telephone: _____ Fax: _____

2. **School Readiness Council Members FY 2016 and FY 2017**

Council members shall be representative of the community and include the Chief Elected Official or designee, the Superintendent of Schools or designee, parents, representatives from local programs associated with young children such as Family Resource Centers, non-profit and for-profit preschool programs and Head Start, a public librarian, and other local community organizations that provide services to young children.

<u>Name</u>	<u>Address</u>	<u>Telephone/Fax</u>	<u>Role/Affiliation</u>
See attached			

3. Applicants must describe how the School Readiness Council participated in the writing of the grant application and what the ongoing role of the Council will be in carrying out the goals and objectives of the grant.

The Alliance for Bloomfield's Children is a combination of the School Readiness, Discovery and Family Resource Center Councils. The School Readiness Committee is a committee of the Alliance. The School Readiness grant reading committee is engaged in reading local grants from sub-grantees. The feedback from this committee is then gathered by the Liaison and shared with the programs for improvement and the sr committee for approval. The committee decides on the priorities for the quality enhancement grant. The Liaison puts together the community grant, which is approved by the sr committee, Superintendent and Mayor. The Alliance for Bloomfield's Children has made local policies in response to the GP and PO's, and the sr committee is responsible for monitoring the goals and objectives of the grant.

4. **Submission of the local School Readiness sub-grantee handbooks must be submitted with the RFP (see the local School Readiness RFP for more information).**

PRIORITY SCHOOL READINESS

OTHER COMMUNITY GRANTS

Please check those grants that are currently in your community. Please describe how each grant/program collaborates with the School Readiness program.

X Adult Education - Referrals are made between programs.

X Discovery Grant / Community Plans for Early Childhood Grant- - The Alliance for Bloomfield's Children is a combination of Discovery, School Readiness and Family Resource Center Councils. They function as one collaborative for the Community planning group.

Even Start

X Family Resource Center- Functions as one group. The SR Liaison is also the FRC Director.

X Head Start and/or Early Head Start- CRT is the Head Start provider in Bloomfield. ABC continues to reach out to the program. CRT has been attending the center director monthly meetings sporadically.

Preschool Development Grant

X Preschool Special Education- -Referrals are made by programs as needed and Wintonbury Early Childhood Magnet School has included the preschools in trainings held at the school. They also attend the monthly provider meetings.

Smart Start Grant

How does your community promote meaningful, inclusive practices for young children with disabilities? Describe how the school readiness program(s) works with the local school system in the delivery of services to meet the needs of children with disabilities.

Children are educated in the least restrictive setting. The public school works with providers in the community to share updates on laws and practices. They include providers in placement team meetings when appropriate.

Please list other state or federal grants or private grants that collaborate with School Readiness programs.

PRIORITY SCHOOL READINESS

SCHOOL READINESS PROGRAM DATA

The following forms will be used to identify information regarding program applicants, licensing and accreditation, and space requests.

For FY 2016, an additional program applicants page and space grid is provided to capture information regarding potential expansion. If funds become available, the OEC will use this information to grant additional spaces to towns that show the capacity to serve according to existing School Readiness requirements.

PRIORITY SCHOOL READINESS

LICENSING AND ACCREDITATION / APPROVAL STATUS

LICENSING AND ACCREDITATION / APPROVAL

Applicants must meet the program requirements and quality standards for participation in this grant program as described in C.G.S. Section 10-16q (a) of the 2008 Supplement to the C.G.S..

1. Applicants must include a copy of each current license from the OEC for each site requesting school readiness funds. If site is exempt from OEC licensing requirements, (i.e. public schools,) complete and submit Appendix B.

Those claiming license exemption must meet these basic licensing requirements:

- **Class size:** No more than 20 children per classroom space at any one time (18 recommended);
 - **Class space:** 35 square feet per child;
 - **Outdoor space:** 75 square feet per child;
 - **Outdoor play equipment:** Shock-absorbing material under outdoor play equipment five feet or less must meet ECERS standards of six inches of resilient materials (wood chips, shredded bark, etc.); and
 - **Supervision:** All children shall be supervised visually at all times (check licensing). One adult for every 10 children (or less) is the required staff-to-child ratio.
2. All program sites must be accredited/approved or in process of becoming accredited/approved.
 - a. Programs accredited by NAEYC must electronically submit current accreditation certificate.
 - b. Programs in process for initial NAEYC accreditation and NAEYC re-accreditation must submit their application number and electronic documentation of their current status on the following page. New programs seeking the NAEYC accreditation must apply for their accreditation packet and receive their decision within three years of the start date when children begin attending the School Readiness site.

Please see the Web site link below for NAEYC accreditation dates and timelines:
http://www.naeyc.org/files/academy/file/Timeline_Currently_Accredited.pdf

- c. Programs approved by Head Start must submit an electronic copy of their most recent Financial Assistance Award Letter from the United States Department of Health and Human Service, Administration of Children and Families. In addition, programs must submit an electronic copy of the Head Start approved Quality Improvement Plan demonstrating progress toward correcting any areas of deficiencies and/or non-compliances.

PRIORITY SCHOOL READINESS**QUALITY ENHANCEMENT**

Purpose: The OEC shall establish a program, within available appropriations, to provide on a competitive basis supplemental quality enhancement grants to providers of child day care services or providers of school readiness programs pursuant to Connecticut General Statutes (C.G.S.) Sections 10-16p and 10-16u to enhance the quality of early childhood education programs. Child day care providers, school readiness programs in priority school 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. Repair fire, health and safety problems in existing facilities and conduct minor remodeling and non-capital improvements 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 duplicate program accreditation or training activities that are generally available at the local or regional 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 OEC anticipates that a total amount of \$918,678 will be available between July 1, 2015 and June 30, 2016. All grants shall be funded within the limits of available appropriations. The table below details the proposed allocations for the Priority School Readiness municipalities.

**Priority School Readiness Grant Recipients
Proposed Quality Enhancement Allocations**

Ansonia	\$6,447
Bloomfield	\$8,035
Bridgeport	\$134,851
Bristol	\$25,024
Danbury	\$33,206
East Hartford	\$28,340
Hartford	\$150,125
Meriden	\$37,807
Middletown	\$25,380
New Britain	\$53,271
New Haven	\$108,583
New London	\$17,226
Norwalk	\$50,282
Norwich	\$20,120
Putnam	\$6,447
Stamford	\$65,335
Waterbury	\$100,918
West Haven	\$33,318
Windham	\$13,963
Total	\$918,678

Please note that proposed funding above is subject to availability and legislative approval.

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. Please provide a narrative description for each activity in the format provided and complete the summary chart.

Evaluation

Using the chart provided, describe the methods and procedures that will be used to determine if, and to what extent, the objectives are met. A narrative page may be added if the applicant needs to provide greater detail than the chart allows. The OEC may use data collected from your evaluations in a report to the Commissioner of the OEC describing the use of the Quality Enhancement funds and the impact of the activities toward the intended goals of the funds. The OEC requires an evaluation at the end of the fiscal year for the activities funded through this grant. A reporting form will be provided electronically after March 1, 2016. Funding for subsequent years is contingent upon successful completion and submission of the final report.

Budget Forms and Access to Funds

Using the appropriate form(s) provided, indicate how the funds will be expended through June 30, 2016. There are no administrative, indirect costs or carryover funds allowed. The fiscal agent may request funds through the online prepayment grant system. Depending on the availability of funds, from July 1, 2015, through September, 2015, 25 percent of your allocation will be available upon request. From October 2015 through December 2015, 50 percent of your allocation will be available for request. From January 2016 through May 2016, 100 percent of your allocation may be available upon request.

Budget Justification

Provide detailed explanation of each line item expenditure in your proposed budget. Separately, if applicable, describe any funds used from local sources to support the implementation of the Quality Enhancement activities.

Competitive Application Requirement

The local Request for Proposal (RFP) is for use when soliciting applications for projects. The general public, including contractors, 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 applications. The School Readiness Council will forward approved applications to the OEC.

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: Bloomfield

Name of Activity: Childhood Conversations Participant Fees

Expected Cost: \$1,000

Possible Resources: The Alliance for Bloomfield's Children is a partner in the planning and implementation of the Childhood Conversations Conference. There are many Statewide Partners that give towards this Conference, such as The Trust Fund, The Afterschool Network, Graustein, The Town of Windsor-including FRC's, Social Services & Windsor ECC, and Parents as Teachers.

Population (number of children, staff, and programs served by this activity): This activity should be able to sponsor day long training for 20 individuals. Depending on who applies, that will determine the number of children/staff/ programs served. Applications will be available and advertised as soon as the Conference Brochure is ready- estimated January. It will be offered to Bloomfield Preschool Staff, Bloomfield Home Provider's, Bloomfield parents and Bloomfield School staff.

Statement of Need: Parents, Center and Home Provider's need funding to be able to attend this conference which is held on a Saturday for their convenience. There are many beneficial offerings and tracks that they can follow whether they are a parent, provider, social worker or teacher. The conference offers CEC's for those who need it, and trainings pertinent to early childhood education for all.

Goals:
Providers and parents who attend will be further in their educational goals as well as fulfilling those requirements needed for school readiness guidelines.

Indicators of Progress: By April, we will know how many people could be awarded the mini-grants due to different rates for providers/parents/professionals. Conference will be advertised widely in schools, preschools

Plan for Activity Evaluation: Participants fill out an evaluation designed to show learning associated with the programs at the conference. School Readiness Program staff are tracked to show trainings on their monitoring visits.

Town: Bloomfield

Name of Activity: Reimburse Programs for activities identified by the CT General Statute 17b-749c.

Expected Cost: \$5035

Possible Resources:

The town of Bloomfield allocates \$25,000 to The Alliance for Bloomfield's Children for 3 additional school readiness slots. The Alliance combines the remainder of this money (if the slots are not used all year there is extra money) with the quality enhancement money, to reimburse the school readiness

providers for the activities that they have paid for during the year that qualify under this quality enhancement initiative. The total money is split between the school readiness programs according to the percentage of slots they have utilized, and providers submit receipts/invoices for the expenses in May, to be paid by our fiscal agent- the Town of Bloomfield.

Population (number of children, staff, and programs served by this activity): Children: approximately 150. Staff: 38, Programs: 2 center based.

Statement of Need: Bloomfield is a small community with varying needs for its programs and staff. Funding individual programs for their individual staff trainings has been the most effective way to support the programs in the best way.

Goals:

Center based providers are partially funded according to the curriculum/staff development priority in addition to making sure that the funding would allow a total training or purchase to take place. Funding for centers is based on % of school readiness slots the program had. Ie. FCCNS= 35/75= 47% of the total slots that Bloomfield has.

Indicators of Progress:

The School Readiness Liaison will work with all providers to ensure enactment of these with documentation maintained locally.

Plan for Activity Evaluation:

Individual evaluations will be collected from awarded grants.

Town: Bloomfield

Name of Activity: Home Daycare Grants

Expected Cost: \$2,000

Possible Resources: QE grant funds will be combined with Town funding to provide the scholarships.

Population (number of children, staff, and programs served by this activity): We estimate funding 10 home providers up to \$500 from QE and funds from the Town of Bloomfield.

Statement of Need: Home Providers have been encouraged to apply for local QE grants up to \$500. They are an often overlooked group that work hard in the community to provide care for infants, toddlers and preschoolers. These grants will help them to enhance their programs. *Applications must show relevancy of request compared with goals of this quality enhancement grant.*

Goals: The purpose is to assist early care and education programs in addressing quality standards and/or expand comprehensive services for children and families.

Indicators of Progress:

The providers will be able to report the progress in increasing the effectiveness of their program.

Plan for Activity Evaluation:

Individual evaluations will be collected from sub grantees.

SUMMARY OF NEED, GOALS AND INDICATORS

Please summarize each activity description clearly and concisely. This chart may be used as a grant summary for the OEC and externally for program evaluation purposes.

TOWN: Bloomfield

Activity Cost Resources	Statement of Need	Goals	Indicators of Progress
<p>Activity Name: Conference Fees Cost: \$1,000 Resources: grant/collaborative partners Population: 20 Contractor: Childhood Conversations</p>	<p>\$ needed to be able to attend this training/ trainings needed for parents, home providers & preschool staff</p>	<p>SR requirements, new topics</p>	<p>Training attendees, evaluations</p>
<p>Activity Name: Reimburse programs Cost: \$5035 Resources: grant/Town Funding Population: 3 SR programs & staff Contractor: 3 sr programs</p>	<p>Individual staff training needs to meet them where they are.</p>	<p>Enhance staff trainings.</p>	<p>Monitoring visits document where staff are in their requirements.</p>
<p>Activity Name: Home Daycare grants Cost: \$2,000 Resources: grant/Town funding Population: 10 providers & 40 children Contractor:</p>	<p>Address an often overlooked group- Home daycare providers to increase quality of programming</p>	<p>to assist early care and education programs in addressing quality standards and/or expand comprehensive services for children and families</p>	<p>Programs indicate benchmarks that will be improved by the grant award</p>

EVALUATION

Please document the grant objectives outlined on pages 15 of this RFP that align with each proposed activity and the evaluation methods you will use to measure the extent each activity will meet the objectives. A year-end report will be sent to the applicant electronically where results of the evaluation will be reported to the OEC.

TOWN: Bloomfield

Grant Objectives Addressed	Activity	Evaluation
Provide for educational consultation and staff development	Reimburse programs for Activities Childhood Conversations Fees	Monitoring by the Liaison will track all staff at SR programs in their pursuit of attaining appropriate training needed for requirements and enhancing staff development. Written evaluations are collected at the conference for individual workshops and the conference in whole.
purchase educational equipment	Home Daycare Grants	Written evaluations from providers, monitoring by staff, as well as number of children and families benefitting

PRIORITY SCHOOL READINESS

BUDGETS

Directions

1. The applicant agency must complete the Fiscal Agent Form.
2. The applicant agency must complete the ED 114 School Readiness Budget Form with anticipated line item total expenditures for the municipality. An explanation of budget codes is provided.
3. The applicant agency must complete the School Readiness Budget Justification Page and provide a brief explanation justifying each line item expenditure proposed in the budget.
4. The applicant agency must complete the ED 114 Quality Enhancement Budget Form with anticipated line item total expenditures for the municipality. An explanation of budget codes is provided.
5. The applicant agency must complete the Quality Enhancement Budget Justification Page and provide a brief explanation justifying each line item expenditure proposed in the budget.

PRIORITY SCHOOL READINESS

FISCAL AGENT FORM

Identify the fiscal agent for the School Readiness Grant Program for FY 2016.

Please be advised that if the fiscal agent for this grant program is other than the municipality or the municipality's school district, the fiscal agent must sign the Grant Cover Page and the grant's Statement of Assurances to certify compliance with all relevant requirements of this State grant program.

Fiscal Agent Information

Identify Fiscal Agency:	<u>Town of Bloomfield- The Alliance for Bloomfield's Children</u>		
Street Address:	<u>Po box 337</u>		
City, State, Zip Code:	<u>Bloomfield, CT 06002</u>		
Telephone:	<u>860-769-3536</u>	<u>Fax:860-769-3598</u>	
Primary Contact Person:	<u>Name: William J. Hogan</u>		<u>Email: <i>whogan@bloomfieldct.org</i></u>
Federal ID #:	<u>06-6001962</u>		

Budget Object Codes

I. General Description

The Connecticut State Department of Education is using object code definitions from the United States Department of Education publication "Financial Accounting for Local and State School Systems." (<http://nces.ed.gov/pubs2009/2009325.pdf>) Per federal definition, an object is used to describe the service or commodity obtained as the result of a specific expenditure. There are nine major object categories which are defined below. These major categories use a single digit followed by two zeroes; more specific object classifications replace one or both of the zeroes with other figures. (e.g., the major category "Purchased Professional and Technical Services" is code 300. At the second level of detail, the code is 340 for "Other Professional Services", 320 for "Professional Educational Services", and 330 for "Employee Training and Development Services". At the lowest level of detail, codes 321 and 322 further breakdown "Professional Educational Services" to "Tutors" and "In Service", respectively.) Letters A and B are used to further define the second level of detail for the Personal Services - Salaries category.

An analysis of object code usage throughout the department has allowed us to develop the attached master budget with object codes of varying levels of detail. A standard description of each is also provided.

For a specific grant, it may be necessary to modify what can be included in a given object based on the grant legislation. Please review the instructions for specific grant budget development carefully before requesting an ED114 form from the Bureau of Grants Management.

II. Major Object Code Definitions

100 Personal Services - Salaries

Amounts paid to both permanent and temporary grantee employees, including personnel substituting for those in permanent positions. This includes gross salary for personal services rendered while on the payroll of the grantees.

200 Personal Services - Employee Benefits

Amounts paid by the grantee on behalf of employees; these amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, nevertheless are part of the cost of personal services.

300 Purchased Professional and Technical Services

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

400 Purchased Property Services

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

500 Other Purchased Services

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

600 Supplies

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

700 Property

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

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

800 Debt Service and Miscellaneous

Amounts paid for goods and services not otherwise classified above.

900 Other Items

This series of codes is used to classify transactions which are not properly recorded as expenditures to the grantee but require budgetary or accounting control.

III. Master Budget Form Object Code Descriptions/Includable Items

111A Non-Instructional

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

111B Instructional

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

200 Personal Services - Employee Benefits

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

320 Professional Educational Services

Services supporting the instructional program and its administration. Included are curriculum improvement services, assessment, counseling and guidance services, library and media support, and contracted instructional services.

321 Tutors (Instructional Non-Payroll Services)

Payments for services performed by qualified persons directly engaged in providing learning experiences for students. Include the services of teachers and teachers' aides who are not on the payroll of the grantee.

322 In-service (Instructional Program Improvement Services)

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

323 Pupil Services (Non-Payroll Services)

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

324 Field Trips

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

325 Parental Activities

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

330 Employee Training and Development Services

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

340 Other Professional Services

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

341 Audit

Direct cost for the audit of the grant program by an independent auditor. This category is separated from object code 340 as many grants do not include this cost as an eligible grant expenditure.

350 Technical Services

Services to the school district that are not regarded as professional, but that require basic scientific knowledge, manual skills, or both. Included, for example, are data-processing services, purchasing and warehousing services, and graphic arts.

351 Data-processing and Coding Services

Data entry, formatting, and processing services other than programming.

352 Other Technical Services

Technical services other than data-processing and related services.

430 Repairs and Maintenance Services

Expenditures for repairs and maintenance services not provided directly by school district personnel.

440 Rentals

Costs for renting or leasing land, buildings, equipment, and vehicles.

450 Construction Services

Includes amounts for constructing, renovating, and remodeling buildings or infrastructure assets paid to contractors. Account for the costs of non-permanent site improvements, such as fencing, walkways, and roads, that are related to buildings and building sites.

490 Other Purchased Property Services

Purchased property services that are not classified above. Communication services are not included here, but should be included in object 530.

510 Student Transportation Services

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

530 Communication

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

540 Advertising

Expenditures for announcements in professional publications, newspapers, or broadcasts over radio and television. These expenditures include advertising for such purposes as personnel recruitment, legal ads, new and used equipment, and sale of property. Costs for professional advertising or public relations services are not recorded here, but are charged to object 340.

560 Tuition

Expenditures to reimburse other educational agencies for instructional services to pupils.

580 Travel

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

640 Books and Periodicals

Expenditures for books, textbooks, and periodicals prescribed and available for general use, including reference books. This category includes the cost of workbooks, textbook binding or repairs, and textbooks that are purchased to be resold or rented. Also recorded here are the costs of binding or other repairs to school library books.

650 Supplies—Technology Related

Technology-related supplies include supplies that are typically used in conjunction with technology-related hardware or software. Some examples are CDs, flash or jump drives, parallel cables, and monitor stands. Software costs below the capitalization threshold should be reported here.

710 Land and Land Improvements

Expenditures for the purchase of land and the improvements thereon. Purchases of air and mineral rights, for example, are included here. Also included are special assessments against the school district for capital improvements such as streets, curbs, and drains.

720 Buildings

Expenditures for acquiring existing buildings, except payments to public school housing authorities or similar agencies. Expenditures for the contracted construction of buildings, for major permanent structural alterations, and for the initial or additional installation of heating and ventilating systems, fire protection systems, and other service systems in existing buildings are recorded under object 450. Buildings built and alterations performed by the school district's own staff are charged to objects 100, 200, 600 and 730, as appropriate. This code is used with governmental funds only.

730 Equipment

Expenditures for initial, additional, and replacement items of equipment, such as machinery, furniture and fixtures, and vehicles.

734 Technology-Related Hardware

Expenditures for technology-related equipment and technology infrastructure. These costs include those associated with the purchase of network equipment, servers, PCs, printers, other peripherals, and devices. Technology-related supplies should be coded to object code 650, Supplies—Technology Related.

735 Technology Software

Expenditures for purchased software used for educational or administrative purposes that exceed the capitalization threshold. Expenditures for software that meet the standards for classification as a supply should be coded to object code 650, Supplies—Technology Related.

914 Internal Transfers

Includes all transactions conveying financial resources from one fund to another within the district.

917 Indirect Costs

Costs incurred by the grantee which are not directly related to the program but are a result thereof. Grantees must submit indirect cost proposals to the Connecticut State Department of Education to apply for a restricted and unrestricted rate. Only grantees that have received rate approvals are eligible to claim indirect costs. Please note, however, that grantees who receive the majority of their grant funds other than through the Connecticut State Department of Education may use the rate approved by another federal agency.

FY 2016 SCHOOL READINESS BUDGET JUSTIFICATION PAGE

A separate budget justification must be completed in detail identifying the specifics for each line item expenditure noted in your budget.

Column 111A: Other, Salary for coordination of the grant– \$31,159

1 part time School Readiness Liaison to coordinate, administer and evaluate the implementation of the School Readiness Grant.

Column 590: Other purchased services – \$633,570

To subsidize full and part time slots provided by sub-grantees

For Example:

*111A Administrator- Supervisor Salary - \$45,000
1 Full-Time School Readiness Coordinator to coordinate, administer and evaluate the implementation of School Readiness Grant.*

REQUIREMENT FOR LOCAL MATCH: Programs who utilize 10 percent of their allocation up to \$100,000 for coordination, program evaluation and administration **must submit signed, electronic documentation indicating the source for the \$25,000 in local funding that will be contributed and how the funds will be utilized.**

FY 2016 QUALITY ENHANCEMENT ED114 BUDGET FORM

GRANTEE NAME:	Town of Bloomfield	TOWN CODE:	011
GRANT TITLE:	Quality Enhancement Grant Program		
PROJECT TITLE:	Quality Enhancement Grant Program		
ACCOUNTING CLASSIFICATION:	FUND: 11000	SPID: 17097	YEAR: 2016
	PROG: 82079	CF1: 170018	CF2:
GRANT PERIOD: 07/01/15 – 06/30/16	AUTHORIZED AMOUNT: \$8,035		
AUTHORIZED AMOUNT BY SOURCE:	CURRENT DUE:		
LOCAL BALANCE:	CARRY-OVER DUE:		
CODES	DESCRIPTIONS	BUDGET AMOUNT	
111A	Non-Instructional (Administrative/Supervisor Salaries/Clerical/Other)		
322	In-service (Professional Development)	6035	
323	Pupil Services		
324	Field Trips		
325	Parent Activities		
330	Employee Training and Development Services		
340	Other Professional Services		
400	Purchased Property Services		
500	Other Purchased Services		
600	Supplies	2,000	
700	Property		
	TOTAL	8,035	

_____ Original Request Date

_____ Revised Request Date

*Connecticut Office of Early
 Childhood Program Manager
 Authorization*

_____ Date of Approval

QUALITY ENHANCEMENT BUDGET OPTION CODES

Budget Object Codes

I. General Description

The Connecticut State Department of Education is using object code definitions from the United States Department of Education publication "Financial Accounting for Local and State School Systems." (<http://nces.ed.gov/pubs2009/2009325.pdf>) Per federal definition, an object is used to describe the service or commodity obtained as the result of a specific expenditure. There are nine major object categories which are defined below. These major categories use a single digit followed by two zeroes; more specific object classifications replace one or both of the zeroes with other figures. (e.g., the major category "Purchased Professional and Technical Services" is code 300. At the second level of detail, the code is 340 for "Other Professional Services", 320 for "Professional Educational Services", and 330 for "Employee Training and Development Services". At the lowest level of detail, codes 321 and 322 further breakdown "Professional Educational Services" to "Tutors" and "In Service", respectively.) Letters A and B are used to further define the second level of detail for the Personal Services - Salaries category.

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

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

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Direct cost for the audit of the grant program by an independent auditor. This category is separated from object code 340 as many grants do not include this cost as an eligible grant expenditure.

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Services to the school district that are not regarded as professional, but that require basic scientific knowledge, manual skills, or both. Included, for example, are data-processing services, purchasing and warehousing services, and graphic arts.

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430 Repairs and Maintenance Services

Expenditures for repairs and maintenance services not provided directly by school district personnel.

440 Rentals

Costs for renting or leasing land, buildings, equipment, and vehicles.

450 Construction Services

Includes amounts for constructing, renovating, and remodeling buildings or infrastructure assets paid to contractors. Account for the costs of non-permanent site improvements, such as fencing, walkways, and roads, that are related to buildings and building sites.

490 Other Purchased Property Services

Purchased property services that are not classified above. Communication services are not included here, but should be included in object 530.

510 Student Transportation Services

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

530 Communication

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

540 Advertising

Expenditures for announcements in professional publications, newspapers, or broadcasts over radio and television. These expenditures include advertising for such purposes as personnel recruitment, legal ads, new and used equipment, and sale of property. Costs for professional advertising or public relations services are not recorded here, but are charged to object 340.

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Expenditures to reimburse other educational agencies for instructional services to pupils.

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

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Expenditures for books, textbooks, and periodicals prescribed and available for general use, including reference books. This category includes the cost of workbooks, textbook binding or repairs, and textbooks that are purchased to be resold or rented. Also recorded here are the costs of binding or other repairs to school library books.

650 Supplies—Technology Related

Technology-related supplies include supplies that are typically used in conjunction with technology-related hardware or software. Some examples are CDs, flash or jump drives, parallel cables, and monitor stands. Software costs below the capitalization threshold should be reported here.

710 Land and Land Improvements

Expenditures for the purchase of land and the improvements thereon. Purchases of air and mineral rights, for example, are included here. Also included are special assessments against the school district for capital improvements such as streets, curbs, and drains.

720 Buildings

Expenditures for acquiring existing buildings, except payments to public school housing authorities or similar agencies. Expenditures for the contracted construction of buildings, for major permanent structural alterations, and for the initial or additional installation of heating and ventilating systems, fire protection systems, and other service systems in existing buildings are recorded under object 450. Buildings built and alterations performed by the school district's own staff are charged to objects 100, 200, 600 and 730, as appropriate. This code is used with governmental funds only.

730 Equipment

Expenditures for initial, additional, and replacement items of equipment, such as machinery, furniture and fixtures, and vehicles.

734 Technology-Related Hardware

Expenditures for technology-related equipment and technology infrastructure. These costs include those associated with the purchase of network equipment, servers, PCs, printers, other peripherals, and devices. Technology-related supplies should be coded to object code 650, Supplies—Technology Related.

735 Technology Software

Expenditures for purchased software used for educational or administrative purposes that exceed the capitalization threshold. Expenditures for software that meet the standards for classification as a supply should be coded to object code 650, Supplies—Technology Related.

914 Internal Transfers

Includes all transactions conveying financial resources from one fund to another within the district.

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Costs incurred by the grantee which are not directly related to the program but are a result thereof. Grantees must submit indirect cost proposals to the Connecticut State Department of Education to apply for a restricted and unrestricted rate. Only grantees that have received rate approvals are eligible to claim indirect costs. Please note, however, that grantees who receive the majority of their grant funds other than through the Connecticut State Department of Education may use the rate approved by another federal agency.

FY 2016 QUALITY ENHANCEMENT BUDGET JUSTIFICATION PAGE

A separate budget justification must be completed in detail identifying the specifics for each line item expenditure noted in your budget.

1. Use this page to justify the use of proposed line item expenditures to implement the Local RFP for the Quality Enhancement Grant Program.

For Example:

322	Workshop on Developmentally Appropriate Materials 10 hours at \$100.00 per hour	\$1,000.00
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Budget Justification

322	In-service (Professional Development)	6035
	Staff Development and Training for FCCNS, BELC, Bright Horizons= \$5035	
	Fees for Childhood Conversations registrations= \$1,000	
600	Supplies	2000

Supplies for Home daycare provider grants to enhance program quality.

PRIORITY SCHOOL READINESS

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 Connecticut Office of Early Childhood.”

This section must include the following information:

1. The School Readiness Contact Liaison is the person responsible for the management (as defined in General Policy 14-10) of the grant program. Please address the following in your response:
 - Please include a description of how that person carries out the fiscal and program monitoring of sub-grantees. **(Program classroom monitoring must be performed by an Early Childhood Educator with background in classroom practice and ELDS.)**
 - The School Readiness Liaison will be available to meet with providers either by appointment and/or by phone.
 - Regular monitoring visits to programs will be scheduled.
 - Additional communication methods will include phone, fax, e-mail and mail.
 - Approved Council meeting minutes will be distributed to all interested parties who can request a copy at any time after approval of minutes by ABC.
 - How does the person monitoring the classrooms ensure that sub-grantees adhere to the 11 quality standards (see Section I), program standards, accreditation, and grant policies? They will review the quality components at the monitoring visits, along with checking accreditation, licensing and grant policy adherence. This will be reported at the next monthly ABC meeting and recorded in the minutes.
 - How often is each sub-grantee site visited by this person or persons contracted through the School Readiness Council? They are scheduled quarterly and as needed.
 - How are the visits documented and what is the process for follow-up? *Please attach an electronic copy of the local monitoring site visit form. The form used is the liaison monitoring form. We have been doing quality components at one visit, office and files check at one visit, and 2 classroom visits. The visits are reported at the monthly meeting.*
 - If the Liaison identifies issues to be addressed, describe the process to resolve them. Responses needed from sub-grantees will be noted with a time-line for the responses on the monitoring site visit form. Follow up will be recorded and dated.
2. Who is responsible for ensuring the accuracy of the monthly data submitted, and how is the enrollment and attendance verified? The Liaison is responsible for collecting the monthly reporting forms from the sub-grantee and totaling the community report. An attendance sheet and enrollment summary sheet are turned in to the liaison with the monthly report each month.
3. How will the School Readiness Council be kept informed on the status of the grant in relationship to child and program issues identified in the community, as well as the ongoing management process? The Council is informed of changes, or issues in programs at the quarterly meetings or email, by the liaison. When issues arise, special meetings may be called to review program problems or procedures. *le: A committee was called to several meetings to respond*

to the new General Policies and Program Operations, and to create Bloomfield Policies responding to them last year, which will happen again this year.

4. *Please note that the appointment of a fiscal agent other than the grantee does not relieve the grantee of their obligation for the management and accountability of this grant program.*

SECTION IX

PRIORITY SCHOOL READINESS DOCUMENTATION AND EVALUATION

Under Section 10-16q (a) (11) of the C.G.S., programs funded by School Readiness must address the following assessment measures:

1. How does the applicant recruit new children and families to ensure full utilization of spaces? The Alliance for Bloomfield's Children recruits children and families through each of the sub-grantees centers, and plans to run advertising in the local paper, a newsletter mailed to each resident, a mailing to families on the waiting list to the magnet preschool, and flyers distributed in key areas of Bloomfield (Libraries, town hall, Board of Education, grocery stores etc)
2. How does the applicant document the progress in the community to increase the numbers of children served and ensure that all eligible children are served? **in the community to increase the numbers of children served and ensure that all eligible children are served?** The number of children served in Bloomfield has increased in recent years due to availability of funding. The Alliance also has been advocating for continued Town support of Early Care and Education funding at Town Council Meetings.
3. What processes and requirements does the School Readiness Council have to ensure that the curriculum and assessment system used by the School Readiness Programs to measure child progress is aligned to the ELDS? The programs used are accredited, and use aligned curriculums. They are also monitored using the liaison form.
4. How does the School Readiness Council provide oversight, coordination and support for the sub-grantee's measurement of child progress? The programs use recommended child progress forms for measurement of child progress, or document how their assessment aligns with it. Sub-grantees are helped by training wheels, AFP, and other trainings that they have on site or attend. The Quality Enhancement Grant money is used to reimburse providers for some of the trainings.

5. How is information on the School Readiness Grant goals, outcomes and progress disseminated to the community at-large? The Alliance for Bloomfield's Children distributes information locally and statewide through the networks of Discovery School Readiness and Family Resource Centers. Locally, ABC meets monthly to discuss and decide issues relevant to the well-being of children birth through age eight.
6. The Council will assume the responsibility of reviewing and providing feedback to the program on the early learning experience plans utilizing a consultant knowledgeable in such work. The Council is not obligated to submit the learning experience plans to the OEC as part of this application.

PRIORITY SCHOOL READINESS

STATEMENT OF ASSURANCES

1. 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.

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

PRIORITY SCHOOL READINESS

Statement of Assurances

PROJECT TITLE **School Readiness Grant Program**

THE APPLICANT: The Town of Bloomfield-The Alliance for **HEREBY ASSURES THAT:**

 Bloomfield's Children

- 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 agency;
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with the regulations and other policies and administrative directives of the Connecticut State Board of Education, the CSDE and the OEC;
- 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 throughout the entire grant period;
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the OEC, including information relating to the project records and access thereto as the OEC may find necessary;
- H. The CSDE and OEC reserve 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 and/or federal funding;
- J. The applicant will protect and save harmless the State Board of Education and OEC from financial loss and expense, including fees and legal fees and costs, if any, arising out of any breach of the duties, in whole or in part, described in the application for this 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 C.G.S., 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 audit;

L. **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:

- i. "Commission" means the Commission on Human Rights and Opportunities;
- ii. "Contract" and "contract" include any extension or modification of the Contract or contract;
- iii. "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;
- iv. "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;
- v. "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- vi. "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;
- vii. "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;
- viii. "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;
- ix. "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
- x. "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality 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 municipality, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 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 the 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, mental retardation, 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, mental retardation, 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 this 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.

OTHER ASSURANCES

- M. The grant award is subject to approval of the Connecticut Office of Early Childhood and the availability of state and/or federal funds;
- N. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the CGS concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated thereunder are hereby incorporated by reference;
- O. Grant funds should not be committed until an official grant award letter is received;
- P. The grantee agrees to other attestations and special assurances, particular to the requirements of CGS Sections 10-160 through 10-16r for grantees or state agencies that require grantee or subgrantee participation or compliance;
- Q. The signature of the chief elected officials on the Statement of Assurances Signature Page indicates the intent to comply with the provisions referenced in each section. Assurances not agreed to by the chief elected official of the town must be identified on a separate sheet with a rationale for the disagreement; and
- R. The Grantee/applicant acknowledges that funds supporting this contract may be provided by various Federal agencies, including but not limited to the United States Department of Health and Human Services through a number of grants, block grants, and grants-in aid, including, but not limited to the Social Services Block Grant ("SSBG"), Child Care and Development Block Grant (CCDBG) and/or the Temporary Assistance for Needy Families Block Grant (TANF). Each federal block grant has a federal Catalog of Federal Domestic Assistance (CFDA) number, which provides relevant information about federal requirements specific to each block grant. The CFDA numbers are as follows: SSBG - 93.667, CCDBG - 93575 and TANF - 93.558. The Grantee (or Applicant) agrees that it shall communicate the above language to all sub-contractors that perform services as delineated in a subcontract agreement. The Grantee (or Applicant) agrees that it shall also maintain and require all sub-contractors to maintain any necessary data and documentation required for auditing of any of the grant funds.
- S. The Office of Early Childhood reserves the right to negotiate terms, including the withholding of funds, based on the grantee's inability with the assurances.
- T. The Office of Early Childhood reserves the right to de-fund subgrantees of the School Readiness Council based on the subgrantee's inability to comply with School Readiness General Policies.
- U. The Office of Early Childhood reserves the right to negotiate terms, including the withholding of funds, based on the grantee's inability to comply with these assurances.

PRIORITY SCHOOL READINESS
STATEMENT OF ASSURANCES SIGNATURE PAGE

We, the undersigned authorized officials, do hereby certify that these assurances shall be fully implemented.

Signature of Chief Elected Official:

Sydney T Schulman

Name: (please type)

Mayor, Town of Bloomfield

Title: (please type)

Date:

Signature of Superintendent:

Dr. James Thompson Jr.

Name: (please type)

Superintendent, Bloomfield Public Schools

Title: (please type)

Date:

To Be Signed if the Fiscal Agent is other then the Municipality or the School District:

Signature of Fiscal Agent:

Name: (please type)

Title: (please type)

Date:

PRIORITY SCHOOL READINESS

AFFIRMATIVE ACTION PACKET

1. The Affirmative Action Certification Form must be signed by the applicant agency's authorized official and submitted with the grant application.

In accordance with the regulations established by the Commission on Human Rights and Opportunities, each applicant is required to have a complete Affirmative Action Packet on file with the State Department of Education. This grant application contains the "Certification Form" certifying that an Affirmative Action Plan is on file with the State Department of Education. The individual(s) authorized to sign on behalf of the applicant agency must sign the Affirmative Action Certification Form and submit such form with the grant application.

Applicants who do not have an Affirmative Action packet on file with the State Department of Education must obtain and submit a completed packet with their grant application. An Affirmative Action packet can be obtained through:

**Connecticut State Department of Education
Affirmative Action Office
25 Industrial Park Road
Middletown, Connecticut 06457
(860) 807-2101**

PRIORITY SCHOOL READINESS

AFFIRMATIVE ACTION CERTIFICATION FORM

AFFIRMATIVE ACTION CERTIFICATION

AN AFFIRMATIVE ACTION PLAN IS ON FILE WITH THE STATE DEPARTMENT OF EDUCATION

I (We), the undersigned authorized official(s), hereby certify that the current Affirmative Action Plan of the applicant organization/agency is on file with the Connecticut State Department of Education. The Affirmative Action Plan is by reference, part of this application.

Signature of Authorized Official

Date

Sydney T. Schulman
Name of Authorized Official (please type)

Mayor, Town of Bloomfield
Title of Authorized Individual

Signature of Authorized Official

Date

James Thompson Jr.
Name of Authorized Official (please type)

Superintendent, Bloomfield Public Schools
Title of Authorized Individual

PRIORITY SCHOOL READINESS

GLOSSORY / DEFINITIONS

Connecticut Frameworks – The “**CONNECTICUT EARLY LEARNING AND DEVELOPMENT STANDARDS**” and “**CONNECTICUT PRESCHOOL ASSESSMENT FRAMEWORK**” are the guides for programs to use in the implementation and necessary adjustments to the curriculum and experiences that support children in the development of skills and knowledge.

General Policies Communication System – General Policies (GPs) are issued to provide guidance to councils and providers concerning school readiness policies and procedures. A copy of these General Policies and Program Operations documents should be maintained and followed. General Policies are posted on the OEC Web site at: <http://www.ct.gov/oec/cwp/view.asp?a=4541&q=539506>

Inclusion/Integration – It is expected that all children with and without disabilities shall have access to school readiness programs. Programs must adhere to the requirements of the ADA and the IDEA that require that no child be excluded on the basis of a disability.

Learning Experience Plan – A Learning Experience Plan describes both the learning expectations for children, as well as the teaching strategies that support all children across varying levels of development and the setting in which the experiences are planned to occur.

Outcomes – Those skills that children with a quality preschool experience are expected to demonstrate when entering kindergarten. For more information and guidance, see the publications **CONNECTICUT EARLY LEARNING AND DEVELOPMENT STANDARDS** and **CONNECTICUT PRESCHOOL ASSESSMENT FRAMEWORK** that are available on at: <http://www.ct.gov/oec/cwp/view.asp?a=4541&q=536726>

Parent Fees – The amount of money parents are required to pay for participation in the School Readiness program is based on the sliding fee scale or is stated on their child care certificate. Fees must be used to support the activities of the School Readiness program that the child is attending. The School Readiness Council may choose to exempt only Part-Day/Part-Year Programs from this requirement. For additional information, see **General Policy 14-02**.

Program Standards – Programs who either have or are seeking NAEYC accreditation must meet the NAEYC standards. Head Start programs must meet the Head Start Program Performance Standards. For additional information, see **General Policy GP 09-06** and **GP 15-06**.

Quality Components – The 11 components required of School Readiness programs by the legislation include collaboration, parent involvement, health, nutrition, pre-literacy practices, family literacy, admission policies, transition to kindergarten, professional development, sliding fee scale and an annual program evaluation (see pages 3-4 for a complete listing of the 11 components).

Sliding Fee Scale – A scale of fees based on income and family size. For all children, except those with a child care certificate, the programs must use the Sliding Fee Scale to determine the fees charged to parents for School Readiness programs, in accordance to policy guidelines provided by their local School Readiness Council.

Teacher – Each classroom that provides services under the School Readiness Grant must be staffed for all operating hours of the day for Part-Day and School-Day spaces and for six hours per day for Full-Day spaces by a teacher who has an Associate’s 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 endorsement. For additional information, see **General Policy 15-04**.

PRIORITY SCHOOL READINESS

LOCAL REQUEST FOR PROPOSALS

1. Each municipality is required to publicly issue a Local Request for Proposal (RFP) in FY 2016 identifying new or continuing eligible local early care and education providers, which shall provide school readiness services to eligible children and their families.
2. In its review of these applications, the School Readiness Council must ensure that 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.
3. Each municipality must submit an electronic copy of the School Readiness Council's written review of each sub-grantee's application that includes the strengths and weaknesses, as well as the council's recommendation.
4. Agencies with multiple sites may submit one (1) application with the individual sites, spaces, and cost information indicated on the Program Space Grid and include site-specific information for licensing, accreditation, staff grids, program administration and operation pages, budget and justifications, budget attachments, and collaboration agreements.
5. Local Proposals (New or Continuing)
 - Each local proposal must accompany the community application to the OEC as individual electronic appendices.
 - Each proposal must be accompanied by a signed Local RFP Cover Sheet that attests that the application was reviewed, scored and in compliance with the School Readiness requirements.

PRIORITY SCHOOL READINESS

GRANT SUBMISSION INFORMATION

A. Date Of Board Acceptance

IF the submission of the application for the School Readiness Grant Program requires the official approval and/or endorsement of any board or like body (e.g., board of education, town council, etc.), the approval and/or endorsement of such body should be submitted with the grant application. If it is not possible to obtain board or similar approval prior to submission of the grant application, then the official board approval or similar document should be sent under separate cover, no later than July 1, 2015.

B. Freedom of Information Act

All of the information contained in the grant application submitted in response to the School Readiness Grant Program is subject to the provisions of the Freedom of Information Act Sections 1-200 to 1-241, inclusive (FOIA). The FOIA declares that except as provided by federal law or state statute, records maintained or kept on file by any public agency, as defined in the statute, are public records and every person has the right to inspect and receive a copy of such records.

C. Obligations of Grantees and Sub-Grantees

All bidders are hereby notified that the grant to be awarded is subject to contract compliance requirements as set forth in C.G.S. Section 4a-60, 4a-60a and Sections 4a-68j-1 et seq. of the Regulations of Connecticut State Agencies. Furthermore, the grantee must submit periodic reports of its employment and sub-contracting practices in such form, in such manner and in such time as may be prescribed by the Commission on Human Rights and Opportunities.

D. State Monitoring and Evaluation

The OEC, or its designee, may conduct site visits to grantees and sub-grantees funded under this grant program to monitor a community's progress and compliance with the intent of the legislative Act and in accordance with the Request for Proposal.

E. Management and Control of the Program and Grant Consultation Role Of The State

The grantee should have complete management control of this grant. While state agency staff may be consulted for their expertise, they will not be directly responsible for the selection of sub-grantees or vendors, nor will they be directly involved in the expenditure and payment of funds obligated by the grantee.

F. Reporting Requirements

Within 60 days after the close of the fiscal year, each grantee must file a financial statement of expenditures with the Connecticut State Department of Education (CSDE) on such forms as the CSDE may require. The applicant must submit a complete data report, including individual programs reports and a municipality report to the OEC by the required date each month.

The applicant awarded a grant must also submit a final project report using the assessment measure adopted by the OEC. Applicants should identify the outcomes achieved over the course of each funding year and the progress towards achievement of an applicant's outcomes.

G. Annie E. Casey Foundation

Applicants that are part of a collaborative effort funded in whole or in part by the Annie E. Casey Foundation must submit documentation that:

1. The collaborative oversight entity has been provided the opportunity to review and comment on the grant application or proposal prior to submission to the OEC.
2. The proposal or application submitted provides information detailing the activities which assure priority access to services to children, youth and families referred by the collaborative oversight entity.
3. The applicant shall designate someone to act as liaison for the referral process.

H. Grant Process

1. Review Of Applications and Grant Awards

The OEC reserves the right to make a grant award under this program without discussion with the applicants. Therefore, applications should be submitted which present the project in the most favorable light from both technical and cost standpoints. All awards are subject to the availability of funds. Districts and municipalities awarded funds under this grant program are cautioned not to commit such funds until an official grant award letter is received.

2. Consultative Assistance

Gerri S. Rowell, School Readiness Program Manager, Connecticut Office of Early Childhood, Division of Early Care and Education, will be available at 860-713-6744 to answer questions regarding application procedures or proposal format.

3. 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 this grant.

4. Delivery of Applications

The School Readiness Grant Application must be submitted in the following three formats by **4:30 p.m. on Friday, May 15, 2015**. Please note that this is a new method of submission for this grant.

1. An **electronic copy** of the School Readiness Grant Application **must be e-mailed to SchoolReadiness@ct.gov**.
2. Original, hard-copy signature pages (Cover Page, Statement of Assurances and Affirmative Action Certification Form) must be mailed or hand-delivered.
3. A CD-copy of the School Readiness Grant Application must be mailed or hand-delivered.

All three items **must be received by 4:30 p.m. on Friday, May 15, 2015, IRRESPECTIVE OF POSTMARK DATE**. Faxed or scanned copies of signatures will not be accepted.

Electronic copy of School Readiness Grant Application	E-mail to: SchoolReadiness@ct.gov
Hard-copy signature pages and CD-copy of School Readiness Grant Application	Mail or hand-deliver to: Gerri S. Rowell, School Readiness Program Manager Connecticut Office of Early Childhood Division of Early Care and Education 165 Capitol Avenue, Room G-17 Hartford, Connecticut 06106

TO: Town Councilors

FROM: Philip K. Schenck, Jr., Town Manager 

DATE: May 8, 2015

RE: 14/15-58: ADOPTION OF RESOLUTION (PARTIAL
REPLACEMENT OF THE ROOF AT THE BOARD OF EDUCATION
FACILITY

The Board is submitting a grant application for a partial replacement of the Board of Education roof. Please review the memorandum dated May 4th from William Guzman and Wayne Casper along with a copy of the grant application. Per State Department of Education procedures, the Town Council has to pass a resolution that 1) Approves the submission of a grant application; 2) Appoints a Building Committee for the project; and 3) Approves the preparation of schematic drawings.

Should Council wish to move forward, the following motion would be in order:

Move to adopt the following resolution:

RESOLVED, that the Bloomfield Town Council hereby authorize the Bloomfield Board of Education to apply to the Commissioner of Education and to accept or reject a grant for the proposed roof replacement project at Bloomfield Board of Education District Offices.

RESOLVED, that a School Building Committee as appointed by the Mayor is hereby established with regard to the proposed roof replacement project at Bloomfield Board of Education District Offices.

RESOLVED, that the Bloomfield Town Council hereby authorizes the preparation of schematic drawings and outline specifications for the proposed roof replacement project at Bloomfield Board of Education District Offices.



TO: Philip K. Schenck, Jr., Town Manager

FROM: William D. Guzman
Wayne Casper

DATE: May 4, 2015

SUBJECT: Roof Replacement Grant Application

Attached please find a copy of ED049, Grant Application and Executive Summary of Educational Specifications for a School Building Project. As noted in the ED049, this is an application for a partial replacement of the roof at the Board of Education facility.

We are requesting that the Town Council pass a resolution:

1. Establishing a building committee for the project comprised of William D. Guzman, Chief Operations Officer, Wayne Casper, Director of Facilities, and Sandy Braun, Director of Accounting;
2. Authorizing the preparation of schematic drawings;
3. Authorizing the filing of this Grant Application; and
4. Authorizing funding for the project through the 2014/2015 Board of Education Budget, adopted by the Town Council on May 5, 2014.

We will be at the May 11, 2015 Town Council meeting to answer any questions.

cc: Dr. James Thompson
Sandy Braun

**GRANT APPLICATION AND EXECUTIVE SUMMARY OF
 EDUCATIONAL SPECIFICATIONS FOR A SCHOOL BUILDING PROJECT**

DISTRICT NAME: Bloomfield	FACILITY NAME AND ADDRESS: Bloomfield Board of Education 1133 Blue Hills Ave. Bloomfield, CT 06002	STATE PROJECT NUMBER: (FOR SDE USE ONLY)
CONTACT PERSON & TELEPHONE NUMBER William Guzman 860-769-4242		

Note: This application must be accompanied by (A) a certified copy of the resolution or resolutions adopted by the legislative body of the applicant (i) establishing a building committee for the project; (ii) authorizing at least the preparation of schematic drawings and outline specifications for the proposed project, (iii) authorizing the filing of this grant application, and (iv) authorizing funding for the project and (B) education specifications for the project and written approval of such education specifications by the district's board of education.

TYPE OF FACILITY

- | | |
|--|----------------|
| Standard Program | Check One Only |
| Regional Vocational Agriculture Center pursuant to CGS Section 10-65 | _____ |
| Regional Special Education Center pursuant to CGS Section 10-76e | _____ |
| Board of Education Administrative Facility | <u> X </u> |
| Interdistrict Magnet pursuant to CGS Section 10-264h | _____ |
| Non-Magnet Interdistrict Cooperative pursuant to CGS Section 10-158a | _____ |

- | <u>TYPE OF PROJECT</u> | Check all that apply | Complete and submit schedules: |
|---|----------------------|--------------------------------|
| Purchase of Facility | _____ (PF) | 1, 2, 3, 4 |
| New Facility Construction | _____ (N) | 1, 2, 3, 4, 6 |
| Extension of Facility | _____ (E) | 1, 2, 3, 4, 6, 8 |
| Alteration of Existing Facility | _____ (A) | 1, 2, 4, 5, 6, 8 |
| Purchase of Relocatable Classrooms | _____ (RE) | 1, 2, 3, 4, 6, 8 |
| Energy Conservation | _____ (EC) | 1, 2, 3, 4, 5, 6, 8 |
| Roof Replacement | <u> X </u> (RR) | 1, 2, 7 |
| Code Violation | _____ (CV) | 1, 2, 5 |
| Indoor Air Quality | _____ (IAQ) | 1, 2, 5 |
| Site Acquisition | _____ (PS) | 1, 2, 3, 4 |
| Vo-Ag Equipment pursuant to CGS Section 10-65 | _____ (VE) | 1, 2 |
| Renovation pursuant to CGS Section 10-282 | _____ (RNV) | 1, 2, 3, 4, 5, 6, 7, 8 |

COMPLETE SCHEDULE 9 IF ELIGIBLE FOR ADDITIONAL REIMBURSEMENT AS A:

- | | |
|--|----------------------|
| School Readiness Program pursuant to CGS Section 10-285a(e). | Check all that apply |
| Lighthouse School pursuant to CGS Section 10-285a(f) | _____ |
| Interdistrict Attendance Program (CHOICE) pursuant to CGS Section 10-285a(g) | _____ |
| Class Size Reduction Program pursuant to CGS Section 10-285a(h) | _____ |
| Full-Day Kindergarten Program pursuant to CGS Section 10-285a(h) | _____ |

CERTIFICATION: I hereby certify that the above referenced school district has been duly authorized in accordance with C.G.S. Section 10-283 to apply for and accept grants as provided in Chapter 173 of the Connecticut General Statutes and that all requirements of Section 10-287c-4 of the regulations of the state board of education pertaining to use of funds, maintaining of records and access thereto will be met.

Superintendent's/Director's Name James Thompson, Jr., Ed.D.	Signature:	Date:
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State Project No. _____

Schedule 1: General Project Data

a. Is this project in accordance with the district's long-term school building program established pursuant to CGS Section 10-220?

YES NO Explain answer:

Replacement of the roof has been planned for in the Districts 5 year capital improvement program.

b. Does the district intend to continue using this facility for public educational purposes for the foreseeable future?

YES NO If "NO", explain answer:

c. Check all applicable reasons for this project:

- Increased facility enrollment due to general student population increase.
- Increased facility enrollment due to redistricting or regrading of facilities.
- Programmatic changes within the facility.
- Correction of code violations
- Upgrade of facility due to general age and condition.
- Replacement of existing facility. Name of facility being replaced: _____
- Upgrade of facility to current voice, data and video technology standards.
- Repair to facility for damages due to catastrophic loss (fire, flood, wind, etc.)
- Energy Conservation (describe): Increase of roof insulation will reduce heat loss.
- Other (explain): Roof is 25 years old and is showing signs of deterioration and leaks in several locations.

d. List separately, and give reasons for, any work on: 1) Outdoor athletic facilities and/or Tennis courts, 2) Natatorium, 3) Gymnasium seating area, or 4) Auditorium seating area. Check here if not applicable.

e. Within the 5 years prior to the date of this application, has the district abandoned, sold, leased, demolished or redirected the use of any school facility constructed or renovated with state assistance?

YES NO

If "YES", provide name of facility and brief details J. P. Vincent Elementary School was closed in July 2012 and leased to CREC until July of 2014 at which time CREC purchased the building.

Schedule 2: ESTIMATED PROJECT COSTS AND FINANCING

A. ELIGIBLE AUDITORIUM SEATING AREA:

a1. Auditorium seating capacity	N/A	
a2. Total square footage of auditorium	_____	s.f.
a3. Square footage of seating area	_____	s.f.
a4. Total construction cost of auditorium (excluding seats and installation)	_____	
a5. Construction cost of seating area ((Item a3 / Item a2) x Item a4)	_____	
a6. Costs of seats and installation (not included in Item a4)	_____	
a7. Total cost of auditorium seating area (Item a5 + Item a6)	N/A	

B. PROJECT FINANCING:

General Fund:	
State Grant - Progress Payments	<u>\$171,328.00</u>
Other General Funding	<u>\$234,291.00</u>
Current Bonds/Notes	_____
Future Bonds/Notes	_____
Sub-Total General Fund/Bonding	_____
Other Funding:	
Rebates	_____
Insurance Proceeds	_____
Federal/Other State Grants	_____
Other Financing	_____
Describe: _____	
Sub-Total Other Funding	_____
TOTAL FINANCING	<u>\$405,619.00</u>

C. ESTIMATED PROJECT COSTS:

ELIGIBLE COSTS

Architectural Design	<u>\$18,250.00</u>
Site Acquisition	<u>\$0.00</u>
Facility Purchase	<u>\$0.00</u>
Other professional fees	<u>\$7,500.00</u>
Construction (Fully eligible)	<u>\$340,414.00</u>
Bonus area - School Readiness	<u>\$0.00</u>
Bonus area - Full day K/Class size reduction	<u>\$0.00</u>
Equipment/Furnishings	<u>\$0.00</u>
Eligible Costs Sub-Total	<u>\$366,164.00</u>

LIMITED ELIGIBLE COSTS

Outdoor Athletic Facilities and Tennis Courts	<u>N/A</u>
Natorium	<u>N/A</u>
Eligible auditorium seating area (from Item a7)	<u>N/A</u>
Eligible gymnasium seating area costs	<u>N/A</u>
Limited Eligible Costs Sub-Total	<u>N/A</u>

INELIGIBLE COSTS

Ineligible site acquisition costs	<u>N/A</u>
Ineligible facility purchase costs	<u>N/A</u>
Ineligible construction costs	<u>\$16,850.00</u>
Ineligible bonus area-School Readiness	<u>N/A</u>
Ineligible bonus area-Full day K/Class size	<u>N/A</u>
Unauthorized cost increase	<u>N/A</u>
Contingency	<u>\$22,105.00</u>
Other ineligible costs	<u>\$500.00</u>
Describe: <u>Pro Rated A& E Fees</u>	
Ineligible Costs Sub-Total	<u>\$39,455.00</u>

TOTAL ESTIMATED PROJECT COSTS **\$405,619.00**

NOTE: "TOTAL FINANCING" MUST AGREE WITH "TOTAL ESTIMATED PROJECT COSTS"

State Project No. _____

Schedule 3: Site and Facility Purchase Data

Note: The cost of purchasing a site or a building and site shall not be eligible for reimbursement unless the State Department of Education has inspected and authorized the use of the site or the building and site prior to review of final plans. No school building project for which state assistance is sought shall be undertaken except according to a plan and on a site approved by the State Department of Education, the town or regional board of education and by the building committee of such town or district.

a. This project includes purchase of: (check all that apply)

Building (Submit copies of two current independent appraisals AND Worksheet to Determine Maximum Eligible Cost of Purchasing a Facility or Site)

Relocatable(s) (If previously owned, submit copies of two current independent appraisals AND Worksheet to Determine Maximum Eligible Cost of Purchasing a Facility or Site)

* **Site** (Submit copies of two current independent appraisals AND Worksheet to Determine Maximum Eligible Cost of Purchasing a Facility or Site)

No site or facility purchase

* If this project includes a site purchase, complete items b. through d.

- b. Number of acres owned for this facility prior to this purchase. _____ acres
- c. Number of acres purchased as part of this project. _____ acres
- d. Total acres after this purchase (b + c) _____ acres

Schedule 4: Educational Technology Infrastructure

a. Does this project include educational technology enhancements for voice, data and video? YES NO

b. If this application is for new construction, alteration or renovation to the building, has the feasibility of wireless connectivity technology been considered? YES NO

c. Indicate the extent of the educational technology infrastructure in the facility at completion of this project (check all that apply).

Entire Facility	_____	Media Center	_____
Student Support Areas	_____	Computer Labs	_____
Some Classrooms	_____	None	_____
All Classrooms	_____		

d. If this project does not address the needs of educational technology, explain why not.

_____ Already addressed for entire facility.

_____ Other: (explain) _____

State Project No. _____

Schedule 5: Codes

Indicate the codes being addressed by this project.

(Check all that apply)

OSHA

ACCESS FOR PERSONS WITH DISABILITIES

____ Accessibility to all programs

____ Limited accessibility (describe) _____

BUILDING

____ Building area limits ____ Structural load ____ Seismic analysis ____ Mixed use

HEALTH

____ Asbestos ____ Kitchen ____ Toilet rooms ____ Environment

FIRE

____ Sprinkler ____ Rating of elements ____ Fire alarm ____ Emergency lighting

____ HVAC ____ Rescue & vent windows ____ Electrical

OTHER (describe work not listed above.) _____

Schedule 6: Space Standards Data

Please also (1) complete and submit the Space Standards Worksheet and (2) provide copies of the enrollment projections in support of item h.

- a. Year of Original Construction for this facility
- b. Total facility floor area prior to this project + _____ sq.ft.
- c. Existing floor area which will be removed from service as part of this project - _____ sq.ft.
- e. New floor area which will be added as part of this project + _____ sq.ft.
- f. Total facility floor area at the completion of this project (b - c + e) = _____ sq.ft.
- g. Portion of the total facility floor area, at completion of this project, constructed prior to 1950 _____ sq.ft.
- h. Highest projected enrollment for this facility during the 8 year period starting the next October 1 following the date of this application _____ students
- i. Grades which will be housed in the facility during this 8 year projection period (Circle all that apply)

Pre-K/K 1 2 3 4 5 6 7 8 9 10 11 12

State Project No. _____

Schedule 7: Roof Replacement

a. Is this a vertical replacement (i.e. removal of all materials down to or including the deck before installation) of a whole roof? YES NO *

* If "NO", proceed no further; this roof replacement is not eligible for a Chapter 173 grant.

b. Is this the only roof covering the entire facility? YES NO

c. For all roof replacement projects:
 What is the total roofing area of the facility? 33,966 square feet
 What is the area of the roof being replaced? 11,903 square feet

d. Roof replacement costs by age of roof: (Complete for all roof replacement projects.):
Note: If roof area is 15 years or older and less than 20 years old, REDUCED roof replacement costs are eligible for grant payments. Costs will be reduced per the table below for roofs which are not certified below for improper design or construction.

Roof Section Designation or Description (if applicable)	Square Footage of Roof Section	Age of Roof Section	Estimated Roof Replacement Costs	Estimated Ineligible Costs	Project Costs Reduction
Admin. Offices	11,903	20+ years	\$405,619.00	\$39,455.00	N/A
		19 years			5%
		18 years			10%
		17 years			15%
		16 years			20%
		15 years			25%
		Less than 15 years			100%

e. For roof areas less than 20 years old:
Note: If roof area is less than 20 years old, BOTH certifications below MUST be signed for TOTAL roof replacement costs to be considered for grant payments.

1. I hereby certify and attest that I have inspected said roof area and found it to be:
 improperly designed _____
 improperly constructed _____

Signature _____ Print Name _____

Title (check one) Registered Architect _____ Registered Engineer _____

2. I hereby certify and attest that the district has recovered damages in the amount of \$ _____, and is prohibited from recovery of further damages or has no other recourse at law or in equity.

Signature _____ Print Name _____

Title (check one) Town Attorney _____ Board Attorney _____

State Project No. _____

Schedule 8: Extension and Alteration Detail

a. Extension Projects - If additional floor space is being added, indicate each type in the boxes below. Use blank spaces provided for types not listed.

<input type="checkbox"/> Regular instruction	<input type="checkbox"/> Computer rooms	<input type="checkbox"/> Health	<input type="checkbox"/> Natatorium
<input type="checkbox"/> Special ed.	<input type="checkbox"/> Industrial arts	<input type="checkbox"/> Guidance office	<input type="checkbox"/> Kitchen
<input type="checkbox"/> Science labs.	<input type="checkbox"/> Music	<input type="checkbox"/> Auditorium	<input type="checkbox"/> Cafeteria
<input type="checkbox"/> Media center	<input type="checkbox"/> Phys. ed.	<input type="checkbox"/> School admin.	<input type="checkbox"/> Custodial
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

If extension is a relocatable, check the applicable box:

<input type="checkbox"/> New (includes installation)	<input type="checkbox"/> Used (includes installation)	<input type="checkbox"/> Intradistrict (installation only)
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b. Alteration Projects - Check the appropriate box below.

Relocation of existing programs to newly constructed space. Describe programs being moved.

Change in the use of existing space. Provide detail (e.g. regular ed classrooms converted to science lab; media center converted to special ed rooms).

Schedule 9: Supplemental Data for School Building Projects Involving Bonus Programs Pursuant to C.G.S. Section 10-285a, subsections (e) through (h).

- School Readiness Program (C.G.S. Section 10-285a(e))**
Square footage included in this project for a school readiness program. _____ sq. ft.
Square footage of total project area. _____ sq. ft.

- Lighthouse School (C.G.S. Section 10-285a(f))**
(The project must be located in an existing public school building)

Is this project necessary to convert the building for use as a lighthouse school pursuant to C.G.S. Section 10-266cc? _____ YES/ _____ NO

- Out-of-District Students (CHOICE) (C.G.S. Section 10-285a(g))**
Total number of spaces at this facility that will be made available for CHOICE students at the completion of this project. _____
Highest projected eight-year enrollment for this facility. _____

- Full-Day Kindergarten or Reduced Class-Size (C.G.S. Section 10-285a(h))**
Is the school:
 in a priority school district? _____ YES/ _____ NO
 a priority school in a non-priority school district? _____ YES/ _____ NO
Is the project necessary in order to:
 offer a full-day kindergarten? _____ YES/ _____ NO
 reduce class size pursuant to C.G.S. Section 10-265f? _____ YES/ _____ NO
Square footage of total project area. _____ sq. ft.
Square footage of area used primarily for such full-day kindergarten. _____ sq. ft.
Square footage of area used primarily for such reduced-size classes. _____ sq. ft.

TO: Town Councilors

FROM: Philip K. Schenck, Jr., Town Manager 

DATE: May 8, 2015

RE: 14/15-59: ACCEPTANCE OF THE CONSERVATION EASEMENT
FOR THE DERINGER-NEY SITE AT 353 WOODLAND AVENUE

Attached is a copy of the conservation easement and map for the Deringer-Ney site at 353 Woodland Avenue. The easement document includes a legal description of the easement as Exhibit A.

Deringer-Ney offered this conservation easement to protect the wetlands and watercourse in the westerly part of the project.

Should Council wish to move forward, the following motion would be in order (subject to approval of the form and substance by the Town Attorney):

Move to accept the Conservation Easement as set forth in the attached document.

Record and Return To:
Earl J. Phillips, Jr.
Robinson & Cole LLP
280 Trumbull Street
Hartford, CT 06103

CONSERVATION EASEMENT

KNOW ALL MEN BY THESE PRESENTS, that DERINGER-NEY INC., a Connecticut corporation, with its principal office located at 2 Douglas Street, Bloomfield, Connecticut 06002 (hereinafter referred to as "Grantor") for the consideration of One (\$1.00) Dollar and other good and valuable consideration received to its full satisfaction of the TOWN OF BLOOMFIELD, a municipal corporation having its territorial limits within the County of Hartford and State of Connecticut (hereinafter referred to as "Grantee" or "Town"), does hereby give, grant, bargain, sell and convey unto the Grantee, its successors and assigns forever, a perpetual Conservation Easement within the terms of Connecticut General Statutes Section 47-42a, through 47-42c, in, over, along and across a certain piece or parcel of land situated in the Town of Bloomfield (the "Easement Area") which is shown as the "PROPOSED CONSERVATION EASEMENT AREA 143,185 S.F. 3.287 AC." on the map entitled: "EASEMENT MAP DEPICTING PROPOSED CONSERVATION EASEMENT PREPARED FOR: TOWN OF BLOOMFIELD 2 MUCKO ROAD BLOOMFIELD CONNECTICUT, SCALE 1"=40'" dated: February 4, 2015, Scale: 1"=40' and prepared by: Milone & MacBroom, Inc. (the "Map"), which has or will be filed with the Bloomfield Town Clerk's office. The Easement Area is approximately 3.287 acres and is more particularly described on Exhibit A attached hereto and made a part hereof. The Easement Area is over the westerly portion of a larger parcel known as 353 Woodland Avenue (formerly 2 Mucko Road), Bloomfield, Connecticut which is approximately 21.1 Acres.

The Grantee, acting through its Inland Wetlands and Watercourses Commission and/or Conservation Committee, has determined that the conservation of the Easement Area as Open Space would be in the Public Interest, and that the preservation and maintenance of the Easement Area in its natural condition can best be accomplished by securing, by the Grantee of a conservation easement over, across and upon the said property of the Grantor.

The purpose of this Easement is to retain said land predominantly in its natural scenic and open condition and to protect the natural and watershed resources of the Town of Bloomfield, pursuant to the provisions of Section 47 - 42a. through 47 - 42c. of the Connecticut General Statutes. The enforcement of this Easement shall be administered by the Town of Bloomfield through its Inland Wetlands and Watercourses Commission.

The easement is also for the purpose of retaining the conservation area as a wildlife habitat or sanctuary in its present condition palustrine forested wetlands and its future condition as will naturally occur with no interference or disturbance.

The Grantor, for itself and its successors and assigns, covenants and agrees:

1. The easement shall be used for conservation, educational, and limited (passive) recreational purposes only.
2. The easement area shall not be subdivided, now or hereafter, in order that the aims set forth in the above declaration shall be placed in jeopardy.
3. Except as provided herein, no alteration shall be made to the surface of the easement, other than that caused by the forces of nature, unless specifically authorized in writing from the Wetlands Commission.
4. There shall be no use of pesticides, poisons, biocides, herbicides or fertilizers, except as provided in the Pesticide/Herbicide and Fertilization Plan as approved by the Wetlands Commission.
5. In the event that any materials are placed on this easement in violation of this document, the Grantor, upon notice from the Grantee, will remove said material within twenty-one (21) days of such notice.

Furthermore the Grantor, for itself and its successors and assigns, covenants and agrees that it will not conduct, order or permit any of the following activities on the above described parcel of land:

1. The construction or placing of buildings, roads, signs, billboards, or other advertising material, utilities or other structures on or above the ground;
2. The dumping or placing of soil or other substances or material as landfill, or the dumping or placing of trash, waste or other unsightly and offensive materials;
3. The removal or destruction of live trees, shrubs, plants or other vegetation;
4. The excavation, dredging or removal of loam, peat, gravel, soil, rock or other substances in such manner as to affect the surface;
5. Surface use except for outdoor recreational purposes while permitting the land to remain predominantly in its natural condition;
6. Activities detrimental to drainage, flood control, water conservation, erosion control or soil conservation;
7. Manipulation or alteration of natural watercourses, marshes, or other water bodies;
8. The hunting of wildlife;
9. Any other acts or uses detrimental to the retention of said land in its natural, scenic and open condition; and
10. The operation of vehicles, snow mobiles, dune buggies, motorcycles, mini-bikes, go-carts, all-terrain vehicles, or any other type of motorized vehicle.

The Grantor shall place, or cause to be placed, permanent markers in the field to monument the corners of the easement, and at all property line - easement line intersections. Suitable warning signs, in a form approved by the Town shall be set near the easement corners and along the easement lines no further than 300 feet apart.

Notwithstanding the foregoing, the Grantor reserves the following rights: (a) to enter the Easement Area to construct, operate, repair, replace, and maintain a stormwater drainage system

that will discharge into the Easement Area; (b) to enter the Easement Area to construct, operate, repair, replace, and maintain impacts related to the approved site development of no more than 2.1 Acres within the upland review areas 100 feet from the wetlands and/or 200 feet from watercourses; and (c) to enter and allow others to enter the Easement Area, to construct, use, replace, reconstruct and maintain upon, under, over and through the Easement Area, the sanitary sewer system located within or partially within the Easement Area as shown on the Map. The aforementioned reservations (a) and (b) are pursuant to the approval for Town of Bloomfield Wetlands File #75-2014-15 which was approved with conditions by the Town of Bloomfield Inland Wetlands and Watercourses Commission on January 20, 2015. The aforementioned reservation (c) is pursuant to a 20 foot wide sanitary sewer system in favor of (i) the Town of Bloomfield by easement dated June 8, 1970 and recorded June 12, 1970 in Volume 128, Page 206 of the Bloomfield Land Records, and (ii) The Metropolitan District by easement dated August 25, 1970 and recorded August 26, 1970 in Volume 129, Page 109 of the Bloomfield Land Records.

The said Town is further granted an easement to enter the above described premises, by its duly elected or appointed officials, its employees and agents, at reasonable times, upon prior reasonable written notice to and the consent of Grantor, which consent shall not be unreasonably withheld, for the purpose of inspecting the premises and enforcing the provisions of this Easement, to assure the protection of its open condition, water quality, natural vegetation, and wildlife habitats. The right hereby granted shall be in addition to any other remedies available to the Town for the enforcement of the provisions of this Easement. The Town agrees that each such entry is at its own risk and further agrees to hold the Grantor harmless for injury to person or property occasioned by the Town's entry upon the premises by its officials, its employees and agents as aforesaid. Grantee shall not interfere with Grantor's exclusive use and quiet enjoyment of the Property.

This easement shall run with the land and shall bind the Grantor, its successors and assigns, and shall inure to the benefit of the general public and the inhabitants of the Town of Bloomfield, in perpetuity, provided however, that nothing contained shall be construed as granting to the public the right to enter said premises or Grantor's remaining property for any purpose whatsoever. Grantor expressly reserves the exclusive right of possession to the entire Property.

If said premises, or any part thereof, shall be taken by condemnation, this Easement shall terminate automatically as to that property taken so that the Grantor, or its successors or assigns, may be as fully compensated as though this Easement had never been granted.

The Grantor reserves the right to itself, its successors and assigns forever, to use said land for any uses and purposes which do not in any way interfere with the purpose for which this Easement is granted.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the undersigned has hereunto set his hand
and seal this _____ day of _____ in the year 2015.

Signed, Sealed and Delivered
in the Presence of:

DERINGER-NEY INC.,
a Connecticut corporation

Name:

By: _____
Name:
Title:

Name:

STATE OF CONNECTICUT ss. Bloomfield
COUNTY OF HARTFORD

On this _____ day of _____, in the year 2015, personally appeared,
signer and sealer of the foregoing instrument, and acknowledged the same to be his free act and
deed and the free act and deed of said corporation, before me.

Commissioner of the Superior Court
or Notary Public
My Commission Expires on:

EXHIBIT A

A certain parcel of land situated in the Town of Bloomfield, County of Hartford and State of Connecticut being more particularly bounded and described as follows:

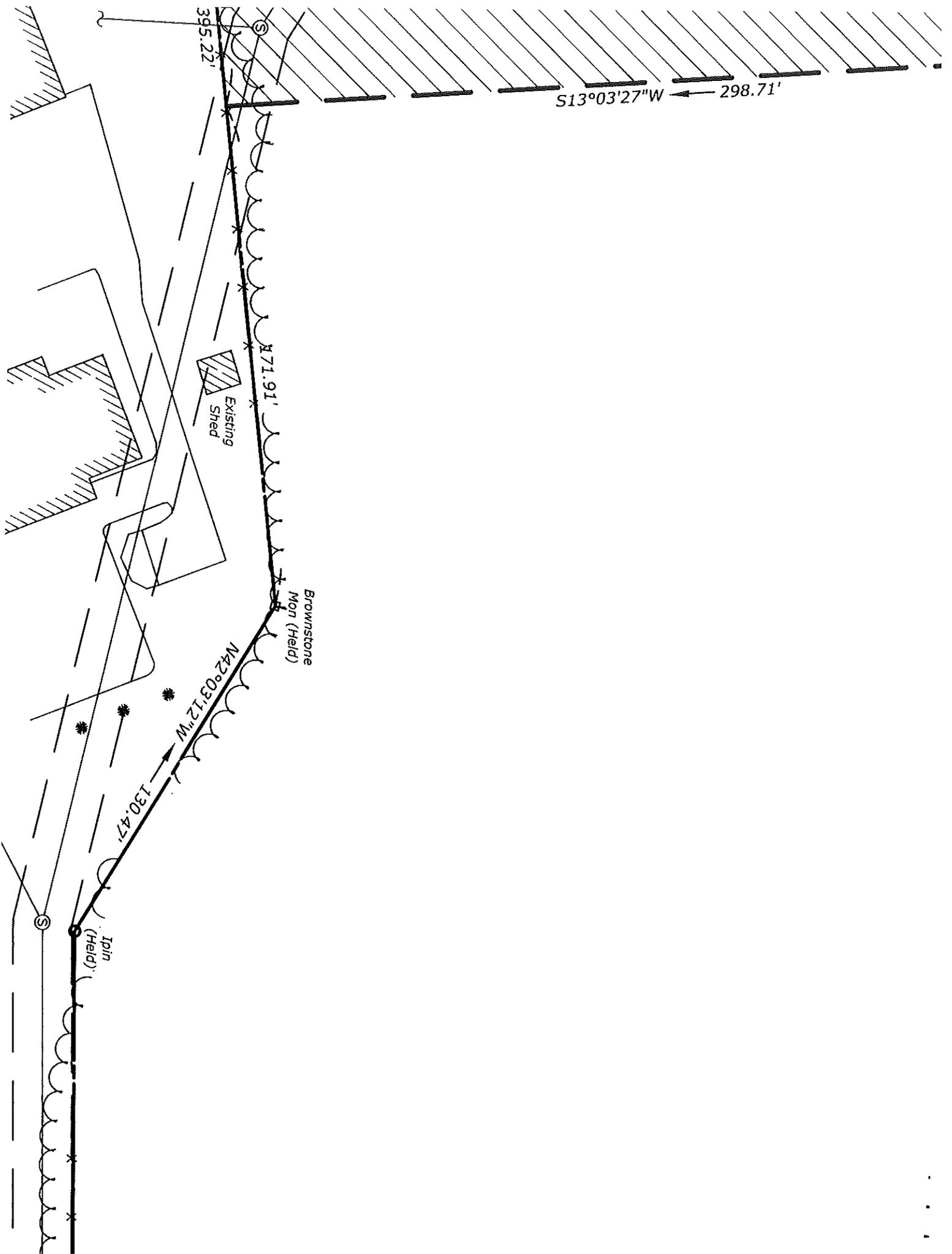
Beginning at a point on the easterly division line of land now or formerly of Windsor Sanitation, Inc., said point being 60.00 feet south of the southerly streetline of Mucko Road when measured along said division line;

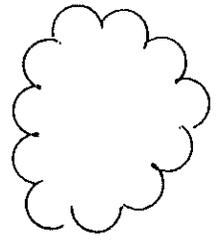
thence running South 71°-55'-24" East 140.75 feet to a point, thence turning and running South 12°-13'-24" West 513.96 feet to a point, thence turning and running South 86°-53'-29" East 52.11 feet to a point, thence turning and running South 37°-18'-04" West 115.95 feet to a point, thence turning and running South 14°-18'-39" West 63.24 feet to a point, thence turning and running South 33°-41'-14" West 171.99 feet to a point, thence turning and running South 13°-03'-27" West 298.71 feet, all along remaining land of the grantor, to a point;

thence running North 79°-35'-35" West 223.31 feet along land now or formerly of Northeast Lightning Protection System, Inc. and RSS Real Estate, LLC, each in part, to a point;

thence running North 29°-35'-48" East 255.67 feet to a point, thence turning and running North 31°-28'-11" East 231.20 feet to a point, thence turning and running North 82°-42'-20" East 98.37 feet to a point, thence turning and running North 10°-11'-53" East 134.49 feet to a point, thence turning and running North 12°-41'-10" West 122.49 feet to a point, thence turning and running North 20°-19'-39" East 163.89 feet to a point, thence turning and running North 31°-25'-26" West 114.93 feet to a point, thence turning and running North 18°-15'-17" East 168.97 feet, all along land now or formerly of Windsor Sanitation, Inc., to the point of beginning.

Being more particularly bounded and described on a map entitled: "Easement Map, Depicting Proposed Conservation Easement, Prepared For: Deringer-Ney in Favor of The Town of Bloomfield, 353 Woodland Avenue/2 Mucko Road (Lot #1524), Bloomfield, Connecticut," Dated: February 4, 2015, Revised to: April 21, 2015, Scale: 1"=40' and Prepared by: Milone & MacBroom, Inc.





DRAFT

BLOOMFIELD TOWN COUNCIL

There was a **SPECIAL** meeting of the Bloomfield Town Council held at 7:00 p.m. on Monday, May 4, 2015 at Bloomfield High School Auditorium, 5 Huckleberry Lane, Bloomfield, CT.

Present were: Mayor Sydney Schulman, Deputy Mayor Joan Gamble, Councilors Wayne Hypolite, Joseph Washington, Leon Rivers, Derrick Seldon, Patrick DeLorenzo, Joel Neuwirth and Joseph Merritt.

Also present were: Philip K. Schenck, Jr., Town Manager, William Hogan, Director of Finance, Sharron Howe, Assistant to the Town Manager, Attorney Mark Needelman and India Rodgers, Clerk of Council.

The meeting was called to order at 8:00 p.m.

COUNCIL BUSINESS

Consider and Take Action regarding the Adoption of Resolution of the Town of Bloomfield budget for FY 2015/2016 and to set the mill rate for the fiscal year 2015/2016

It was moved by Deputy Mayor Gamble, seconded by Councilor DeLorenzo and voted unanimously to adopt the following resolution:

BE IT RESOLVED, THAT the FY 2015/2016 General Fund Budget for the Town of Bloomfield CT. dated May 4, 2015 as itemized by department, board, committee, commission or other purpose and providing for total expenditures in the amount of \$83,946,071 with \$39,268,082 for the Board of Education, \$6,198,140 debt retirement and \$38,479,849 for other departments, boards, committee, commissions, and other purposes of the Town of Bloomfield, be and hereby is adopted, pursuant to Section 904 of the Town Center.

BE IT FURTHER RESOLVED THAT, the FY 2015/2016 tax levy of the Town of Bloomfield shall be established in the amount of \$71,333,195 and the tax rate upon grand list of October 1, 2014 shall be at \$36.00 per \$1,000 of taxable value.

BE IT FURTHER RESOLVED, THAT the Capital Improvement Program 2015/2016 through 2019/2020 be and hereby is adopted pursuant to Section 903 and

904 of the Town Charter.

ADJOURNMENT

At 8:03 p.m., it was moved by Councilor Merritt, seconded by Councilor Seldon and voted unanimously to adjourn the meeting.

DRAFT

BLOOMFIELD TOWN COUNCIL

There was a regular meeting of the Bloomfield Town Council held at 7:30 p.m. on Monday, April 27, 2015 in Council Chambers, Bloomfield Town Hall, 800 Bloomfield Avenue, Bloomfield, CT.

Present were: Mayor Sydney Schulman, Deputy Mayor Joan Gamble, Councilors Joseph Washington, Wayne Hypolite, Joel Neuwirth, Joseph Merritt, Derrick Seldon and Leon Rivers

Also present were: Philip K. Schenck, Jr., Town Manager, Sharron Howe, Assistant to the Town Manager and India M. Rodgers, Clerk of Council

Absent was: Councilor Patrick DeLorenzo

Guest were: Robert Berman

PLEDGE OF ALLEGIANCE

The meeting began with the pledge of allegiance to the flag.

ANNOUNCEMENTS & PRESENTATIONS

Presentation by Robert Berman, Chair of the Bloomfield Housing Authority

Mr. Robert Berman, 8 Hiram Lane updated the Council on the activities of the Bloomfield Housing Authority. The Bloomfield Housing Authority is composed 5 Commissioners. Mr. Berman stated that the authority manages 17 units in town. The authority is in discussion about expanding the amount of units for operation. There is definitely a need to create a new waiting list for housing.

The Bloomfield Housing Authority will invest \$100,000 to renovate 13 of the 16 units. Moreover, the authority applied to Energize CT to for energy efficiency measures in all units. There are three units on Taft Avenue that the authority is looking to replace with other vacant properties available in town. These properties are in a wetland area with insect issues and the current repairs needed.

Several Councilors inquired about income level requirements, unit composition, and overall concerns about renovations and repairs of existing units.

CITIZENS STATEMENT & PETITIONS

There were no citizens' statements or petitions.

REPORT FROM COUNCIL SUBCOMMITTEES

Community Services – Councilor Seldon reported that this subcommittee met on Tuesday, April 7, 2015 at 6:00 p.m. Councilor Seldon highlighted the Renter's Rebate application period is open from April 1 – October 1. In addition, The Postal Food Drive will be held on Saturday, May 9, 2015. Councilor Seldon encouraged all residents to leave non-perishable items by their mailboxes.

Administration & Education – The next scheduled subcommittee for Monday, May 4, 2015 at 6:30 p.m. has been cancelled due to the Annual Town Meeting.

Golf – Councilor Rivers reported that the Wintonbury Hills Golf Course officially opened for the season on April 11, 2015. Golf carts arrived later than expected, which delayed playability and some revenues. In addition, a tree fell on the fence and has since been removed. The Council had a lengthy discussion regarding the responsibility for installation of new fencing.

Councilor Rivers also announced the 2nd Annual Dan Novaar Golf Tournament and the new 2015 Casper Cup in memory of Billy Casper.

Public Safety – Councilor Washington will give a detailed report of the last meeting held on April 13, 2015.

Finance – Councilor Hypolite reported that this subcommittee met on April 20, 2015 to discuss the renewal of the town auditor and the presentation of the FY 2015/2016 Town Budget for the Annual Town Meeting.

Land Use & Economic Development – Deputy Mayor Gamble reported that this subcommittee also met on April 20, 2015 to discuss the status updates for the Wintonbury Mall, Valco property, SOS Electric property (possible recommendation for the blighted list), Bloomfield Apartments and South Cottage Grove Road.

Councilor Hypolite inquired about the appointment of a general contractor for the construction of the Bloomfield Apartments. It was noted that both agreements for the Bloomfield Apartments were signed by the Town Manager, which include the minority participation agreement.

COUNCIL BUSINESS

NEW BUSINESS

FY 14/15-55: Consider and Take Action Regarding Appointment of Town Auditor

It was moved by Councilor Hypolite, seconded by Councilor Rivers and voted unanimously to appoint Blum Shapiro to conduct the June 30, 2015 audit, to issue a Request for Proposal (RFP) for the FY 2015-2016 Audit and explore conducting forensic audit reviews.

FY 14/15-56: Consider and Take Action Regarding the Release of Liens, Pursuant to CGS 17b-125

It was moved by Councilor Neuwirth, seconded by Deputy Mayor Gamble and voted unanimously that the 10 General Assistance Liens referenced in Camilla Jones's memo of 4/21/15, a copy of such list being attached hereto, shall be released forthwith without further payment, it having been determined that such action is necessary and beneficial to the Town.

REPORT FROM MAYOR AND TOWN MANAGER

Mayor's Report

- On April 17, 2015, Mayor Schulman attended the Bloomfield United Methodist Soup Kitchen fundraiser at Rehoboth Church of God, 1170 Blue Hills Avenue, Bloomfield, CT.
- On April 18, 2015, Mayor Schulman attended the NAACP Prayer Breakfast in Hartford, CT.
- On April 19, 2015, Mayor Schulman and other Councilors attended the Bloomfield Republican Town Committee – Post Lincoln Day Dinner, honoring Councilor Joseph Merritt for 25 years of public service.

- On April 20, 2015, Mayor Schulman attended the Bloomfield Center Business Association meeting, in which 30 individuals were present representing the business community.
- On April 24, 2015, Mayor Schulman attended the farewell event of Transformed Health & Fitness Ministries, honoring owner Mr. Kelvin Moore for 35 years in the fitness industry. Mr. Moore will be moving to the Washington D.C. area to further his career.
- On April 22, 2015, Mayor Schulman attended CRCOG Board of Directors Meeting.
- On April 26, 2015, Mayor Schulman attended an appreciation dinner for Bishop Jonathan Ramsey at Rehoboth Church of God.
- On April 30, 2015, Bloomfield Public Schools will host their Annual Music & Art Festival at The Bushnell Theatre.
- Prosser Public Library will host their Book Sale from April 30, 2015 – May 2, 2015.
- On May 2, 2015, a Council Retreat will be held at St. Thomas Seminary focusing on “Expanding Our Leadership Capacity”.
- On May 2, 2015 from 11:00 a.m. – 4:00 p.m., the Blue Hills Fire District will host their 2nd Annual Fire Safety Day.
- On May 3, 2015, the First Cathedral will host a Law Day Function from 11:00 a.m. – 1:00 p.m.
- On May 4, 2015 at 7:00 p.m., the Annual Town Meeting will be held at the Bloomfield High School Auditorium to discuss the FY 2015/2016 Town Budget.
- On May 6, 2015 at 12:00 noon, a meeting will be held at Town Hall to discuss the upcoming events for “Celebrate Bloomfield”.
- On May 6, 2015 at 5:00 p.m., the Bloomfield Chamber of Commerce will host the “Bloomfield Annual Dinner”, in which Mr. Philip K. Schenck, Jr., Town Manager will receive the Business Leadership Award.
- On May 7, 2015 at 6:00 p.m., a Day of National Prayer will be held at Bloomfield Town Hall – Council Chambers.

- On May 7, 2015 at 7:00 p.m., the Paul Harris Annual Dinner and Awards will be at the Mill on the River in South Windsor, CT.
- On May 7, 2015 at 7:00 p.m. an Economic Development Seminar, sponsored by the Connecticut Economic Resource Center will be held at Bloomfield Town Hall – Council Chambers. This seminar has specifically designed for town boards and commission members.
- On May 9, 2015 from 8:00 a.m. – 4:00 p.m., the Bloomfield Lions Club will host a plant sale at Bloomfield Town Hall.
- On May 9, 2015 at 3:30 p.m., the Wintonbury Land Trust will host a celebration from the Hawk Hill Land Acquisition at 23 Duncaster Road.
- On June 14, 2015 from 2:00 p.m. – 5:00 p.m., a Mayor’s Brunch will be held at the Wintonbury Hills Golf Course honoring Mrs. Yvette Huyghue-Pannell, Director of the Senior Center.

Town Manager’s Report

Mr. Philip K. Schenck, Town Manager reported the following updates to the Town Council:

- On April 23, 2015, there was a closing on Hawk Hill Land Acquisition, of which 44 acres were purchased by the Wintonbury Land Trust. The Town of Bloomfield will hold the conservation easement.
- On April 17, 2015, the town signed both tax abatement and minority participation agreements for the Bloomfield Apartments with 25 Jerome Avenue, LLC.
- The community garden project is underway in the direction of Leisure Services at the Lisa Lane Farm.
- A Memorial Day Parade will be held on May 26, 2015 beginning at 11:00 a.m.
- On June 4, 2015, the planting day of the Beautification Committee will take place with the assistance of the Public Works Department.
- The Town of Bloomfield have several job vacancies for Police Officers, Back-Up Mini Bus Drivers and Internship opportunities.

APPROVAL OF MINUTES

It was moved by Deputy Mayor Gamble, seconded by Councilor Neuwirth and voted unanimously to approve the minutes of April 13, 2015.

COUNCIL COMMENTS

Councilor Neuwirth gave a brief update regarding “Celebrate Bloomfield”. There will be a variety events and activities taking place during May 30, 2015 – June 6, 2015. A detailed bulletin of events have been included in the 2015 Spring/Summer Leisure Services brochure.

Councilor Merritt thanked everyone for attending and honoring him for 25 years of public service at the Post-Lincoln Day Dinner sponsored by the Bloomfield Republican Town Committee.

Deputy Mayor Gamble visited the new “Lenses Only” business located 812 Park Avenue. The owners of this establishment are interested in partnering with Duncaster for eyeglass repair services.

In addition, on April 22, 2015, Deputy Mayor Gamble toured the facilities at The First Cathedral and a tasting of their restaurant offerings.

Councilor Washington congratulated Mr. Michael Davis on his 23 year retirement as a Deputy Warden from the State of Connecticut – Department of Corrections. Councilor Washington also congratulated Councilor Merritt on his years of public service.

Councilor Rivers also toured the facilities at The First Cathedral. He also attended the open house to explore all of the services they offer.

ADJOURNMENT

At 8:35p.m., it was moved by Councilor Neuwirth, seconded by Councilor Seldon to adjourn the meeting.

**TOWN OF BLOOMFIELD
GENERAL ASSISTANCE LIENS**

Below is a listing of the liens. Due to the confidential nature of this information, the listing does not include identifying information. Please note that 9 of the 10 properties are located on the east side of town where property values have decreased due to revaluation.

DATE OF LIEN	ADDRESS	PRINCIPAL	INTEREST	P&I DUE
4/26/1982	Mayfair Court	\$2,625.62	\$6,585.21	\$9,210.83
5/3/1973	E. Bunham Street	\$619.14	\$2,436.33	\$3,046.47
11/13/1977	Mills Lane	\$482.00	\$1,575.22	\$2,057.22
4/2/1993	Blue Hills Avenue	\$18,220.10	\$24,960.06	\$43,180.16
10/7/1994	Sandra Drive	\$631.00	\$751.60	\$1,382.60
3/18/1988	Mayfair Road	\$1,948.11	\$3,669.01	\$5,617.12
7/16/1995	Pine Meadow Lane	\$278.00	\$307.70	\$585.70
12/6/1979	Beatrice Avenue	\$1,154.34	\$3,400.79	\$4,555.13
4/19/1996	Blue Hills Avenue	\$1,000	\$1,025.82	\$2,025.82
4/13/1977	Mitchell Drive	\$6,055.44	\$20,823.53	\$26,878.97
	TOTALS	\$33,004.75	\$65,535.27	\$98,540.02

BLOOMFIELD TOWN COUNCIL

BUDGET MEETING

INITIAL PRESENTATION BY TOWN MANAGER

There was a special meeting of the Bloomfield Town Council for the purpose of discussion regarding the FY 2015/2016 Town Budget. This meeting was held on **Tuesday, March 10, 2015 at 7:00 p.m.** in Conference Room #5, Bloomfield Town Hall, 800 Bloomfield Avenue, Bloomfield, CT.

Present were: Councilors Seldon, Merritt, Neuwirth, Washington, Rivers, DeLorenzo, Hypolite, and Deputy Mayor Gamble

Absent were: Mayor Schulman

Also present were: Philip K. Schenck, Town Manager, William Hogan, Director of Finance, Sharron Howe, Assistant to the Town Manager and India Rodgers, Clerk of Council, John Lawlor, Director of Public Works, David Melesko, Director of Leisure Services, Yvette Huyghue-Pannell, Director of Senior Services, Roberta LaMonaca, Director of Library Services, Scott Short, Operations Manager, Benjamin Whittaker, Facilities Director

The meeting was called to order at 7:05 p.m.

There was a general discussion regarding the proposed budget and financial plan for the Town of Bloomfield. Mr. Philip Schenck, Jr., Town Manager explained that this plan will maintain the essential services that the citizens rely on.

The Board of Education budget is proposed 1.85% increase. The Board of Education represents the largest expense in the operating budget, comprising 47% of the budget.

<u>Town Manager proposed budget for FY 2015/16:</u>	<u>\$Inc (Dec)</u>	<u>%Inc/Dec</u>	
Board of Education	\$39,268,082	712,978	2.11%
Town	\$21,018,044	433,905	1.85%
MDC	\$2,842,350	196,050	7.41%
Debt Service	\$6,198,140	175,430	2.91%
Fixed Charges (Pensions, Health, Solid Waste, Leases, LAP Insurances)	\$12,552,055	620,339	5.20%
Capital Improvements	\$1,585,000	(660,000)	(29.4%)

<u>TOTAL:</u>	\$83,463,671	1,478,702	1.80%
<u>Mill Rate:</u>	<u>FY15/16:</u>	35.87	1.03
			2.96%
Revenues		\$71,090,795	
Taxes		\$10,522,876	
General Fund Balance Appropriated		\$1,850,000	

The 2015-16 budget also applies the General Fund Unassigned Fund Balance to help finance the budget. This will still leave approximately 17.1% of the 2015-16 budget, which is well within the acceptable level as set forth by the credit rating standards.

Major Revenue Highlights

- 2014 Grand List Decrease – 1.6% due to property revaluation
- Collection Rate Assumption – 98.3%
- Tax Levy - \$71,090,795 – 87% of total revenue from property tax
- State Aid – FY 2016 estimates incorporate Gov. Malloy's 2015/2016 proposed budget which show no growth from FY 2015 levels of \$6.6 million.
- Non-Tax Revenues of the budget total \$10,522,876 is comprised of all revenue other than the current property tax levy and includes: State Aid, service charges, building permits, licenses, rental income and investment earnings.
- General Fund Balance applied \$1,850,000, up \$450,000 from 2014/2015. This draw is higher than recent years in order to help offset the impact of the Town-wide property revaluation, which is effective on the July 1, 2015 tax bills. After the reduction of this amount, the fund will have a balance estimated at 17.1% or \$14.2 million.

General Expenditure Highlights

- General Fund Increase + \$1,478,702 or + 1.80%
- Increase of 3.5 new positions (2 Police Cadets, Deputy Building Official, Assistant BVA Coordinator – part time)
- Workplace Diversity Initiative + \$121,300
- Board of Education up + \$712,978 or 1.85% (first increase in 5 years)
- MDC Sewer Levy + \$196,060
- Employee Benefits (Pensions, Medical, OPEB Contribution up + \$770,000
- Economic Development initiatives continued at \$120,000
- Year 1 CIP budget: \$3,310,000. 19 projects; (-\$660,000) or decrease of approximately (-29%).

Capital Improvement Projects

The recommendation for Year 1: FY 15/16 is to schedule 19 Capital Improvement Projects totaling approximately \$3,310,000.

Town Road Resurfacing	\$1,025,000
PW Heavy Equipment	\$500,000
Granby Street Pavement Rehab	\$350,000
Filley Park Construction	\$425,000
Community Parks Gateway Signage	\$150,000
Economic Development Initiatives:	
Town Center Streetscape	\$50,000
Town Green Improvements	\$75,000
Blue Hills Streetscape	\$30,000
Information Technology Improv.	\$90,000
Storm Water/Sidewalks	\$105,000
IT Improvements	\$90,000
Senior Center Bus (24 passenger)	\$90,000
Other Smaller (8) CIP Projects	\$420,000

Future Issues & Beyond

Mr. Schenck, Jr. and Mr. Hogan, Director of Finance list several areas of concern and Town Council awareness regarding the overall financial outlook of the town in the near future and beyond.

1. Sustainability of Grand List Growth
 - Retention and Recruitment of Major Corporate Taxpayers.
 - Balancing our stated goal to preserve the Town's Open Space with our desire to expand economic development opportunities.
 - Focus on Bloomfield Town Center redevelopment initiatives.
2. Debt Management/Infrastructure Needs
 - Ensure that bonded debt decisions are viewed positively by taxpayers, rating agencies and investment community.
 - Financing an aging infrastructure (particularly the Library, Public Works garage and 330 Park Avenue) and its impact on the Town's debt capacity.
3. Operating Budget Issues
 - Continuing to address pension and OPEB responsibly.
 - Collective bargaining agreements expiring June 2016.
 - Education needs in declining enrollment environment.

The Council ensued in a discussion regarding the details of each category and its importance to the fiscal health of the town in years to come.

Councilor Merritt advocated for an increase in the Capital Improvement budget, due to deferred maintenance in town infrastructure over the years.

Deputy Mayor Gamble inquired about the decrease of \$660,000 for capital improvement projects, reflective of the request for an increase from the Board of Education.

Councilor Hypolite commented regarding debt reduction before borrowing additional funds to complete these capital improvement projects.

Councilor Neuwirth stated that the Council need to prioritize the three major projects, Library, Public Works garage and 330 Park Avenue.

Ms. Ann Pidano, 9 Old Orchard Road expressed her concerns as a Bloomfield resident regarding the lack of maintenance with tennis courts in town. She suggested that the town should consider a total package of infrastructure needs.

Councilor Seldon inquired about safety concerns on Mountain Avenue with pedestrians. He suggested allocate funding for sidewalks on this road.

Councilor Rivers and Washington expressed concerns regarding the lower portion of Woodland Avenue.

Mr. John Lawlor, Director of Public Works stated that an inventory of roads has been completed and the town is losing ground based on Capital Improvement Project allocation and schedule.

ADJOURNMENT

It was moved by Councilor Neuwirth, seconded by Councilor Washington to adjourn the meeting at 8:30 p.m.

BLOOMFIELD TOWN COUNCIL

BUDGET MEETING – FY 2015/2016

PLANNING & DEVELOPMENT, SOCIAL & YOUTH SERVICES, LEISURE SERVICES, SENIOR SERVICES, LIBRARY, FIXED CHARGES, MISCELLANEOUS & REVENUE

There was a regular meeting of the Bloomfield Town Council held at 7:00 p.m. on Thursday, March 12, 2015 for the purpose of discussion of the proposed Town of Bloomfield FY 2015/2016 budget.

Present were: Mayor Sydney Schulman, Deputy Mayor Joan Gamble, Councilor Wayne Hypolite, Councilor Joseph Washington, Councilor Leon Rivers, Councilor Derrick Seldon, Councilor Patrick DeLorenzo, Councilor Joel Neuwirth and Councilor Joseph Merritt

Also present were: Philip Schenck Jr., Town Manager, Sharron Howe, Assistant to the Town Manager, India Rodgers, Clerk of Council, William Hogan, Director of Finance, Roberta Lamona, Director of Library Services, Camilla Jones, Director of Social & Youth Services, Yvette Huyghue-Pannell, Director of Senior Services, and Dave Melesko, Director of Leisure Services, Jose Giner, Director of Planning & Development, Jonathan Thiesse, Town Engineer, Lucy Peoples, Senior Center, Marie Bendzans, Senior Center

Guest: Bea Llewelyn, Chair of Prosser Library Board

The meeting was called to order and 7:05 p.m.

Mr. Philip Schenck, Jr., Town Manager and Mr. William Hogan presented the proposed budgets for Planning & Development, Library, Leisure & Human Services, Revenue, Fixed Expenses, and Miscellaneous.

Planning & Development

Mr. Jose Giner, Director of Planning & Development presented the department's FY 2015/2016 budget. The total increase in this budget is 1.85%. This increase was noted in the Building Division, requesting a full time Assistant Building Official with an approximate salary of \$69,000.

Mr. Giner noted several line items of the Planning Department impacting the budget:

- \$61,000 – Seabury Retirement Community – New Construction permit
- \$17,000 – change to view permit software – complex building software
- Reduction in Land use and code enforcement (-4.15%)

Councilor Merritt inquired about consultant assistance for building official. He expressed concerns about the magnitude of construction projects and appropriate staffing levels. It was noted that it is challenging to hire for temporary of consultant positions due to the nature and scope of work.

Councilor Hypolite inquired about an estimate of building permits and timeframe for approval. It was noted in the FY 2015/2016 budget, approximately \$775,000 is projected for building permit fees.

Mr. Philip K. Schenck stated that there has been a significant increase in building permits for new construction projects such as:

- CIGNA - \$100,000,000
- Seabury Retirement Community - \$42,000,000
- Bloomfield Apartments - \$40,000,000
- J.P. Vincent - \$25,000,000
- Duncaster - 25,000,000

Councilor Rivers expressed concerns about staffing levels to address increased productivity with the building department.

Councilor DeLorenzo inquired about a decrease in Engineering Services from \$18,000 to \$10,000. It was noted that this decrease is based on expenditures from the previous year.

Councilor Seldon asked about software and training costs of \$17,500. These costs reflect the new purchase of view permit software, which would increase efficiency in the department.

Mayor Schulman inquired about follow up procedures relative to actual value of initial permit and review of completed project.

Library Services

Roberta LaMonaca, Director of Library Services presented a total increase in the department budget of 0.89%. This increase is primarily due to staff step and COLA contractual increases.

Mrs. LaMonaca noted a decrease in technical equipment of \$3500.00 and supplies for programming and materials.

There was also a \$4000.00 decrease in the part time budget reflecting the utilization of substitutes at the P. Faith McMahon/Wintonbury Library Branch.

Mrs. LaMonaca expressed concerns regarding the overall State of Connecticut budget with proposed drastic cuts to library services statewide.

Mrs. LaMonaca distributed photographs of the water leakage and roof damage at the Wintonbury Branch. She is requesting a roof replacement for consideration in the Capital Improvement Program for this location.

It was also noted and shared that the Hartford Magazine cited libraries for becoming the new town green for respective residents.

Councilor Hypolite expressed appreciation about educating the Council on the need for public libraries.

Deputy Mayor Gamble inquired about the recommendation to include the Wintonbury Branch library in the Capital Improvement budget.

Councilor Neuwirth asked about the use and frequency of volunteers at the library.

HUMAN SERVICES

Health District

Mr. Philip K. Schenck, Jr., Town Manager updated the Council on the budget outlook for the Bloomfield – West Hartford Health District. Their budget has been approved, which may or may not be effected on state grants. There was a 1.01% increase in the budget. The district has focused attention on communicable disease prevention.

Social & Youth Services

Mrs. Camilla Jones, Director of Social & Youth Services presented a total budget increase of 4.28%. Mrs. Jones requested an additional \$12,000 to support the Juvenile Review Board (JRB). The department lost \$9,000 in funding from the Department of Children and Families to operate this program.

DCF has decided to regionalize juvenile review boards in the Greater Hartford area. However, Social & Youth Services is advocating to maintain the JRB within the town to promote local support to children and youth.

Mrs. Jones also requested \$10,000 for the Police & Youth Program, a collaboration between the Bloomfield Police Department and Youth Services. This grant exceeded its approval after three years from the Connecticut Juvenile Justice Alliance.

Mrs. Jones reviewed several line items affected the departmental budget's bottom line:

- Decrease in education/training of \$800.00
- Decrease in contractual services
- Loss of \$22,180 – State of Connecticut – Department of Education

Councilor Washington advocated for continued support of the Bloomfield Foster Care Program funding.

Councilor DeLorenzo inquired about any other possible grants for application to sustain programming.

Councilor Hypolite inquired about quantifying the potential state grant losses for the library and social/youth services.

Leisure Services

Mr. David Melesko, Director of Leisure Services presented the total department budget increase of 0.06%.

In the Administration Division, there was a decrease in appropriate contractual services.

In the Summer Division, an increase of 8% has been requested for uniform and clothing, food and meals for family fun night activities and in technical equipment for playground safety in fiber materials.

In the School Division, there is an increase in clothing of 95% for staff uniforms t-shirts.

In the Pool Division, the request is a 0% increase. The pool was sandblasted last fiscal year and the existing pool building was repaired with needed renovations.

The line item for Weekend Celebration has increased due to the number of summer concerts from 8 to 10. It was noted that the new stage for town events will arrive in April 2015.

Councilor Merritt inquired about the need to perform tennis court maintenance, lighting, fencing and surfacing.

Senior Services

Mrs. Yvette Huyghue-Pannell, Director of Senior Services presented an increase in the full time administration division due to contractual steps and COLA raises.

There was a request to decrease the Part time line item of \$3,930.00.

The Seasonal budget item is reference to support of the Holy Cross Internship program. Students in this program receive a \$1000.00 stipend at the end semester.

There was also a slight increase in Food and Meals for programs at the Senior Center to support programs and activities aside from the CRT Lunch Program.

Other contractual services were compared to current year budget needs and programs.

Deputy Mayor Gamble inquired about capital expenditures regarding the Mini Bus, air conditioning estimate of \$30,000 for the Senior Center. She also requested of the Town Council to reconsider capital improvement items removed from the FY 2015/2016 budget.

Councilor Hypolite inquired about more details regarding air conditioner usage in down time and repair costs.

Mrs. Huyghue-Pannell, Mr. Melesko and Mrs. Jones will continue to develop a Facilities Use Policy. There have been several requests for rental space at 330 Park Avenue. This policy would outline rental usage guidelines and fees associated with various spaces.

In addition, there was some brief discussion regarding fees for programs and activities for non-residents. It was noted that non-residents are allowed to visit the Senior Center, however they are charged a higher fee to participate in scheduled activities.

There was an ensued discussion of Council regarding renovations of town infrastructure.

Mayor Schulman requested Council to consider prioritizing all town infrastructure projects. In reference to 330 Park Avenue, there were several recommendations for the following steps:

- 1st – Building review and assessment
- 2nd – Evaluate partial or full renovations (assuming less expensive)
- 3rd – How to pay for it, bonding levels, scheduling timeframe for possible budget referendum

Deputy Mayor Gamble and Councilor Hypolite stated that the Town will not be ready to submit a budget referendum for renovations of town infrastructure by Fall 2015 election period. He also stated that the town should prepare Capital Improvement renovations of town buildings in the next two years.

Councilor DeLorenzo recommended that the Council should definitely prioritize projects to be cost effective for the town.

Councilor Merritt urged Council to consider increasing the capital improvement budget to address emergency needs of the town infrastructure and maintenance.

Councilor Seldon commented on the Senior Center and their national accreditation status. He stated that it is important to repair and maintain urgent needs.

Mayor Schulman stated that the consensus of Council is to set priorities and timelines in developing a plan for renovations of town infrastructure.

Mini Bus Fleet

Mr. Schenck, Jr. stated that the goal is to make the mini bus fleet more energy efficient. The town recently received grant funding for 3 electric hybrid buses and the department has been instrumental in obtaining grants for electric charging stations.

Mrs. Huyghue-Pannell informed the Council that a new mini bus will be delivered in the month of March 2015. The current buses have a 5 year usage or 100,000 miles. The new hybrid buses have a 7 year usage or 200,000. The department will also explore purchasing of smaller passenger vehicles for transportation in town.

Councilor Hypolite stated that the town should keep the debt is below current level with reasonable interest rates available if entering into the bond market for most of the capital improvement projects and items requested.

Adjournment

It was moved by Councilor Washington, seconded by Councilor Rivers and voted unanimously to adjourn the meeting at 9:35 p.m.

BLOOMFIELD TOWN COUNCIL

BUDGET MEETING – FY 2015/2016

BOARD OF EDUCATION, PUBLIC WORKS & FACILITIES

There was a special meeting of the Bloomfield Town Council held at 7:00 p.m. on **Tuesday, March 17, 2015** for the purpose of discussion of the proposed Board of Education FY 2015/16 budget.

Present were: Mayor Sydney Schulman, Deputy Mayor Joan Gamble, Councillors Wayne Hypolite, Leon Rivers, Joseph Washington Joel Neuwirth, Patrick DeLorenzo, Derrick Seldon and Joseph Merritt

Also present were: Philip K. Schenck, Jr., Town Manager, William Hogan, Director of Finance, Sharron Howe, Assistant to the Town Manager, John Lawlor, Director of Public Works, Benjamin Whittaker, Facilities Director, Scott Short, Facilities Operations Manager and India Rodgers, Clerk of Council.

Present from the Board of Education were: Dr. James Thompson, Superintendent, Mr. William Guzman, Chief Operations Officer, Donald Harris, Chair of the Board of Education, Dr. Bethany Silva, Director of Assessment, Evaluation and Research, Stacy McCann, Director of School Improvement and Intervention, Sandy Braun, Accounting Director, William Joslyn, Human Resources, Wayne Casper, Director of Facilities, Stan Simpson, Dr. Ellen Stolz, Chief Academic Officer, Board Members: Bob Ike, Michael Walters, Leslie Mara and Quentin Johnson.

The meeting was called to order at 7:05 p.m.

Board of Education - Opening Remarks

Mr. Donald Harris, Jr., Chair of the Board of Education presented opening remarks to the public, Town Council and Board of Education Administration. He stated that he is proud of the accomplishments within the school system, improved test scores and various recognitions within the district.

Dr. James Thompson, Jr., Superintendent of Bloomfield Public Schools presented in detail the proposed Board of Education budget for FY 15/16.

Board of Education – Budget Presentation

The Board's budget is at 1.85% increase after an unprecedented consecutive five years. The proposed budget recommended budget is \$39,268,082 for 2015-2016 school year.

In this year's budget, the Board of Education is expected to receive \$10,426,955 in grant revenues, which is a grand total of \$49,695,037 for the district.

Dr. James Thompson, Superintendent presented the overall goals and objectives of the district. He also outlined the achievement of closing of the achievement gap detailing district targets and timelines.

The district will continue to prioritize the focus of achievements for the upcoming school year with four major priorities:

- Holistic Accountability
- Curriculum, Instruction and Assessment
- Positive School Climate
- Parent and Community Engagement

Dr. Thompson highlighted a clear overview of the budget process and collaborative efforts that focused on district goals and objectives. He reviewed the budget by each category, which outlined increased external revenues, staff changes and enhancements for the district. The following budgetary categories were discussed:

Revenues

Grants represent 20% of the total district budget, which totals \$10,426,955.

Academics

Bloomfield Public Schools eliminated the Achievement Gap in Reading and Math proficiencies. They have also increased the graduation rate at Bloomfield High School from 74.3% in 2011 to 90.2% in 2014.

School Summary

Dr. Thompson also noted information for each school categorized in each summary: enrollment, academic performance, student demographics, general fund spending and general fund staffing. In addition, statistics shown district wide that enrollment has dropped 7.6% from 2009 to 2014. Data for next school year (2015/2016) is projected to reflect a 9.7% decrease by October 1, 2015.

It was also noted that the magnet school tuition cost have increased 31.4% as well the projected cost increase in Special Education of Out of District placements.

Executive Summary

The contractual obligations for FY 2015/2016 have affected the budget development process. There are contractual salary increases for the following:

- Bloomfield Administrators Association (BAA) – 2.7%
- Bloomfield Education Association (BEA) – 2.75%
- Bloomfield Federation of Education Personnel (BFEP) – 3.0%
- United Public Service Employees Union (UPSEU) – 2.75%
- Bloomfield School Nurses Association (BSNA) – TBD

Other contractual obligations contributed to the FY 2015/2016 include:

- Health Insurance Increase – 320,000
- Transportation Increase – 65,000
- Pension (OPEB) – 266,000
- Tuition Increases – 677,000

Staff Summary

The Bloomfield Board of Education have reviewed the staffing levels for all schools and administrative staff. These are the following staffing adjustments for the FY 2015/2016 school year:

General Fund Staffing:

- 19.5 Certified Staff (15.5 FTE Teachers, 3.0 FTE Psychologists, 1.0 School Administrator)
- 11.5 Non Certified Staff (4.0 FTE Tutors, 1.0 FTE Instructional Assistants, 3.0 FTE Clerical, 2.5 FTE Library Clerk, 1.0 FTE Technology)

Facilities Summary

There was an overall increase 2.77% (\$40,000) in the Facilities budget reflected for the 2015/2016 school year. The majority of this increase is due to utility delivery rate costs.

Overall, Bloomfield Public Schools have made strides in accomplishments which include:

- Closure of the Achievement Gap in three of eight areas
- Reduced the Achievement Gap in five of eight areas
- Increased Advanced Placement participation at Bloomfield High School
- Expanded international partnerships and student exchanges to Costa Rica, Yinchuan China and South Africa through Global Experience Magnet School (GEMS)

There was a discussion ensued of Council regarding the presentation of the FY 2015-2016 Board of Education budget.

Mayor Schulman thanked the Board of Education for their presentation of their FY 2015-2016 budget and the progress to continue moving forward in a positive direction. He also stated that the Board's budget for FY 2015-2016 was the most comprehensive and clear budget presented.

Councilor Neuwirth inquired about the enrollment decline, referencing the difference between magnet and district schools. It was noted that statistics in lower birth rate may be a chief factor as well as migration out of state.

Councilor Washington congratulated the entire Board, Superintendent & staff on their captured achievements and extraordinary accomplishments.

The challenge has been closing the achievement gap, which the district has made significant progress. The State of Connecticut has the largest achievement gap in the country.

Councilor Washington also inquired about ethnicity concerns within the district. Dr. Thompson stated that ethnicity concerns are being addressed. Currently, the school district is comprised of 90% students of color.

Councilor Rivers stated that the community perception began with negative factors in schools and buildings. All schools have been renovated to reflect resident tax dollars. The overall goal is to improve enrollment and potential expand both magnet schools to other towns.

Deputy Mayor Gamble noticed a remarkable decrease in student population versus the cost of renovating schools. The debt repayment increase to the Board caused a decrease in the town Capital Improvement budget. She also expressed dismay with the budget of BOE Central Administration staff.

Mr. William Guzman, Chief Operating Officer reviewed drivers that have impacted the budget:

- An increase of 11.8% health insurance account (\$320,000)
- Introduction of the OPEB requirement (\$260,000)
- Central Office Staff – paid mostly by grant funding- some are administrators

Councilor DeLorenzo inquired about employee contributions for health insurance and OPEB, cost savings (salary accounts), staffing decreases and overall employee costs that are contractual.

Councilor Seldon recognized that Board of Education requested increase is relatively small being the first in five years. It was noted that the Board no longer will receive the State Improvement Grant because of completed renovations and quantifying figures showing improvement in the school district.

Councilor Neuwirth inquired about an increase in severance pay for employee benefits, due to 14 anticipated retirements and an increase in transportation costs for vocational tech schools. It was also noted that an increase in telephone expenses will be requested in next year's budget, due to a decrease in the amount of rebate given to municipal school districts in the E-Rate Program beginning next year.

Councilor Hypolite mentioned money returned to the town far exceeded the requested \$713,000 budget increase. He stated his overall support of the Board of Education and will look to further improvements of the district. He also inquired about the methodology in creating budget, which has been consistent will past presentations.

Mayor Schulman clarified several points to support the Board's request:

- The Board of Education applied and will receive additional funds to reduce the town share
- The district does receive special education funding from other towns
- The Board has projected unemployment compensation of \$89,000 for reduction in personnel
- Funding from magnet schools is funding by State Department of Education
- It is difficult to budget tuition for special education out of district costs due to unpredictability of need
- Decrease in rental revenues – 0% projected due to local church not renting auditorium, café and sports group at Bloomfield High School
- It was noted that there are no proposed plans to move GEMS into Bloomfield High School per Dr. Thompson

Mr. Guzman will adjust funding for special education students, requirements and needs of the Board in the next fiscal year.

There was a 10 minute recess to continue the budget process and presentation by the Department of Public Works.

Public Works & Facilities

The meeting was called to order at 8:50 p.m.

Mr. John Lawlor, Director of Public Works & Facilities presented the proposed budget request for FY 15/16 for this department. The budget request of \$4,859,249 is a 0.08% increase over prior year (\$4,819,803). The majority of this increase is attributed to isolated salary costs and taxes.

There are several divisions within the Public Works department, Administration, Operations, Fleet and Facilities. Mr. Lawlor briefly outlined several increases in areas on construction materials, equipment repairs and overall building maintenance.

Decreases were noted in Facilities in regards to utilities and heat energy costs.

The 2015/2016 budget absorbed increases with utilities for \$13,048, State of Connecticut - Department of Energy and Environmental Protection mandated reporting for \$14,000 and construction materials/parts for \$14,500.

Major Budget Divisions

Salaries – 2.5%
Administration without salaries – 31.5%
Operations – 0.39 decrease
Fleet Operations – 9.4% decrease
Facilities – 0.6 increase – utility

Mr. Lawlor also requested an additional position within the department for a Building Maintenance Supervisor, with an annual salary of \$60,000. He also requested the following additions for consideration:

- Increase in funding for pavement and road improvements
- Continued funding for Public Works equipment
- Infrastructure projects should be fully funded or shifted to later years
- Holistic review of all town facilities

In addition, Mr. Lawlor referenced discussions regarding 330 Park Avenue and the P. Faith McMahon Library.

There was an ensued discussion of the Council regarding details of the Public Works budget and maintenance care for the artificial turf at Bloomfield High School.

Councilor Washington expressed concerns about the need for an additional position and suggested filling vacancies through attrition.

Councilor Rivers inquired about the impact of the workforce if a Building Maintenance Supervisor is hired.

Councilor Neuwirth requested further information regarding the budget details for consideration of the care and maintenance regarding artificial turf at Bloomfield High School.

Councilor Seldon inquired about the cost to maintain a grass field versus artificial turf. The estimated cost of the artificial field at Bloomfield High School is approximately \$1,200,000. The Board will utilize the Capital Non-Recurring Account for this purchase. It was also noted and discussed that the Board of Education Central Office needs roof replacement as well in the amount of \$600,000.

Deputy Mayor Gamble elaborated on the need for special equipment to maintain the artificial turf. The estimate quoted has maintenance costs included.

Councilor DeLorenzo requested information on road improvement analysis. It was noted that this process is completed every 3 years for annual updates.

Councilor Hypolite inquired about the request of \$500,000 for capital equipment purchases. He recommended the delay some purchases and increase funding in road maintenance.

Mayor Schulman referred the artificial turf discussion for further discussion at the next scheduled Administration Subcommittee meet, April 6, 2015.

Adjournment

It was moved by Deputy Mayor Gamble, seconded by Councilor Rivers to adjourn the meeting at 8:30 p.m.

DRAFT

BLOOMFIELD TOWN COUNCIL

BUDGET MEETING – FY 2015/2016

PUBLIC SAFETY, PUBLIC HEARING, ADMINISTRATION & APPROPRIATIONS

There was a regular meeting of the Bloomfield Town Council held at 7:00 p.m. on **Thursday, March 19, 2015** for the purpose of discussion of the proposed budget for Public Safety, Administration and Appropriations for FY 2015/2016.

Present were: Mayor Schulman, Deputy Mayor Gamble, Councilors Rivers, Washington, Hypolite, Seldon, Neuwirth, DeLorenzo and Merritt

Also present were: Philip Schenck Jr., Town Manager, Sharron Howe, Assistant to the Town Manager, India Rodgers, Clerk of Council, William Hogan, Director of Finance, Chief of Police Paul Hammick, Cindy Coville, Director of Human Resources, Marguerite Phillips, Town Clerk, Yvette Huyghue-Pannell, Director of Senior Services

Guest: Pat Braun, Bloomfield Volunteer Ambulance (BVA)

The meeting was called to order at 7:00 p.m.

PUBLIC HEARING

There was a public hearing held for the public to express their issues or concerns with the proposed FY 2015/2016 budget:

The public hearing opened at 7:07 p.m.

There were no members of the public present to express issues or concerns.

The public hearing closed at 7:08 p.m.

Public Safety

Chief Paul Hammick of the Bloomfield Police Department presented the FY 15/16 budget for Public Safety. The overall budget increase is 2.28, due to contractual salary obligations, proposal for additional positions.

Administration

The 4.34% increase in this division is attributed to the general salary wage increases awarded by both collective bargaining units. In addition, the department promoted an Administrative Clerk part-time position to full-time. This position will support CALEA efforts as well as maintain payroll.

Patrol Division

There was a 1.41% increase over prior year.

Support Services

The division of Support Services includes the Community Services division, Records Management, Police Explorers and the Detective division. There was a 6.57% increase based on the Police Cadets hiring proposal.

EMS

This division of the budget increased by 1.13%, due to a proposed recommendation to hire a part time Bloomfield Volunteer Ambulance Coordinator at \$26,000 per year. There will be a \$10,000 savings in paid benefits.

Police Vehicles

There are currently 14 marked police cruisers with a 4-5 year replacement plan. The requested proposal is to purchase 2 SUV's in the next fiscal year.

Councilor Washington inquired about the maintenance, idling hours, gas usage and storage with police cruisers.

Councilor Merritt inquired about the need to purchase 3 cars per year.

Councilor Rivers stated that the overtime budget in each department or all division prioritizes the patrol division, which must account for overtime approval.

Councilor DeLorenzo inquired about the significant decrease in overtime over the years. He also asked about the status of having every officer wear audio mics, cameras in the cruiser, exploration of body cameras. The department has received notification of receipt of the JAG grant for \$30,000.

Councilor Neuwirth inquired about payment received for private duty, which is paid by the requested vendor.

Deputy Mayor Gamble and Councilor Seldon asked about the weight of equipment, duty and swat practice ammunition.

Councilor Hypolite expressed concerns regarding policy issues and procedures for body cameras.

Mayor Schulman inquired about current gun and taser policies.

General Government

Town Manager

Mrs. Sharron Howe, Assistant to the Town Manager presented the proposed budget for this department.

In Council contingency, there was a decrease of 2.14% due to the publication of the town newsletters and overall advertising costs.

The Town Manager's department budget was increased by 2.87% based on step and COLA increases for full time salary workers.

Councilor Hypolite inquired about the standard of having a contingency fund in a municipal budget.

Mr. Schenck, Jr. explained that most towns have tiered levels. Most towns withdraw from their fund balance to not over tax residents to balance the budget.

Mr. William Hogan, Director of Finance stated that withdrawal from the fund balance provide flexibility to the municipality.

Councilor Seldon inquired about town wide mailings for newsletters, annual report and the incorporation of town services flyers.

Councilor Merritt mentioned coordinating town wide mailings among departments.

Mayor Schulman reviewing possible replacement of audio and visual equipment during Council meetings.

Information Technology

Mr. Hogan presented the budget increase of 11% for the Information Technology department.
Repairs -- \$40,000

There is an increase of \$10,000 for a new document permitting system. In addition, \$22,000 was requested for revision of the town website.

Town Clerk

Mrs. Marguerite Phillips, Town Clerk presented the FY 15/16 proposed budget for this department. The budget overall increased by approximately 7.81%.

There was a budget line increase in technical supplies primarily for land records, technology program for Assessor's Office and \$7,000 for record retention management.

In addition, the Administrative Division of the budget increased for full time personnel and taxes.

Councilors inquired about the status of record storage retention per state statutes and being more transparent electronically on the website.

Human Resources

Mrs. Cindy Coville, Director of Human Resources presented the FY 15/16 proposed budget for this department.

The budget increased by 18.24% due to the workforce diversity initiative and the implementation of a consulting contract in the amount of \$26,000, 10 hours week at \$50.00 per hour.

Approximately \$41,000 has been budgeted for the Affirmative Action goal hires for police cadets. Several new media outlets will advertise these job vacancies such as the Inner City News, CT of Diversity and Equity Professionals.

The department will also purchase new software to track applicant flow.

There was a brief discussion among Councilors and town administration regarding Tuition Reimbursement. Councilor generally expressed concerns regarding tuition reimbursement as it relates to the individual's skill set.

Mrs. Coville mentioned that the department also requesting funding to purchase fire proof cabinets for personnel records.

Councilors Washington and Seldon inquired about the level of commitment of individuals for Cadet Program and the importance of this program as a feeder to full time employment as a sworn police officer.

Town Attorney

Legal issues with revaluation results resulting in tax appeals. There will be increased costs with commercial tax appeals.

Boards and Agencies

The Conservation, Energy and Environment Committee (CEEC) currently has no budget to manage duties in town. They are requesting \$2400 per year, approximately \$200 per month.

Finance

Mr. William Hogan, Director of Finance presented the FY 15/16 proposed budget increase of .5% for this department. There was a major decrease in Assessment division of the budget. In the Administration Division, there was an increase in contractual and step increases.

Councilor Neuwirth inquired about audits of personal property and court appeals.

Councilor Washington suggested to incorporate Public Relations person as the communicator for Town Council.

Adjournment

It was moved by Councilor Rivers, seconded by Councilor Seldon and voted unanimously to adjourn the meeting at 8:45p.m.

DRAFT

BLOOMFIELD TOWN COUNCIL
BUDGET MEETING – FY 2015/2016
TOWN COUNCIL DELIBERATIONS

There was a special meeting of the Bloomfield Town Council held at 7:00 p.m. on **Tuesday, March 24, 2015** for the purpose of discussion of the proposed Town of Bloomfield FY 2015/2016 budget.

Present were: Mayor Schulman, Deputy Mayor Gamble, Councilors Seldon, Washington, Rivers, Hypolite, Merritt and DeLorenzo

Absent was: Councilor Neuwirth

Also present were: Philip K. Schenck, Jr., Town Manager, William Hogan, Director of Finance, Keji Rowley, Deputy Finance Director, Sharron Howe, Assistant to the Town Manager, Lucy Peoples, Mario Bendzans, Roberta LaMonaca, Director of Library Services and India Rodgers, Clerk of Council

The meeting was called to order at 7:00 p.m.

Council Deliberations

Mr. Schenck, Jr., Town Manager and Mr. William Hogan, Director of Finance presented the Council with a memorandum regarding adjustments to the proposed budget for FY 2015/2016.

FY 2015/2016 Budget

Mr. Philip Schenck, Jr., Interim Town Manager recommended the following expenditure adjustments to the proposed FY 2014/2015 budget:

<u>Department</u>	<u>Explanation</u>	<u>Amount</u>
CEEC	To cover commission expenses	\$2,400
Transfers Out (to CNRE)	To revise Town Manager's Capital Budget	\$160,000
<i>Add:</i>	<i>Wintonbury Library Roof Repair</i>	<i>\$175,000</i>
	<i>330 Park Avenue Design</i>	<i>\$35,000</i>
<i>Delete:</i>		
	<i>PD Locker Renovations</i>	<i>(\$50,000)</i>

Total Expenditure Changes

\$162,400

Revenue Changes

PY Taxes	From \$625,000 to \$675,000	\$50,000
Interest & Liens	From \$450,000 to \$475,000	\$25,000
Supplemental MV	From \$465,000 to \$485,000	\$20,000
CIRMA Equity Distribution	From \$0 to \$40,000	\$40,000
Building Permit Income	From \$775,000 to \$800,000	\$25,000

Total Revenue Changes

\$160,000

There was a brief Council discussion regarding the proposed budget adjustments.

Capital Improvement Projects

The proposed FY 2015/2016 proposed budget is \$3,310,000. This budget is composed of \$1,585,000 from General Fund – tax revenue, \$125,000 – LoCIP (State), \$1,600,000 – Capital Grant – reimbursement from the State (due to elimination of the machinery and equipment tax). It was recommended to withdraw \$1,850,000 from Fund Balance, which would leave the balance at 17.1%.

Mayor Schulman expressed concerns regarding the Commercial & Industrial percentages (can't do differential tax classes of properties, these properties will see significant increases due to revaluation.)

Councilor Merritt inquired about \$500,000 in taxes, add-ons to address critical capital projects.

1. Finish projects that have already began
2. Road repair maintenance
3. Safety: sidewalk on Mountain Avenue
4. Blue Hills Gateway streetscape

Mayor Schulman discussed potential issue with decrease fund balance under 17% to achieve CIP goals.

Councilor Hypolite inquired about other sources of revenue to finance these projects. He would like to grant request for various projects, however other cuts will need to be made in the budget. Councilor Hypolite recommended the following:

- Hold the tax collection rate
- Limit Fund balance withdrawal
- Suggested more funding for road maintenance

Deputy Mayor Gamble mentioned the Board of Education request to purchase an artificial football field for \$1,200,000 and the need for BOE Administration building roof repair of approximately \$600,000. She also mentioned expenses for principal mentor and publicist. Deputy Mayor Gamble is recommending a reduction of \$500,000 from the BOE budget and redistribute \$250,000 to capital projects to the town.

Councilor DeLorenzo proposed to raise the mill rate for the following additions:

- \$200,000 – town roads
- \$400,000 – sidewalk safety issue on Mountain Avenue
- \$100,000 – streetscape on Blue Hills Avenue

He also inquired about the status update with the Filley Park project, begin to complete phases for the return on investment.

Mr. Schenck, Jr. stated that the town has an opportunity to fund more capital improvement projects, if mill rate increases slightly.

Mr. William Hogan, Director of Finance recommended the following adjustment to the Capital Improvement budget:

- Library Design – reduce \$60,000 to \$30,000
- Filley Park – reduce \$50,000
- Community Parks Signage – reduce \$100,000
- Fund Balance withdrawal – increase \$80,000
- Mountain Avenue Sidewalks – add \$400,000
- Road Pavement (town wide) – add \$100,000

Increase in expenditures - \$240,000, total proposed mill rate: 36.00 mils (1.15%)

The initial proposed tax increase was $2.96\% + 1.15\% = 3.13\%$ tax increase

Mr. Hogan expressed concerns regarding the impact of tax increases on Commercial base.

Councilor Seldon would not like to increase taxes, however he would like the town to focus on roads maintenance, the sidewalk proposal on Mountain Avenue and the replacement equipment schedule for the Public Works department.

Mr. Schenck, Jr. explained the process with the Public Works department schedule to replacing equipment.

Councilor Hypolite expressed disappointment in receiving analysis on maintenance versus value of vehicles and need for replacement.

Councilor Rivers stated that vehicles should be in a log book in Public Works. It was noted that most data at this time has been based on vehicle usage and age. The process now is manual recording, however records can be consolidated which is very labor intensive.

Mayor Schulman suggested to remove the following items from the FY 2015/2016 budget:

• Blue Hills Streetscape	\$30,000
• Granby Street Rehabilitation	\$50,000
• Parks Signage	\$100,000
• Fund Balance (.1%)	<u>\$80,000</u>
	\$260,000
Slightly increase taxes	<u>\$240,000</u>
	\$500,000

Utilize this \$500,000 for Mountain Avenue Sidewalk - \$400,000 and road maintenance - \$100,000.

Mr. Schenk, Jr. stated that \$50,000 can be taken from Filley Park – Phase II and redistribute to Granby Street. He also stated that the \$500,000 bond request through David Baram was submitted for renovations to the Blue Hills Streetscape. It was recommended to take \$30,000 from Library Design allocation to begin the design work at this location.

Councilor DeLorenzo reminded the Council of increases in next year's budget expenditures of OPEB, wages (COLA) and employee contribution for health benefits.

Deputy Mayor Gamble suggested a reduction of the Board of Education budget by \$250,000.

It was moved by Councilor Merritt, seconded by Councilor Seldon to adopt the proposed FY 2015/2016 budget as it is outlined by the Town Manager and Director of Finance with the following modifications to expenditures and revenue adjustments (Memorandum – March 24, 2015 – See Attached), in addition, to adopt the Capital Improvement budget as presented by the Town Manager and Director of Finance with the following modifications:

- **Library Design – reduce \$60,000 to \$30,000**
- **Filley Park – reduce \$50,000**
- **Community Parks Signage – reduce \$100,000**
- **Fund Balance withdrawal – increase \$80,000**
- **Mountain Avenue Sidewalks – add \$400,000**
- **Road Pavement (town wide) – add \$100,000**

Increase in expenditures - \$240,000, total proposed mill rate: 36.00 mils (1.15%)

The initial proposed tax increase was 2.96% + 1.15% = 3.13% tax increase

Councilor Hypolite inquired about the dump truck equipment request from Public Works. He would like to have a comparative data analysis to determine repairs and maintenance relative to future equipment purchases.

Mayor Schulman stated that there will be a heavy tax appeal season due to level of overall tax increases with the commercial base.

It was moved by Deputy Mayor Gamble to amend the original motion to include a \$250,000 reduction of the Board of Education budget to offset town expenditures. There was no second and motion did not pass for consideration.

Councilor Hypolite initiated an ensued discussion regarding the Presentation of the Town Budget for the Annual Town Meeting scheduled for Monday, May 4, 2015 at 7:00 p.m.

Motion to Cancel Special Meeting

It was moved by Councilor Merritt, seconded by Councilor DeLorenzo and voted unanimously to cancel the Special Town Council Meeting for Thursday, March 26, 2015.

ADJOURNMENT

It was moved by Deputy Mayor Gamble, seconded by Councilor to adjourn the meeting at 9:15 p.m.