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Curriculum/Learning Support: Contract with United Way for Early Childhood Cluster Initiative

Description:

- ▶ The Early Childhood Cluster Initiative began in June 2005 and is in the first year of implementation in ten (10) Elementary Schools. Each elementary school also has a Beacon Center on campus.
- ▶ The agreement will include the following elementary schools with selected school-based programs that currently have a Beacon Center:
Barton, Forest Park, Lantana, Northmore, Pahokee, Pioneer Park, Pleasant City, Washington, West Riviera and Village Academy.
- ▶ The program will ensure a high quality preschool program for three and four year old children that replicates the Perry Preschool Project by using High/Scope as the curriculum approach.
- ▶ The agreement will include funds for administration and six (6) resource teachers who will provide technical assistance to improve the quality of programs at the selected school-based program.
- ▶ The agreement will fund parent involvement programs that will include an emphasis on effective parent home reading strategies.
- ▶ Adequate housing is available. No additional housing is needed.

Program Evaluation:

- ▶ Evaluation will be measured using statewide instruments to measure kindergarten readiness. The assessments will include SRUSS (School Readiness Uniform Screening System), COR (Child Observation Record), ECERS (Early Childhood Environment Rating Scale), and PQA (Program Quality Assessment).

Item Type:

Action

Recommendation:

I recommend that the School Board approve an agreement for The Early Childhood Cluster Initiative (Beacon Pre-K) with the United Way of Palm Beach County in partnership with Children's Services Council in the amount of \$ 4,534,458 effective October 1, 2005 to September 30, 2006.

Legal Review Required:

Yes

Contact:

Ann Killets (akillets@palmbeach.k12.fl.us)
E. Wayne Gent
M. J. Steele

Financial Impact:

The financial impact to the FY 2005- FY 2006 Special Revenue-Other Funds budget is an increase of up to \$4,534,458 effective October 1, 2005 to September 20, 2006.

Full Review Required:

No

Attachments (list):

Data Panel ECCI Board Report 092105.pdf
ECCI Contract with United Way.doc

History:

Tuesday, September 06, 2005 - Item submitted by Brenda Allen.
Tuesday, September 06, 2005 - Brenda Allen has changed this item. All approvals and reviews
have been discarded.
Item Status: Submitted

[Edit this item](#)

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**AGREEMENT BETWEEN THE SCHOOL BOARD OF PALM BEACH COUNTY AND
UNITED WAY OF PALM BEACH COUNTY, INC. RELATING TO CSC FUNDING OF
EARLY CHILDHOOD CLUSTER INITIATIVE PROGRAM**

This agreement ("Agreement") is made as of this 1st day of October, 2005 by and between the **SCHOOL BOARD OF PALM BEACH COUNTY** (the "School Board" or "Service Provider"), and **UNITED WAY OF PALM BEACH COUNTY, INC.**, a not-for-profit organization organized under the laws of the State of Florida ("United Way" and/or "Central Agency").

RECITALS

WHEREAS, The United Way of Palm Beach County, Children's Services Council of Palm Beach County ("CSC") Service Provider, and others wish to participate in a program designated as the Early Childhood Cluster Initiative Program (the "Program"); and

WHEREAS, Children's Services Council of Palm Beach County ("CSC"), a special taxing district in the State of Florida, has agreed to provide funding of up to \$4,484,458.00 for the Program (the "CSC Funds") and the United Way of Palm Beach County has agreed to provide funding of up to \$50,000.00 for the program; and

WHEREAS, CSC has requested that United Way serve as grantee and administrative agent for purposes of receiving and administering such CSC Funds pursuant to the conditions set forth below; and

WHEREAS, CSC will enter into an agreement with United Way, a copy of which is attached hereto as Exhibit A (the "CSC Funding Agreement") contingent upon an agreement between United Way and Service Provider pursuant to the terms set forth herein and as specifically outlined in Exhibits B (Program Description), C (Administrative Guidelines), and D (UWPBC Budget); and

WHEREAS, it is contemplated that the Superintendent or his Designee and the United Way Executive Director or his Designee will jointly review and approve a final Program P.I.E. (Planning, Implementation, and Evaluation) for the period beginning October 1, 2005 and ending September 30, 2006 (the "Effective Period"), and

WHEREAS, the term of the CSC Funding Agreement is and the term of this Agreement shall be the period beginning October 1, 2005 and ending September 30, 2006 (the "Effective Period");

NOW, THEREFORE, for valuable consideration received, the sufficiency of which is hereby acknowledged, United Way and Service Provider hereby agree as follows:

1) The foregoing recitals and the CSC Funding Agreement, Program Description, Administrative Guidelines, and UWPBC Budget attached as exhibits or attachments hereto are adopted and incorporated into this Agreement.

2) Service Provider agrees to satisfy and comply with all requirements and objectives of the Program as set forth in the CSC Funding Agreement and exhibits or attachments thereto,

including, without limitation, any items to be performed by Service Provider as set forth in Exhibits "B" and "C" to the CSC Funding Agreement and the final Program P.I.E. (Planning, Implementation, and Evaluation),

2) Provided that CSC has delivered sufficient funds to United Way pursuant to the CSC Funding Agreement, and provided that CSC has determined that Service Provider has satisfied all requirements and conditions precedent to payment, United Way agrees to deliver to Service Provider funds for the Program, in accordance with the terms of Exhibit "C", "D" and "E" to the CSC Funding Agreement.

3) Service Provider agrees and acknowledges that CSC's determination that the Service Provider has or has not satisfied all requirements and conditions to any payment shall be final and binding, and that United Way has no authority or ability to pay over any funds without CSC's approval.

4) Service Provider agrees to make available to CSC and/or United Way and/or either of their employees, volunteers, and/or authorized representatives, upon request, access to all records of Service Provider in any way relating to the Program, the CSC Funding Agreement, Key Activities/PIE, Administrative Guidelines or the Budget.

5) This Agreement shall be construed in accordance with the laws of the State of Florida. Any dispute with respect to this Agreement is subject to the Laws of Florida, and venue for resolution of any dispute shall be in Palm Beach County, Florida. Each party shall be responsible for its own attorney's fees and costs incurred as a result of any action or proceeding under this Agreement.

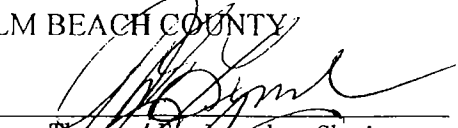
6) Service Provider acknowledges and agrees that United Way has agreed to return to CSC by October 31, 2006 any CSC Funds delivered to United Way but not expended by September 30, 2006.

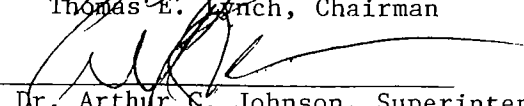
7) Notwithstanding any other provision of this Agreement to the contrary, this Agreement is contingent upon allocation of funds to CSC under a final budget adopted through the TRIM process, Section 200.065, Florida Statutes. If the final budget thus adopted does not provide for such allocation, this Agreement shall be terminated, with neither party thereafter having any obligation or rights under this Agreement. United Way shall deliver notice of termination of this Agreement to Service Provider within thirty (30) days of notice by CSC to United Way of the adoption of the final budget.

Whereupon, intending to be bound hereby, the parties hereto set their hands.

SCHOOL DISTRICT
OF PALM BEACH COUNTY

By:


Thomas E. Lynch, Chairman

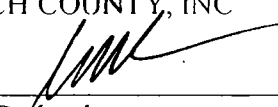

Dr. Arthur C. Johnson, Superintendent

Date:

10/5/05

UNITED WAY OF
PALM BEACH COUNTY, INC

By:


Scott Badesch
President

Date:

10/5/05

"Reviewed & Approved As To
Legal Form and Sufficiency"

10/5/05

**2005 AGREEMENT BETWEEN CHILDREN'S SERVICES COUNCIL OF
PALM BEACH COUNTY AND UNITED WAY OF PALM BEACH COUNTY, INC.
RELATING TO EARLY CHILDHOOD CLUSTER INITIATIVE PROGRAM**

This agreement is made as of this _____ day of August, 2005 by and between the **CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY ("CSC")**, a special taxing district in the State of Florida, and **UNITED WAY OF PALM BEACH COUNTY, INC.**, a not-for-profit organization organized under the laws of the State of Florida ("**United Way**" and/or "**Central Agency**").

RECITALS

WHEREAS, CSC, United Way, the Picower Quality Care System, and the School Board of Palm Beach County, Inc. (the "School Board" or "Service Provider") and others wish to participate in a program designated as the Early Childhood Cluster Initiative Program (the "Program"); and

WHEREAS, CSC has agreed to provide funding of up to \$4,484,458.00 for the Program (the "CSC Funds"); and

WHEREAS, CSC has requested that United Way serve as grantee and administrative agent for purposes of receiving and administering such CSC Funds pursuant to the conditions set forth below; and

WHEREAS, it is contemplated that United Way will enter into a sub-contract with the School Board of Palm Beach County ("Service Provider") for the Program, as outlined in the attached Exhibits A (Program Description), B (Key Activities/PIE), C (Administrative Guidelines), D (UWPBC Budget) and E (Detailed Program Budget) for the period October 1, 2005 to September 30, 2006 (the "Effective Period").

NOW, THEREFORE, for valuable consideration received, the sufficiency of which is hereby acknowledged, CSC agrees to transfer up to \$4,484,458.00 to United Way for the Program, in accordance with the following schedule and terms:

1. CSC will deliver to United Way \$4,484,458.00 in equal quarterly installments of \$1,121,115.00 as follows:
 - (a) CSC shall deliver to United Way the first quarterly installment by October 1, 2005;

(b) CSC will deliver to United Way subsequent quarterly installments as follows:

\$1,121,115.00 by January 1, 2006;
\$1,121,114.00 by April 1, 2006; and
\$1,121,114.00 by July 1, 2006.

2) United Way agrees to receive the CSC Funds and to administer those funds by distribution to the Service Provider in accordance with the terms of Exhibit "C" (Administrative Guidelines"). However, it is expressly understood and agreed that CSC will conduct all Program and fiscal monitoring and that CSC agrees to hold United Way harmless relating to the CSC Funds. CSC agrees that the Service Provider shall be solely responsible for any misuse of CSC Funds, any costs not allowed, or any failure to abide by the terms of the Program requirements.

3) United Way agrees to provide financial reports to CSC as reasonably requested, and to allow monitoring of the Program by CSC as reasonably requested by CSC.

4) United Way agrees to incorporate a copy of this Agreement and all attachments into the subcontract between United Way and the Service Provider for the Program.

5) This Agreement shall be construed in accordance with the laws of the State of Florida. Any dispute with respect to this Agreement is subject to the Laws of Florida, and venue for resolution of any dispute shall be in Palm Beach County, Florida. Each party shall be responsible for its own attorney's fees and costs incurred as a result of any action or proceeding under this Agreement.

6) United Way agrees to return to CSC by October 31, 2006 any CSC Funds delivered to United Way but not expended by September 30, 2006.

7) United Way agrees to provide to CSC a final financial compilation report accounting for all CSC Funds to CSC no later than October 31, 2006.

8) Notwithstanding any other provision of this Agreement to the contrary, this Agreement is contingent upon allocation of funds to CSC under a final budget adopted through the TRIM process, S200.065, Florida Statutes. If the final budget thus adopted does not provide for such allocation, this Agreement shall be terminated, with neither party thereafter having any obligation or rights under this Agreement. United Way shall deliver notice of termination of this Agreement to Service Provider within thirty (30) days of notice by CSC to United Way of the adoption of the final budget.

Whereupon, intending to be bound hereby, the parties hereto set their hands.

CHILDREN'S SERVICES COUNCIL
OF PALM BEACH COUNTY

By: _____

Gaetana D. Ebbole
Chief Executive Officer

Date: _____

9/27/05

UNITED WAY OF
PALM BEACH COUNTY, INC

By: _____

Scott Badesch
Executive Director

Date: _____

9/27/05

EXHIBIT “A”

Program Description

Early Childhood Cluster Initiative Program Description

The Early Childhood Cluster Initiative is a collaborative project to bring a model early childhood program to Palm Beach County. Based on a plethora of research touting the benefits of a quality early childhood experience, especially for low-income, at-risk children, and specifically the results of the Perry Preschool Project, this initiative was developed. The program is designed to create model early childhood classrooms using the High/Scope curriculum. There are four major components leading to that goal. As a pilot project, it will be implemented in 20 classrooms in 10 schools, plus one community based child care center.

The first component is the use of Certified Teachers. Quality educators need to be trained specifically in early childhood best practices and developmentally appropriate practices in order to be effective teachers of young children. At the start of the program, 20 teachers will be recruited and trained to teach in school sites, and then the program will expand to include teachers in community child care settings. In addition, each classroom will be staffed by 2 assistant teachers, Early Learning Associates (ELAs). These will be highly trained, credentialed Child Development Associates (CDAs) who must receive an AA/AS degree within 5 years. Continual staff development is critical in this program.

A second component is low teacher-child ratios. Research again proves that the smaller the group size the greater positive impact the teacher will have with the children. We will have 3 staff for 18 children (i.e. 1:6 ratio) serving 3 and 4 year old children. When working in small groups, staff can concentrate on meeting the specific needs of just a few children at a time.

Third is the use of the High/Scope curriculum. This curriculum comes from the High/Scope Foundation in Michigan and is very specific and encompassing in its approach to teaching young children. This approach is based on the concepts of active learning, shared responsibility between the teacher and the children, and child-initiated activities. Fifty-Eight (58) Key Experiences (skills) are defined from which all activities are designed to address. The ELAs have already had significant training and experience with High/Scope. A highly trained Resource Teacher will visit each classroom one day a week to provide technical assistance and support for the implementation of the curriculum. There will one Resource Teacher for every five classrooms to function as High/Scope coaches, and one roving resource teacher to prepare classes for monitoring and provide technical assistance related to assessments.

The last crucial component is that of parent involvement. The greater involvement parents have in their child's learning experiences, the greater chance for school success. Parent involvement can look very different in different classrooms. It includes but is not limited to parent workshops, social activities, conferences, home visits, newsletters, volunteers, lending libraries and classroom participation. There are plans to develop the volunteer aspect in depth by hiring a Volunteer Coordinator to recruit, train and support parents as volunteers not only in their child's classroom but in the school.

Target Population

The target population is low income children who are 3 or 4 years old and their families.

The program will be implemented in ten (10) schools that are currently Beacon Centers, and one community child care center. The schools and their location are as follows:

Elementary School (City)

- Barton (Lake Worth)
- Forest Park (Boynton Beach)
- Lantana
- Northmore (West Palm Beach)
- Pahokee
- Pioneer Park (Belle Glade)
- Pleasant City (West Palm Beach)
- Washington (Riviera Beach)
- West Riviera (Riviera Beach)
- Village Academy (Delray Beach)

The school sites were chosen because they house a Beacon Center. Children are eligible for this program if they live in the area of the school zone. Families will be linked to the Beacon Center and afforded opportunities to access all the services they offer. When participating ECCI children enter kindergarten, they will be eligible to participate in the Beacon After School Program.

As an overlay to the program and to help offset the costs of the program, those children who are eligible for the state's new Voluntary Pre-Kindergarten program (VPK) will be able to apply for that as well and the state will reimburse \$2593 for each child. In addition, those families eligible to receive School Readiness subsidies may apply for that as well.

Children with special needs will be included in the classrooms if it is deemed that this is the best placement for the child.

Collaboration

In order to provide a model high quality early childhood program, a collaboration of early care and education organizations has created an initiative based on the results of the Perry Preschool Project. The program will be integrated with two major initiatives led by the Children's Services Council: the Picower Child Care Quality System and the Beacon Centers. The Program will be operated by the School District with United Way as administrative agent. Other partners include Palm Beach Community College, Health Care District, Early Learning Coalition, and Family Central, Inc.

The Picower Quality Child Care System improves the quality of early care and education through three major components: (1) education and training, including professional development of teachers and scholarships, (2) Quality Rating System (QRS), including early learning coaches and quality enhancement payments, and (3) Comprehensive Services Program, including screenings/assessments of families and linkages to other services.

Beacon Centers provide community based services to at-risk neighborhoods utilizing a school as the central site. Services include after school programs, academic enrichment, family strengthening and community capacity building.

There are several other partners in this endeavor. Palm Beach Community College will coordinate all of the trainings for ELAs, teachers, and resource teachers. They will use locally certified instructors as well as Master trainers and mentors from the High/Scope Foundation. The goal is to have all classrooms certified by the Foundation.

Another partner is the Health Care District. Their role will be to support the children and families who have social, emotional and behavioral needs. Providing roving Social Workers, teachers can refer children or families for whom they have concerns. The rover will then assess the situation and help link those in need to local agencies for services.

Evaluation

A group of representatives from the collaborating partners are in the process of designing the Program Implementation and Evaluation (PIE), with which evaluators at Chapin Hall Center will design a full Evaluation Plan. The goals and objectives below represent the early work of this group.

Goal #1: Establish a high quality model in early childhood education.

Outcome #1: Early childhood teachers in the program increase their knowledge of early childhood development.

Outcome #2: Early childhood teachers in the program implement best practices according to current research and literature.

Outcome #3: A score of 5 is achieved and/or maintained on the Early Childhood Environmental Rating Scale (ECERS).

Outcome #4: A score of 4 is achieved and/or maintained on the Program Quality Assessment (PQA).

Outcome #5: Classrooms are High Scope certified.

Goal #2: Children are prepared to succeed in kindergarten.

Outcome #1: Children are socially and emotionally ready for kindergarten as measured by the Teacher Child Rating Scale (TCRS).

Outcome #2: Children are assessed as ready for kindergarten as measured by the SRUSS.

Outcome #3: Early identification of delays/disabilities as measured by screening instruments.

Goal #3: Parents are involved in their children's overall early learning experience.

Outcome #1: Parent and teachers are partners in the child's early learning experiences as measured by parent-school communication.

Outcome #2: Parents will participate in developmentally appropriate activities in their home.

Outcome #3: Parents participate in activities provided by the schools and by the Beacon Centers.

EXHIBIT “B”

Key Activities/PIE

(PIE to be attached upon scheduled completion date of October 31, 2005)

Early Childhood Cluster Initiative (ECCI), 2005-06

Key Activities/Scope of Work

Item	Description	Timeline
1. P.I.E.	Develop ECCI P.I.E. (Planning, Implementation, and Evaluation). <i>The completed P.I.E. will be incorporated by reference into all contract documents.</i> Tasks: <ul style="list-style-type: none"> Attend meetings with CSC and other partners to determine the goals, outcomes, activities, and all components of the P.I.E. for the ECCI project P.I.E. will specify goals, outcomes, activities, roles, responsibilities, data reporting, resources, etc. associated with the ECCI 	Begin June 05 Scheduled completion of P.I.E. Oct. 31, 2005, subject to review upon request of CSC
2. Data Submission	Collect data according to formats specified in the P.I.E. to meet reporting requirements of funders Tasks: <ul style="list-style-type: none"> Complete and submit initial progress report according to specified format Upon completion of P.I.E., submit quarterly data reports according to formats specified 	Initial – Oct. 2005 Quarterly Jan. 15, 2006 April 15, 2006 July 15, 2006 Oct. 15, 2006
3. 20 ECCI Classrooms	10 public school sites that house a Beacon Center 20 ECCI classrooms serving up to 18 children each Total children to be served = 360 Tasks: <ul style="list-style-type: none"> Designate sites Communicate information to principals Recruit children for ECCI program Refer to Early Learning Coalition for VPK eligibility determination Enroll children for ECCI program at the school sites 	Begin July 2005 Services begin in 20 classrooms Aug. 10, 2005 Child enrollment at 85% by Nov. 15, 2005 (306)
4. Staff-child ratio of 1:6	1 Certified Teacher and 2 Early Learning Associates (ELA) per classroom; 2 “floaters” Total = 20 Certified Teachers, 42 Early Learning Associates Tasks: <ul style="list-style-type: none"> Recruit and hire required number of qualified staff Make school/classroom assignments Specify 25 extra duty days in summer 2006—pending Beacon calendar 	Begin June 6, 2005
5. Qualified classroom staff	Teachers – certified (or eligible for certification) in Early Childhood Early Learning Associates – CDA required/or AA/AS or higher Tasks: Teacher training required = 4 weeks High/Scope and ongoing in-service ELA training required: Introduction to High/Scope within 1 st year AA/AS degree within 5 years	H/S training Oct. 24-28, 2005 Dec. 5-9, 2005 Jan. 23-27, 2006 Feb. 27 – Mar. 3, 2006 Complete June 2006

Item	Description	Timeline
6. Resource Teachers	<p>5 Resource Teachers: 1 Resource Teacher for 5 classrooms 1 "rover" Resource Teacher Qualifications – Bachelor's Degree and certification in Early Childhood</p> <p>Tasks:</p> <ul style="list-style-type: none"> • Assign required number of qualified Resource Teachers (recruited from within School District) • Make school/classroom assignments • Resource Teachers attend Advanced High/Scope training • Work with classroom teachers to ensure full implementation of High/Scope based on training • Visit each classroom one day per week and provide curriculum technical assistance and support for teachers and ELAs • Ensure that classroom teachers use High/Scope conflict resolution problem solving strategies as classroom management system • "Rover" Resource Teacher to focus on Early Childhood Environmental Rating Scale (ECERS) for 20 classrooms 	<p>Project Implementation Aug. 10, 2005</p> <p>4 weeks of Advanced H/S training</p> <p>Complete June 1, 2006</p>
7. Full-time, year-round ECCI programming	<p>Hours of operation 7:30 a.m. – 5:30 p.m. to coincide with co-located Beacon Center Programs (<i>Sites in Glades 7:00 a.m. – 5:00 p.m.</i>) Program operated full-time, year-round, 5 days per week, to include 5 weeks in summer</p> <p>Tasks:</p> <ul style="list-style-type: none"> • Coordinate calendar with Beacon calendar so ECCI program operates during holidays and school break periods according to the Beacon calendars • Coordinate ECCI staff coverage hours and early morning and late afternoon hours to ensure compliance with licensing requirements and to ensure adequate supervision of children at all times 	<p>Begin Aug. 10, 2005</p>
8. Home Visiting	<p>Establish a plan for the home visiting component to closely replicate the Perry Preschool High/Scope program within our local model ECCI program</p> <p>Tasks:</p> <ul style="list-style-type: none"> • Resolve issues surrounding School District teacher contracts and job duties • Determine and clarify the purpose and frequency of the home visits • Establish policies and procedures to implement the home visiting component by date indicated in the plan. **Can be covered in written programmatic guidelines (#9 below). 	<p>Begin January 31, 2006</p> <p>Complete plan April 15, 2006</p> <p>Implement home visiting component Aug. 2006</p>
9. Written Programmatic Guidelines	<p>Written policies and procedures to cover all aspects of the program.</p> <p>Tasks:</p> <ul style="list-style-type: none"> • Write procedures to include, but not limited to the following: <ul style="list-style-type: none"> - recruitment - enrollment - curriculum 	<p>Begin August 2005</p> <p>Complete April 1, 2006</p>

Item	Description	Timeline
	<ul style="list-style-type: none"> - hours of operation - job descriptions - staff roles and responsibilities - organizational chart (showing ECCI program and Dept. of Pre-K in relation to school district) - child screening and assessment - program assessment - improvement plans - quality assurance - inclusion and IEP planning - handling behavioral issues - collaborative teacher planning - parent "agreement" - parent involvement - linkages to Beacon and other community resources - volunteers - becoming a demonstration site for best practices - classrooms becoming High/Scope-certified 	
10. ECERS	<p>ECERS scores of 5 or above</p> <p>Tasks:</p> <ul style="list-style-type: none"> • develop classroom activity records (CARS) based on current ECERS scores • "Rover" Resource Teacher to focus technical assistance and support on Early Childhood Environmental Rating Scale (ECERS) for 20 classrooms 	<p>Begin August 10, 2005</p> <p>Complete May 2006</p>
11. PQA	<p>PQA scores of 4.0 or above</p> <p>Tasks:</p> <ul style="list-style-type: none"> • Conduct PQA to obtain baseline scores (High/Scope Foundation) • Resource Teacher to focus technical assistance and High/Scope training to support the PQA • Training on use of PQA for Chapin Hall evaluators (PBCC and/or High/Scope Foundation) • Ensure Resource Teachers receive training on PQA tool • Develop a plan for documenting technical assistance and progress towards improvement goals on PQA (Resource Teacher) 	<p>Baseline PQA scores end of Sept. 2005</p> <p>PQA Chapin Hall Training April 2006</p> <p>Complete PQA assessments May 2006</p>
12. Observe children's progress and plan accordingly	<p>Use Child Observation Record (COR) to observe children's progress</p> <p><i>Data on child assessment scores to begin in Year 2 of ECCI program</i></p> <p>Tasks:</p> <ul style="list-style-type: none"> • Teachers will be trained on use of COR child assessment tool • Implement appropriate individualized and classroom interventions 	<p>Training included in H/S training (See #5 above)</p> <p>Begin implementation of COR as child observation on</p>

Item	Description	Timeline
		Nov. 1, 2005 Complete June 2006
13. Early Identification of delays/ disabilities	<p>Screen children using documented teacher observations, ASQ, and ESI-K</p> <p>Tasks:</p> <ul style="list-style-type: none"> • Screen and refer children to appropriate service providers • Train teachers on use of designated screening instrument(s) • Develop policy and procedure for screening children for developmental delay or disability. **Can be covered in written programmatic guidelines (#9 above) 	<p>Begin Sept. 2005</p> <p>Complete October 1, 2006</p>
14. Identify child/family needs	<p>Each child/family's need for social services will be identified for referral to Comprehensive Services Program</p> <p>Tasks:</p> <ul style="list-style-type: none"> • Develop policy and procedure for identification of child/family needs for linkage with Comprehensive Services Program. **Can be covered in written programmatic guidelines (#9 above). • Develop policy and procedure for identification of family needs and linkage with Beacon Center services and activities. **Can be covered in written programmatic guidelines (#9 above). 	<p>Begin Aug. 2005</p> <p>Complete Oct. 1, 2006</p>
15. Parent Involvement	<p>Develop methods for greater parent involvement in children's learning experiences</p> <p>Tasks:</p> <ul style="list-style-type: none"> • Coordinate parent involvement efforts with volunteer component of ECCI program (#17 below) • Develop policy and procedure that addresses parent involvement expectations and the range of parent involvement options. **Can be covered in written programmatic guidelines (#9 above) 	<p>Begin Aug. 2005</p> <p>Complete Feb. 2006</p>
16. Community child care site	<p>Integrate at least one community-based child care site into the ECCI program model</p> <p>Tasks:</p> <ul style="list-style-type: none"> • Develop selection criteria for ECCI Management Team (see #21) to use in deciding on the community child care site(s) • Develop information fact sheet and guidelines for community child care site participation in the ECCI program • Recruit and screen QRS community child care sites • Start ECCI program services at community-based child care site 	<p>Begin October 2005</p> <p>Complete January 2006</p>
17. Volunteer Component	<p>Develop comprehensive volunteer component of the ECCI program</p> <p>Tasks:</p> <ul style="list-style-type: none"> • Develop a volunteer component model to be adopted by the ECCI program • Define support and roles needed to recruit, train, and support parents as volunteers 	<p>Written volunteer model plan January 2006</p>

Item	Description	Timeline
	<ul style="list-style-type: none"> Coordinate with United Way to recruit, train, and support parents as volunteers 	
18. High/Scope Certification	Develop plan to begin the High/Scope Certification process at the beginning of the second year project implementation	Plan developed August 2006
19. Fiscal Requirements	Maintain compliance with program funders' fiscal, budget, and reporting requirements Tasks: <ul style="list-style-type: none"> Approved program total budget Reference CSC Fiscal Guidelines document (Exhibit C in CSC – United Way Memorandum of Understanding) Initiate budget amendments as needed on a timely basis Reconcile program costs with reimbursement amounts at six months and contract close out Develop and follow invoice-payment schedules 	Begin October 2005 Reconciliations every 6 months (April 2006, Oct. 2006)
20. Project Evaluation Plan	Provide information needed for outside evaluator, Chapin Hall, to develop the program design and longitudinal evaluation plan Tasks: <ul style="list-style-type: none"> Participate in regularly scheduled meetings with Chapin Hall evaluators and funders Provide access to programmatic data for use in evaluation 	Begin Oct. 2005
21. ECCI Management Team Meetings	Establish ECCI Program Management Team Tasks: <ul style="list-style-type: none"> Convene individuals who have implementation and management responsibilities for the ECCI Program Establish regular schedule of meetings Provide quarterly program and fiscal data and progress reports Prepare agenda, action items, summary notes, etc. 	Begin Aug. 2005
22. ECCI Principals Meeting	Establish ECCI school principals group Tasks: <ul style="list-style-type: none"> Convene principals from ECCI school sites Include community-based child care site director(s) in future meetings Establish regular schedule of meetings (once every 9 weeks) Prepare agenda, action items, summary notes, etc. 	Begin Oct. 2005
23. Steering Committee	Program Manager will participate and report on status of program to the Steering Committee, to be established. (Structure to be determined)	TBA

EXHIBIT “C”

Administrative Guidelines

Administrative Guidelines for Central Agency and Service Provider
GENERAL GUIDELINES

1. Service Provider is encouraged to seek CSC approval throughout the year regarding allowable budget items.
2. It is expected that initial budgets to be provided by the Service Provider to the Central Agency will detail and itemize all anticipated expenditures.
3. The Central Agency will not fund the following:
 - the purchase of real property and or renovations (permanent improvements to the property or site preparations);
 - medical equipment, services or treatment;
 - mortgage payments, interest payments, financing agreements or long-term vehicle leases;
 - staff entertainment expenses; or
 - Florida State Sales Tax.
4. The Central Agency will reimburse the Service Provider up to the contracted budget amount based upon the approved budget. Reimbursement is based on actual expenditures. Expenditures in excess of the contracted budget will not be paid by the Central Agency. If the total allocation is not spent, the balance reverts to the Central Agency to be returned to CSC for reallocation for children's programs the subsequent year.
5. Program budgets submitted to the Central Agency are to be balanced; therefore, total budgeted program expenses must be equal to program revenues.
6. All expenses are to be billed to the Central Agency in the contract period in which the expense/event occurs.
7. Service Provider is expected to submit, within 30 days after the end of the contract, a final expenditure report that includes all billable items relating to the Program. Expenses not reported in the final expenditure report will not be reimbursed by the Central Agency.
8. With the exception of the salary line item, programs have the authority to overspend a cost category by up to 10% without prior authorization from the Central Agency or CSC as long as the budget total remains the same and the items causing the over expenditure have been identified in the contracted budget.
9. Funds budgeted for one-time purchases (e.g. equipment) in a given fiscal year are not included in the Central Agency's forecast of an annual budget for consideration in subsequent years.

10. Service Provider must apply for funding from the Central Agency each fiscal year.

11. All purchases made with funds allocated to the Central Agency are to be from vendors appropriately licensed to do business in their respective municipalities and/or county. Amounts relating to any purchases from unlicensed vendors will be disallowed by the Central Agency.

12. Accelerated draw down of the Central Agency's funds to accommodate the timing of an agency's contribution to the program may be approved, however, if under expenditures occur, savings will be shared by the Central Agency and the Service Provider in proportion to the share of contracted Central Agency support for the program.

13. Payment to funded programs will be on the cost reimbursement and a monthly basis for expenditures incurred pursuant to the terms of the contract/agreement.

14. The Service Provider will request reimbursement through the submission of the "Monthly Report on Receipts & Expenditure" by the 10th of the month, following the month for which the expenditures are claimed. In general, except for certain specific line items, monthly reimbursement requests should approximate no more than 1/12 of the annual contract amount for the program. Programs funded from revenues such as contributions, fees and third party billing must show that those sources are supporting the program in direct proportion to the Central Agency's support.

Personnel Cost Category

Service Provider may overspend the personnel cost category by up to 10% without prior approval by the Central Agency provided that:

1. The increase in salary for any position within the salary line item may not exceed 5% of the original salary approved in the budget when calculated on an annual basis. The total budgeted salary line item amount must not be exceeded.

2. Adequate provision is made within the personnel cost category to accommodate any increase in fringe benefits associated with the increased salary.

3. There are funds available in the overall budget to meet the over expenditure in the personnel cost category and the over expenditure in other cost categories will not adversely affect the performance of the services agreed upon in the contract.

Salaries

1. Salaries represent a critical and substantial portion of the program budgets. For this reason, salary changes require consultation with the Central Agency's staff prior to submitting a change request.

2. The Central Agency expects the program to be able demonstrate that the percentage of salary that the Central Agency supports corresponds to the amount of time dedicated by the employee to the program or the portion of the program funded over the course of a fiscal year.

3. The Central Agency may reimburse for costs due an employee at separation of employment based on the length of time the program has been funded by the Central Agency or the Children's Services Council directly prior to being funded by the Central Agency. Request for authorization for such expense will occur through the use of a budget change form.

4. Overtime pay is an allowable expense in accordance with the Fair Labor Standards Act (FLSA) and any other applicable federal, state or local guidelines. Such expenses are to be incorporated into the contract budget and any changes are to be submitted in the budget revision. It is the Service Provider's responsibility to ensure compliance with FLSA and any other applicable federal, state or local guidelines.

5. An over expenditure in any position in the salary line item does not bind the Central Agency to fund the position(s) at the same or increased rate for any future contract year.

6. If the line item for a position is increased using other revenue and not the Central Agency's dollars, permission from the Central Agency is not required, however, the Central Agency needs to be informed through a budget change form and through the budget revision.

7. Costs associated with temporary employees are an allowable expense and are to be identified in the contracted budget and/or budget revision. Service Providers requiring continuous coverage for vacation and/or absences are expected to budget for such contingencies.

8. Positions not identified in the Central Agency's contracted budget are not to be charged to the Central Agency.

9. The Central Agency will not reimburse for:

- Employee bonuses;
- Accrued vacation salaries except upon separation from employment as provided for in the personnel policies and procedures of the Service Provider.

Fringe Benefits

1. Benefit dollars are reimbursed for actual fringe benefits purchased. The use of the Central Agency's funds for cash payments in lieu of fringe benefits is not an allowable expense.

2. The Central Agency may approve tuition reimbursement as a fringe benefit based upon the approved policy as it is written in the personnel manual of the Service Provider.

Travel

1. All travel costs will be reimbursed in accordance with Chapter 112.061 of the Florida Statutes.
2. In-area travel will be reimbursed at the rate of 40 cents a mile in accordance with Chapter 112.061 of the Florida Statutes. The meal reimbursement rate for travel outside Palm Beach County is as follows: \$3 for breakfast, \$6 for lunch, and \$12 for dinner for each day involving an overnight stay.
3. In State/Out of State, travel will be reimbursed based on the actual travel costs associated with an employee in a funded position attending conferences in accordance with Chapter 112.061 of the Florida Statutes.
4. Per Diem is allowed for each day on an out-of-county event involving an overnight stay if reimbursement for lodging and meals is not requested. Per Diem is \$50 per day for each day requiring an overnight stay.

Changes to the Contracted Budget

1. Budgeted expenses are intended to directly relate to the Service Provider's ability to achieve the results set forth in Exhibit "A." Any budget revision should, therefore, not change the nature of the Program. In order to minimize the risk of an expenditure being disallowed, providers are expected to submit a budget change request form and to secure signed Central Agency or CSC authorization for change.
2. It is expected that any budget change to a cost category over the 10% rule to be submitted to the CSC for authorization. Budget changes to the current fiscal year's budget that may increase the following fiscal year's allocation request may not be authorized. If authorized, the CSC and/or Central Agency is not committed to funding that increase in the following year.
3. The Central Agency expects changes to Program income to be equally offset by corresponding changes in expenses and to be reflected in the annual budget revision.
4. If a Service Provider requests a change in salary, the Central Agency will examine the impact upon the following fiscal year's budget. If the change requires an increase in the program budget in the next fiscal year and it is authorized, CSC and/or Central Agency is not committed to funding the change in the following fiscal year.
5. A change in the salary line item, restructuring, adding positions or salary changes during the year may occur with authorization from the Central Agency staff. Salary increases or the addition of a position solely as a means of using up lapsed funds will not be authorized by the Central Agency's staff.

The Service Provider is required to submit a request to change the salary line items through the Central Agency's change to program budget form.

Questions which the Central Agency staff will ask prior to responding include but are not limited to:

- How will the change help the Program achieve the goals set forth in Exhibit "A"?
- Is the change tied directly and integrally to the Program's ability to achieve its contracted results?
- Will the change allow the Program to end the year with a balanced budget?
- If the change requires additional funds, how does the Service Provider plan to support the expenses?
- Are there other resources or ways the programmatic need can be met without increasing the Program's annualized budget?
- When the budget is annualized for the subsequent year, are additional funds required to support the change?
- What can the Central Agency's staff do to help the Service Provider locate additional resources to accommodate the change if it cannot be supported in a subsequent year?

Annual Budget Revision

1. Budget revisions are to be submitted to the Central Agency in March of each year. All budget changes are to be reflected through the budget revision process. The Central Agency, however, recognizes that Service Providers may face unusual conditions that would prompt an additional budget adjustment after the annual revision. Changes to the budget after the formal revision in March should be kept to a minimum and only to address extenuating circumstances and are to be submitted on Change to Program Budget Form. Circumstances prompting such a request include:

- A salary for a position is being increased.
- Expenditures in a cost category are going to exceed 10% of the approved amount.
- It becomes necessary to use funds for expenses other than those described in the Central Agency's budget narrative.

If prior arrangements have been made with, CSC to review for possible approval all budget revisions the Central Agency will forward the proposed revised budget(s) to the appropriate staff at CSC.

2. Budget revisions are to be submitted in March if it appears that a program may over expend any cost category by more than 10% by the end of the contract year. No budget revision is required if a cost category in the contracted budget is overspent by up to 10% and the total budget remains the same.

3. If the Central Agency's contracted budget does not identify a line item or cost category for a desired expense a Change to Program Budget Form is to be submitted to the Central Agency for authorization. Items authorized prior to the annual budget revision in March should be included and ratified in the annual budget revision. Changes to the budget, however, may be authorized subsequent to the annual budget revision in March by obtaining authorization through the use of the Change to Program Budget Form.

All approved changes to the budget become a part of the contract with the Central Agency. The formal approved budget, any approved budget revision and any approved Requests for Change to program budget will be the basis upon which Service Provider agencies are monitored fiscally.

4. The Central Agency will reimburse only up to the maximum amount specified in the contract.

Fiscal Monitoring

1. The goal of the Central Agency's administration of the Program is to ensure that CSC Funds are spent prudently and in accordance with the guidelines laid down by CSC.

2. There will be two fiscal monitoring visits by CSC to the Service Provider per contract year. These will constitute an initial and a final monitoring. Generally, the first monitoring visit will be the closeout of the prior year's contract when applicable, and the second monitoring will be the initial visit for the current year's contract.

3. The fiscal monitoring is conducted by the CSC's fiscal staff and/or other representatives so designated by CSC.

4. The point of reference for fiscal monitoring of contracts is:

- The executed contracted budget between the Central Agency and the Service Provider; and any approved revisions to the budget.

5. The monitoring activity will consist of:

- The entrance interview.
- The Verification Process.
- Using the contract document or any revisions thereto, as well as copies of the "Monthly Report on Receipts & Expenditures" for the latest month submitted to the Central Agency, a sampling of budgeted line items within each cost category is examined and compared to the Service Provider's documentation for costs claimed. The Central Agency will verify total salaries claimed by the Service Provider for the entire year of the contract, however, this may be done over the course of two visits.
- A review of the Service Provider agency's internal control procedures.
- A review of all subcontracts.

- Presentations of the findings resulting from the visit to management
- The exit interview.
- A written monitoring report is prepared within 30 days of the visit a copy of which is kept in the Central Agency's files for review by CSC, auditors or other authorized personnel, a copy is sent to the Service Provider for their records. If the monitoring is conducted by the CSC a copy will be sent to the Central Agency's program staff for their review and record.
- The written fiscal monitoring report should, where necessary, note any disallowance of expenses billed by the provider agency, schedule a time for repayment as appropriate and follow-up on any repayment schedule. Disallowed amounts previously billed to CSC and recovered subsequently should be credited to CSC.

Fiscal Responsibilities

CSC will review and approve budgets submitted by Service Providers and which form part of the contract.

The Central Agency will review, approve for payment and reimburse expenses submitted by Service Providers on a monthly basis. The Central Agency will submit request to CSC for reimbursement by the 15th of the month following the month of the request.

The Central Agency will administer fiscally, reimburse, monitor and revise the budgets of Service Providers in accordance with these "Administrative Guidelines for Central Agency & Service Provider"

The Central Agency must require that agencies receiving funds from this contract maintain copies of documents (i.e. payroll records, invoices) in their respective agencies for review by its staff and by the CSC upon request. The Central Agency must also require, through its subcontract, that these records are retained by Service Providers for a period of 5 years in accordance with Florida Public Records Law.

EXHIBIT "D"

United Way Budget

DEPARTMENT OF EARLY CHILDHOOD EDUCATION

SRUSS ESI-K DATA COLLECTION FY 05

SCHOOL BASED PRE-K PROGRAMS

Students with Pre-K Experience FY 04

School / #	Total # students	# "Ready to Learn"	# "Getting Ready"	# "Not Ready"	% "Ready to Learn"
WEST					
Pahokee / 1101	44	31	9	4	70%
Pioneer Park / 2371	14	12	1	1	86%
SOUTH					
Barton / 0741	77	54	9	14	70%
Forest Park / 0831	23	22	0	1	96%
Lantana / 0751	36	32	2	2	89%
Village Academy / 2811	New				
CENTRAL					
Pleasant City / 2591	50	44	5	1	88%
NORTH					
Northmore / 0271	58	52	4	2	90%
Washington / 0191	55	51	3	1	93%
West Riviera / 1401	30	27	1	2	90%

BUDGET APPLICATION

Full Name of Funder

Funding Period

From: October 1, 2005

To: September 30, 2006

Full Legal Name of Agency

United Way of Palm Beach County, Inc.

Local Address of Agency

Telephone Number

Fax Number

PREPARED BY

Signature

Typed Name and Title

Date Submitted

Telephone Number

AUTHORIZED SIGNATURE

Signature

Title

Typed Name

Date

FORM INDIVIDUAL PROGRAM BUDGET NARRATIVE
FOR FUNDERS: Children's Services Council

Agency Name: United Way of Palm Beach County, Inc.

Proposed Budget for Year Ending 9/30/2006

Program Name: Early Childhood Cluster Initiative

REVENUES		REQUESTED AMOUNT
1	Funds from Government Sources	\$ 4,484,458
2	Foundations	
3	Other Grants	
4	Fund Raising	
5	Contributions/Legacies/Bequests	
6	Membership Dues	
7	Program Service Fees and Sales to the Public	
8	Investment Income	
9	In Kind	
10	Miscellaneous Revenue	
11	Total Revenue	\$ 4,484,458

FORM A - INDIVIDUAL PROGRAM BUDGET NARRATIVE
FOR FINDER: CHILDREN'S SERVICES COUNCIL

Agency Name: United Way of Palm Beach County, Inc.

Proposed Budget for Year Ending 9/30/2006

Program Name: Early Childhood Cluster Initiative

EXPENDITURES		AMOUNT
12	Salaries	
13	Employee Benefits	
	a. FICA	
	b. FI Unemployment	
	c. Workers' Compensation -	
	d. Health Plan -	
	e. Retirement	
14	Sub-Total Employee Benefits	\$ -
15	Sub-Total Salaries & Benefits	\$ -
16	Travel	
	a. Travel/Transportation	
	b. Conferences/Registration/Travel	
17	Sub-Total Travel	\$ -

FORM A - INDIVIDUAL PROGRAM BUDGET NARRATIVE
FOR FUND: Children's Services Council

Agency Name: United Way of Palm Beach County, Inc.

Proposed Budget for Year Ending 9/30/2006

Program Name: Early Childhood Cluster Initiative

EXPENDITURES		REQUESTED AMOUNT
18 Building/Occupancy		
a. Rent		
b. Depreciation		
19 Communications/Utilities		
a. Telephone		
b. Postage & Shipping		
c. Utilities (Power/Water/Gas)		
20 Sub-Total Communications/Utilities		\$ -
21 Printing & Supplies		
a. Office Supplies		
b. Program Supplies		
c. Printing		
22 Sub-Total Printing/Supplies		\$ -

FORM A: INDIVIDUAL PROGRAM BUDGET NARRATIVE
FOR FUNDER: Children's Services Council

Agency Name: United Way of Palm Beach County, Inc.

Proposed Budget for Year Ending 9/30/2006

Program Name: Early Childhood Cluster Initiative

EXPENDITURES	REQUESTED AMOUNT
23 Food Service	
24 Other	
a. Professional Fees	
b. Insurance	
c. Building Maintenance	
d. Equipment Rental/Maintenance	
e. Specific Assistance to Individuals	
f. Dues & Subscriptions	
g. Training & Development	
h. Awards & Grants	

FORM A: INDIVIDUAL PROGRAM BUDGET/NARRATIVE
FOR FUND: Children's Services Council

Agency Name: United Way of Palm Beach County, Inc.

Proposed Budget for Year Ending 9/30/2006

Program Name: Early Childhood Cluster Initiative

EXPENDITURES		REQUESTED AMOUNT
I. Sponsored Events		
j. Payments to Affiliated Organizations		
k. Miscellaneous	Early Childhood Cluster Initiative	4,484,458
25 Sub-Total Other		4,484,458
26 Indirect Cost		
27 Capital Expenses (Equipment)		
28 Total Expenditures		4,484,458

ROUNDED TO NEAREST DOLLAR

FORM A - INDIVIDUAL PROGRAM BUDGET/NARRATIVE
FOR FUNDER: Children's Services Council

Agency Name: United Way of Palm Beach County, Inc.

Proposed Budget for Year Ending 9/30/2006

Program Name: Early Childhood Cluster Initiative

EXPENDITURES		REQUESTED AMOUNT
i. Sponsored Events		
j. Payments to Affiliated Organizations		
k. Miscellaneous	Early Childhood Cluster Initiative	4,484,458
25 Sub-Total Other		4,484,458
26 Indirect Cost		
27 Capital Expenses (Equipment)		
28 Total Expenditures		4,484,458

ROUNDED TO NEAREST DOLLAR

Page 1 of 1

Agency Name: United Way of Palm Beach County, Inc.

Program Name: Early Childhood Cluster Initiative

Note Use additional sheets if necessary.

[illegible]

(Figure should match Form A, Page 2 of 5)

FORM B: INDIVIDUAL PROGRAM BUDGET BY FUNDING SOURCES

Agency Name: United Way of Palm Beach County, Inc.

Program Name: Early Childhood Cluster Initiative

Funding Period Ending: 9/30/2006

(1) REVENUES	(2) CSC	(3) Picower	(4) VPK	(5) UW	(6)	(7)	(8)	(9) TOTAL
1. Funds from Govt. Sources	4,484,458							\$ 4,484,458
2. Foundations		200,000						200,000
3. Other Grants			51,860	50,000				101,860
4. Fund Raising								-
5. Contributions/ Legacies/Bequests								-
6. Membership Dues								-
7. Program Service. Fees/Sales to Public								-
8. Investment Income								-
9. In-Kind								-
10. Miscellaneous								-
11. Total Revenue	\$ 4,484,458	\$ 200,000	\$ 51,860	\$ 50,000				\$ 4,786,318

FORM B: INDIVIDUAL PROGRAM BUDGET BY FUNDING SOURCES

Agency Name: United Way of Palm Beach County, Inc.

Program Name: Early Childhood Cluster Initiative

Funding Period Ending: 9/30/2006

(1) EXPENDITURES	(2) CSC	(3) Picower	(4) VPK	(5) UW	(6)	(7)	(8)	(9) TOTAL
12. Salaries								\$ -
13. Employee Benefits:								
a. FICA								-
b. Florida Unemployment								-
c. Workers' Compensation								-
d. Health Plan								-
e. Retirement								-
14. Sub-Total Employee Benefits	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
15. Sub-Total Salaries/ Benefits	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
16. Travel								\$ -
a. Travel/Transportation								\$ -
b. Conferences/ Registration/Travel								\$ -
17. Sub-Total Travel	\$ -	\$ -	\$ -	\$ -				\$ -
18. Building/Occupancy								\$ -
a. Rent								\$ -

FORM B: INDIVIDUAL PROGRAM BUDGET BY FUNDING SOURCES

Agency Name: United Way of Palm Beach County, Inc.

Program Name: Early Childhood Cluster Initiative

Funding Period Ending: 9/30/2006

(1) EXPENDITURES	(2) CSC	(3) Picower	(4) VPK	(5) UW	(6)	(7)	(8)	(9) TOTAL
b. Depreciation								-
19. Communications/ Utilities								
a. Telephone								\$ -
b. Postage & Shipping								-
c. Utilities (Power/Water/Gas)								-
20. Sub-Total								
Communications/Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21. Printing & Supplies								
a. Office Supplies	-							-
b. Program Supplies								-
c. Printing								-
22. Sub-Total Printing/ Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23. Food Service								\$ -
24. Other								-
a. Professional Fees								-
b. Insurance (bus)								-
c. Building Maintenance								-

FORM B: INDIVIDUAL PROGRAM BUDGET BY FUNDING SOURCES

Agency Name: United Way of Palm Beach County, Inc.

Program Name: Early Childhood Cluster Initiative

Funding Period Ending: 9/30/2006

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
EXPENDITURES	CSC	Picower	VPK	UW				TOTAL
d. Equipment Rental/ Maintenance								-
e. Specific Assistance to Individuals								-
f. Dues & Subscriptions								-
g. Training & Development								-
h. Awards & Grants								-
i. Sponsored Events								-
j. Payments to Aff								-
Property Insurance								-
k. Miscellaneous	4,484,458	200,000	51,860	50,000				4,786,318
25. Sub-Total Other	\$ 4,484,458	\$ 200,000	\$ 51,860	\$ 50,000	\$ -	\$ -	\$ -	\$ 4,786,318
26. Indirect Costs	\$ -							\$ -
27. Capital Expenses (Equipment)								\$ -
28. Total Expenditures	\$ 4,484,458	\$ 200,000	\$ 51,860	\$ 50,000	\$ -	\$ -	\$ -	\$ 4,786,318

All Financial Information Rounded to Nearest Dollar

BUDGET APPLICATION (last updated 03/21/05)

Full Name of Funder

United Way of Palm Beach County

Funding Period

From: October 1, 2005To: September 30, 2006

Full Legal Name of Agency

School District of Palm Beach County

Local Address of Agency

Pre-kindergarten Programs
3310 Forest Hill Blvd C-206
West Palm Beach, FL 33406

Telephone Number

(561) 357-7630

Fax Number

(561) 434-8739

PREPARED BY

Signature

Typed Name and Title

Mary Ussery, Unit Leader

Date Submitted

6/15/2005

Telephone Number

(561) 434-8720

AUTHORIZED SIGNATURE

Signature

Title

Manager

Typed Name

Andrea Gralnick

Date

6/15/2005

FORM A - INDIVIDUAL PROGRAM BUDGET NARRATIVE **FOR FUNDER: United Way of Palm Beach County, Inc**

Please round all financial information to the nearest dollar.
Cells in blue contain a formula.

Agency Name: School District of Palm Beach County

Proposed Budget for Year Ending 9/30/2006

Program Name: Beacon Cluster Early Childhood Initiative

REVENUES		REQUESTED AMOUNT
1	Funds from CSC	
2	Foundations United Way- \$4,484,458	4,484,458
3	Other Grants United Way - \$50,000 VPK - \$141,537	191,537
4	Fund Raising	-
5	Contributions/Legacies/Bequests	-
6	Membership Dues	-
7	Program Service Fees and Sales to the Public	-
8	Investment Income	-
9	In Kind	-
10	Miscellaneous Revenue	-
11	Total Revenue	\$ 4,675,995

FORM A - INDIVIDUAL PROGRAM BUDGET NARRATIVE
FOR FUNDER: United Way of Palm Beach County, Inc.

Agency Name: School District of Palm Beach County

Proposed Budget for Year Ending 9/30/2006

Program Name: Beacon Cluster Early Childhood Initiative

EXPENDITURES		REQUESTED AMOUNT
12 Salaries		\$ 646,525
13 Employee Benefits		
a. FICA and medicare 6.2% of salaries except OPS and 1.45% of salaries		49,086
b. Retirement 9% of salaries except OPS and degreed teachers for center		57,645
c. Health & Life Insurance 5600 per staff member except degreed teachers for center		61,600
d. Workers Compensation 2 % of salaries		12,931
e. FL Unemployment 0.35% of salaries		2,263
14 Sub-Total Employee Benefits		\$ 183,525
15 Sub-Total Salaries & Benefits		\$ 830,050
16 Travel	mileage for 1 manager 4266 miles @ 37.5 cents per mile = 1600	
a. Travel/Transportation	6 resource teacher to visit Beacon sites 4733 miles @37.5 cents per mile = 10,650 NAEYC conference, High Scope training, other meetings as needed = 10,200	22,450
b. Conferences/Registration/Travel	NAEYC conference registration and other conference registrations as needed	2,000
17 Sub-Total Travel		\$ 24,450

FORM A - INDIVIDUAL PROGRAM BUDGET NARRATIVE
FOR FUNDERS: UNITED Way of Palm Beach County, Inc.

Agency Name: School District of Palm Beach County

Proposed Budget for Year Ending 9/30/2006

Program Name: Beacon Cluster Early Childhood Initiative

EXPENDITURES		REQUESTED AMOUNT
18 Building/Occupancy		
a. Rent		
b. Depreciation		
19 Communications/Utilities		
a. Telephone	open line for telephone = 100 pagers for 6 resource teachers @ 2.50 per month x 12 = 180 cell phone for manager at 50 per month x 12 = 600 9 phone lines at Beacon sites at 20 per month x 12 = 2160	3,040
b. Postage & Shipping		100
c. Utilities (Power/Water/Gas)		
20 Sub-Total Communications/Utilities		\$ 3,140
21 Printing & Supplies		
a. Office Supplies	administrative office supplies	2,500
b. Program Supplies	AV materials = 1000 20 Beacon classroom @ approx 750 per classroom = 15,000 supplies for 6 resource teachers @ 500 each children's furniture for 2 Beacon sites = 8000	27,000
c. Printing	open line for in house printing = 100 external printing = 3250	3,350
22 Sub-Total Printing/Supplies		\$ 32,850

**FORM A: INDIVIDUAL PROGRAM BUDGET NARRATIVE
FOR FUNDER: United Way of Palm Beach County, Inc**

Agency Name: School District of Palm Beach County

Proposed Budget for Year Ending 9/30/2006

Program Name: Beacon Cluster Early Childhood Initiative

EXPENDITURES		REQUESTED AMOUNT
23 Food Service		
24 Other		
a. Professional Fees		
b. Insurance		
c. Building Maintenance		
d. Equipment Rental/Maintenance		
e. Specific Assistance to Individuals		
f. Dues & Subscriptions NAEYC accreditation for 3 Beacon sites		1,500
g. Training & Development High Scope Foundation (LTTP) (PCC) = 43,500 High Scope Advance Training = 12,415 High Scope Mentor = 5000		60,915
h. Awards & Grants 1 community center site @ \$153,000 20 Beacon school sites @ approx 175,957 per classroom Volunteer Coordinator position salary and fringe \$50,000		3,722,140

FORM A - INDIVIDUAL PROGRAM BUDGET NARRATIVE **FOR FUNDER: United Way of Palm Beach County, Inc.**

Agency Name: School District of Palm Beach County
Program Name: Beacon Cluster Early Childhood Initiative

Proposed Budget for Year Ending 9/30/2006

EXPENDITURES	REQUESTED AMOUNT
i. Sponsored Events	
j. Payments to Affiliated Organizations	
k. Miscellaneous Temp employment services	950
25 Sub-Total Other	\$ 3,785,505
26 Indirect Cost	
27 Capital Expenses (Equipment)	
28 Total Expenditures	\$ 4,675,995

CURRENT YEAR FUNDING:	\$	-
MAINTENANCE AMOUNT	\$	4,675,995
% INCREASE		#DIV/0!

FORM A-1: PERSONNEL BUDGET NARRATIVE
FOR FUNDER: United Way of Palm Beach County, Inc

Agency Name: School District Of Palm Beach County

Program Name: Beacon Cluster Early Childhood Initiative

Proposed Budget for Year Ending 9/30/2006

Note: Use additional sheets if necessary.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
PERSONNEL	OF TIME	AGENCY SALARY	DATE FROM	DATE TO	OF PAY PERIODS	SALARY PER PAY PERIOD	OSC OF TOTAL SALARY	UNIT	TOTAL	ADJUST
<i>Position Name</i>										
Manager Andrea Grainick	100%	83,972	10/1/2005	6/30/2006	18	3,499	100%	62,979	62,979	
	100%	86,492	7/1/2006	9/30/2006	6	3,604	100%	21,623	21,623	
Unit Leader Mary Ussery	100%	55,070	10/1/2005	6/30/2006	18	2,295	100%	41,303	41,303	
	100%	56,722	7/1/2006	9/30/2006	6	2,363	100%	14,181	14,181	
Secretary Carline Dummomay	100%	27,453	10/1/2005	6/30/2006	18	1,144	100%	20,590	20,590	
	100%	28,255	7/1/2006	9/30/2006	6	1,177	100%	7,064	7,064	
Resource Teacher Debbie Newman	100%	58,007	10/1/2005	6/30/2006	21	2,417	100%	50,756	50,756	
	100%	59,748	7/1/2006	9/30/2006	3	2,490	100%	7,469	7,469	
Resource Teacher Jan Sterling	100%	60,607	10/1/2005	6/30/2006	21	2,525	100%	53,031	53,031	
	100%	62,351	7/1/2006	9/30/2006	3	2,598	100%	7,794	7,794	
Resource Teacher Lynette Brown	100%	64,286	10/1/2005	6/30/2006	21	2,679	100%	56,250	56,250	
	100%	66,149	7/1/2006	9/30/2006	3	2,756	100%	8,269	8,269	
Resource Teacher Ruby Allen	100%	68,801	10/1/2005	6/30/2006	21	2,867	100%	60,201	60,201	
	100%	68,801	7/1/2006	9/30/2006	3	2,867	100%	8,600	8,600	
Resource Teacher Barbara Turner	100%	50,803	10/1/2005	6/30/2006	21	2,117	100%	44,453	44,453	
	100%	52,327	7/1/2006	9/30/2006	3	2,180	100%	6,541	6,541	
Resource Teacher Susan Frost	100%	67,231	10/1/2005	6/30/2006	21	2,801	100%	58,827	58,827	
	100%	69,217	7/1/2006	9/30/2006	3	2,884	100%	8,652	8,652	
Early Learning Assoc Vacant	100%	34,619	10/1/2005	6/30/2006	18	1,442	100%	25,964	25,964	
	100%	35,636	7/1/2006	9/30/2006	6	1,485	100%	8,909	8,909	
Early Learning Assoc Vacant	100%	34,619	10/1/2005	6/30/2006	18	1,442	100%	25,964	25,964	
	100%	35,636	7/1/2006	9/30/2006	6	1,485	100%	8,909	8,909	
Part time In system	100%	32,171	6/1/2006	7/30/2006	4	8,043	100%	32,171	32,171	
OPS	100%	6,025	7/1/2006	9/30/2006	24	251	100%	6,025	6,025	
Sub-Total Salaries									\$ 646,525	\$ -

(Figure should match Form A, Page 2 of 5)

Impact of not receiving Maintenance funding (if any):

Assistant Group Leader would not be funded from approximately July through September (6 pay periods).

FORM B: INDIVIDUAL PROGRAM BUDGET BY FUNDING SOURCES

Agency Name: School District of Palm Beach County

Program Name: Beacon Cluster Early Childhood Initiative

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
REVENUES	CSC	Picower	United Way	VPK				TOTAL
1. Funds from Govt. Sources			4,484,458					4,484,458
2. Foundations								-
3. Other Grants			50,000	141,537				191,537
4. Fund Raising								-
5. Contributions/ Legacies/Bequests								-
6. Membership Dues								-
7. Program Srvc. Fees/Sales to Public								-
8. Investment Income								-
9. In-Kind								-
10. Miscellaneous Revenue								-
11. Total Revenue	\$ -	\$ -	\$ 4,534,458	\$ 141,537	\$ -	\$ -	\$ -	\$ 4,675,995

FORM B: INDIVIDUAL PROGRAM BUDGET BY FUNDING SOURCES

Agency Name: School District of Palm Beach County
 Program Name: Beacon Cluster Early Childhood Initiative

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
EXPENDITURES	CSC	Picower	United Way	VPK				TOTAL
12. Salaries			646,525					\$ 646,525.00
13. Employee Benefits:								
a. FICA			49,086					49,086
b. Retirement			57,645					57,645
c. Health & Life Insurance			61,600					61,600
d. Workers Compensation			12,931					12,931
e. Florida Unemployment			2,263					2,263
14. Sub-Total Employee Benefits	\$ -	\$ -	\$ 183,525	\$ -	\$ -	\$ -	\$ -	\$ 183,525
15. Sub-Total Salaries/ Benefits	\$ -	\$ -	\$ 830,050	\$ -	\$ -	\$ -	\$ -	\$ 830,050
16. Travel								
a. Travel/Transportation			22,450					\$ 22,450.00
b. Conferences/ Registration/Travel			2,000					\$ 2,000
17. Sub-Total Travel	\$ -	\$ -	\$ 24,450	\$ -	\$ -	\$ -	\$ -	\$ 24,450
18. Building/Occupancy								
a. Rent	\$ -							\$ -

FORM B: INDIVIDUAL PROGRAM BUDGET BY FUNDING SOURCES

Agency Name: School District of Palm Beach County
 Program Name: Beacon Cluster Early Childhood Initiative

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
EXPENDITURES	CSC	Picower	United Way	VPK				TOTAL
b. Depreciation								
19. Communications/ Utilities								
a. Telephone			3,040					\$ 3,040
b. Postage & Shipping			100					100
c. Utilities (Power/Water/Gas)	-							-
20. Sub-Total Comm/Utilities	\$ -	\$ -	\$ 3,140	\$ -	\$ -	\$ -	\$ -	\$ 3,140
21. Printing & Supplies								
a. Office Supplies			2,500					2,500
b. Program Supplies			27,000					27,000
c. Printing			3,350					3,350
22. Sub-Total Printing/ Supplies	\$ -	\$ -	\$ 32,850	\$ -	\$ -	\$ -	\$ -	\$ 32,850
23. Food Service	\$ -							\$ -
24. Other								
a. Professional Fees	-							-
b. Insurance	-							-
c. Building Maintenance	-							-

FORM B: INDIVIDUAL PROGRAM BUDGET BY FUNDING SOURCES

Agency Name: School District of Palm Beach County
 Program Name: Beacon Cluster Early Childhood Initiative

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
EXPENDITURES	CSC	Picower	United Way	VPK				TOTAL
d. Equipment Rental/ Maintenance	-							-
e. Specific Assistance to Individuals	-							-
f. Dues & Subscriptions			1,500					1,500
g. Training & Development			60,915					60,915
h. Awards & Grants			3,580,603	141,537				3,722,140
i. Sponsored Events	-							-
j. Payments to Aff. Organizations	-							-
k. Miscellaneous			950					950
25. Sub-Total Other	\$ -	\$ -	\$ 3,643,968	\$ 141,537	\$ -	\$ -	\$ -	\$ 3,785,505
26. Indirect Costs	\$ -							\$ -
27. Capital Expenses (Equipment)	\$ -							\$ -
28. Total Expenditures	\$ -	\$ -	\$ 4,534,458	\$ 141,537	\$ -	\$ -	\$ -	\$ 4,675,995

All Financial Information Rounded to Nearest Dollar

BUDGET SUMMARY FORM

2005-2006

Agency Name: School District of Palm Beach County
Agency Funded by CSC Since: 1992

Program Name: Beacon Cluster Early Childhood Initiative
Program Funded by CSC Since: 6/1/2005

Total Clients (Program)
Select 1 **Capacity** 360 **Children** _____ **Families:** _____

Employees Funded by CSC (FTE) 12.00

FISCAL INFORMATION

	2004-2005 BUDGET	2005-2006 BUDGET	\$ CHANGE	
PROGRAM				
CSC Funds	\$ 832,868.00	\$ 4,484,458.00	\$ 3,651,590	438.44%
Total Program Budget	\$ 832,868.00	\$ 4,734,458.00	\$ 3,901,590	468.45%
CSC % of Program Budget	100.00%	94.72%		
AGENCY				
Total Agency Budget	\$ 832,838.00	\$ 4,734,458.00	\$ 3,901,620	468.47%
Total CSC Funds (Agency)	\$ 832,868.00	\$ 4,484,458.00	\$ 3,651,590	438.44%
CSC % of Agency Budget	100.00%	94.72%		

FOR CSC USE ONLY

CSC Cost per Client _____
 (Capacity, Children, Family)

Instructions

- 1 Complete agency and program name and indicate date when CSC first funded each.
- 2 Give number of clients to be served by the CSC funded program by selecting only **one** of either capacity or children or families.
- 3 Complete FTE's funded by CSC by adding percent of funded positions (whole or part) as noted in column 8 of Form A-1. Note 100% = 1 FTE.
- 4 Complete other fiscal information for your program and agency giving comparison with previous year, dollar change and percentage change.
- 5 Leave section "For CSC Use Only" blank

Agency Name: School District of Palm Beach County

Program Name: Beacon Cluster Early Childhood Initiative

Disclosure of Other Agency Funders

Instructions: List all sources of agency revenue. Include all programs funded by: Government (i.e. CSC, local, county, state, federal), Grants, Medicaid Reimbursement Estimates, and Foundation Grants or Contracts

Total Agency Budget: \$ 4,786,318 FY: 2005-06

Granting Entity	Funded Program	Amount	Contact Person Phone Number	Phone Number	Fax Number
Government: Prevention Partnerships for Children, Inc	Beacon Cluster Early Childhood		Debbie Labella	655-1010	835-1956
Early Learning Coalition	Beacon Cluster Early Childhood	\$ 51,860	Christy Young	214-8000	214-7450
Medicaid Reimbursement Estimate:					
Foundations/Grants: Picower	Beacon Cluster Early Childhood	\$ 200,000	Mike Levin	358-7390	n/a
United Way	Beacon Cluster Early Childhood	\$ 4,534,458	Laurie George	375-6600	375-6666
Other: (fundraising, fees, etc.)					

EXHIBIT “”

Key Activities/PIE

(PIE to be attached upon scheduled completion date of October 31, 2005)

Early Childhood Cluster Initiative (ECCI), 2005-06
Key Activities/Scope of Work

Item	Description	Timeline
P.I.E.	<p>Develop ECCI P.I.E. (Planning, Implementation, and Evaluation). <i>The completed P.I.E. will be incorporated by reference into all contract documents.</i></p> <p>Tasks: Attend meetings with CSC and other partners to determine the goals, outcomes, activities, and all components of the P.I.E for the ECCI project P.I.E. will specify goals, outcomes, activities, roles, responsibilities, data reporting, resources, etc. associated with the ECCI</p>	<p>Begin June 05</p> <p>Scheduled completion of P.I.E. Oct. 31, 2005, subject to review upon request of CSC</p>
Data Submission	<p>Collect data according to formats specified in the P.I.E. to meet reporting requirements of funders</p> <p>Tasks: Complete and submit initial progress report according to specified format Upon completion of P.I.E., submit quarterly data reports according to formats specified</p>	<p>Initial – Oct. 2005</p> <p>Quarterly Jan. 15, 2006 April 15, 2006 July 15, 2006 Oct. 15, 2006</p>
20 ECCI Classrooms	<p>10 public school sites that house a Beacon Center 20 ECCI classrooms serving up to 18 children each Total children to be served = 360</p> <p>Tasks:</p> <ul style="list-style-type: none"> • Designate sites • Communicate information to principals • Recruit children for ECCI program • Refer to Early Learning Coalition for VPK eligibility determination • Enroll children for ECCI program at the school sites 	<p>Begin July 2005</p> <p>Services begin in 20 classrooms Aug. 10, 2005</p> <p>Child enrollment at 85% by Nov. 15, 2005 (306)</p>
Staff-child ratio of 1:6	<p>1 Certified Teacher and 2 Early Learning Associates (ELA) per classroom; 2 “floaters” Total = 20 Certified Teachers, 42 Early Learning Associates</p> <p>Tasks: Recruit and hire required number of qualified staff Make school/classroom assignments Specify 25 extra duty days in summer 2006—pending Beacon calendar</p>	<p>Begin June 6, 2005</p>
Qualified classroom staff	<p>Teachers – certified (or eligible for certification) in Early Childhood Early Learning Associates – CDA required/or AA/AS or higher</p> <p>Tasks: Teacher training required = 4 weeks High/Scope and ongoing in-service ELA training required:</p>	<p>H/S training Oct. 24-28, 2005 Dec. 5-9, 2005 Jan. 23-27, 2006 Feb. 27 – Mar. 3, 2006</p>

Item	Description	Timeline
	Introduction to High/Scope within 1 st year AA/AS degree within 5 years	Complete June 2006
Resource Teachers	5 Resource Teachers: 1 Resource Teacher for 5 classrooms 1 "rover" Resource Teacher Qualifications – Bachelor's Degree and certification in Early Childhood Tasks: Assign required number of qualified Resource Teachers (recruited from within School District) Make school/classroom assignments Resource Teachers attend Advanced High/Scope training Work with classroom teachers to ensure full implementation of High/Scope based on training Visit each classroom one day per week and provide curriculum technical assistance and support for teachers and ELAs Ensure that classroom teachers use High/Scope conflict resolution problem solving strategies as classroom management system "Rover" Resource Teacher to focus on Early Childhood Environmental Rating Scale (ECERS) for 20 classrooms	Project Implementation Aug. 10, 2005 4 weeks of Advanced H/S training Complete June 1, 2006
Full-time, year-round ECCI programming	Hours of operation 7:30 a.m. – 5:30 p.m. to coincide with co-located Beacon Center Programs (<i>Sites in Glades 7:00 a.m. – 5:00 p.m.</i>) Program operated full-time, year-round, 5 days per week, to include 5 weeks in summer Tasks: Coordinate calendar with Beacon calendar so ECCI program operates during holidays and school break periods according to the Beacon calendars Coordinate ECCI staff coverage hours and early morning and late afternoon hours to ensure compliance with licensing requirements and to ensure adequate supervision of children at all times	Begin Aug. 10, 2005
Home Visiting	Establish a plan for the home visiting component to closely replicate the Perry Preschool High/Scope program within our local model ECCI program Tasks: Resolve issues surrounding School District teacher contracts and job duties Determine and clarify the purpose and frequency of the home visits Establish policies and procedures to implement the home visiting component by date indicated in the plan. **Can be covered in written programmatic guidelines (#9 below).	Begin January 31, 2006 Complete plan April 15, 2006 Implement home visiting component Aug. 2006
Written Programmatic Guidelines	Written policies and procedures to cover all aspects of the program. Tasks: Write procedures to include, but not limited to the following: recruitment	Begin August 2005 Complete April 1,

Item	Description	Timeline
	enrollment curriculum hours of operation job descriptions staff roles and responsibilities organizational chart (showing ECCI program and Dept. of Pre-K in relation to school district) child screening and assessment program assessment improvement plans quality assurance inclusion and IEP planning handling behavioral issues collaborative teacher planning parent "agreement" parent involvement linkages to Beacon and other community resources volunteers becoming a demonstration site for best practices classrooms becoming High/Scope-certified	2006
ECERS	ECERS scores of 5 or above Tasks: develop classroom activity records (CARS) based on current ECERS scores "Rover" Resource Teacher to focus technical assistance and support on Early Childhood Environmental Rating Scale (ECERS) for 20 classrooms	Begin August 10, 2005 Complete May 2006
PQA	PQA scores of 4.0 or above Tasks: Conduct PQA to obtain baseline scores (High/Scope Foundation) Resource Teacher to focus technical assistance and High/Scope training to support the PQA Training on use of PQA for Chapin Hall evaluators (PBCC and/or High/Scope Foundation) Ensure Resource Teachers receive training on PQA tool Develop a plan for documenting technical assistance and progress towards improvement goals on PQA (Resource Teacher)	Baseline PQA scores end of Sept. 2005 PQA Chapin Hall Training April 2006 Complete PQA assessments May 2006
Observe children's progress and plan accordingly	Use Child Observation Record (COR) to observe children's progress <i>Data on child assessment scores to begin in Year 2 of ECCI program</i> Tasks: Teachers will be trained on use of COR child assessment tool Implement appropriate individualized and classroom interventions	Training included in H/S training (See #5 above) Begin implementation of COR as child

Item	Description	Timeline
		observation on Nov. 1, 2005 Complete June 2006
Early Identification of delays/ disabilities	Screen children using documented teacher observations, ASQ, and ESI-K Tasks: <ul style="list-style-type: none"> • Screen and refer children to appropriate service providers • Train teachers on use of designated screening instrument(s) • Develop policy and procedure for screening children for developmental delay or disability. **Can be covered in written programmatic guidelines (#9 above) 	Begin Sept. 2005 Complete October 1, 2006
Identify child/family needs	Each child/family's need for social services will be identified for referral to Comprehensive Services Program Tasks: <ul style="list-style-type: none"> • Develop policy and procedure for identification of child/family needs for linkage with Comprehensive Services Program. **Can be covered in written programmatic guidelines (#9 above). • Develop policy and procedure for identification of family needs and linkage with Beacon Center services and activities. **Can be covered in written programmatic guidelines (#9 above). 	Begin Aug. 2005 Complete Oct. 1, 2006
Parent Involvement	Develop methods for greater parent involvement in children's learning experiences Tasks: <ul style="list-style-type: none"> • Coordinate parent involvement efforts with volunteer component of ECCI program (#17 below) • Develop policy and procedure that addresses parent involvement expectations and the range of parent involvement options. **Can be covered in written programmatic guidelines (#9 above) 	Begin Aug. 2005 Complete Feb. 2006
Community child care site	Integrate at least one community-based child care site into the ECCI program model Tasks: <ul style="list-style-type: none"> • Develop selection criteria for ECCI Management Team (see #21) to use in deciding on the community child care site(s) • Develop information fact sheet and guidelines for community child care site participation in the ECCI program • Recruit and screen QRS community child care sites • Start ECCI program services at community-based child care site 	Begin October 2005 Complete January 2006
Volunteer Component	Develop comprehensive volunteer component of the ECCI program Tasks: <ul style="list-style-type: none"> Develop a volunteer component model to be adopted by the ECCI program Define support and roles needed to recruit, train, and support parents as volunteers 	Written volunteer model plan January 2006

Item	Description	Timeline
	Coordinate with United Way to recruit, train, and support parents as volunteers	
High/Scope Certification	Develop plan to begin the High/Scope Certification process at the beginning of the second year project implementation	Plan developed August 2006
Fiscal Requirements	Maintain compliance with program funders' fiscal, budget, and reporting requirements Tasks: Approved program total budget Reference CSC Fiscal Guidelines document (Exhibit C in CSC – United Way Memorandum of Understanding) <ul style="list-style-type: none"> • Initiate budget amendments as needed on a timely basis • Reconcile program costs with reimbursement amounts at six months and contract close out • Develop and follow invoice-payment schedules 	Begin October 2005 Reconciliations every 6 months (April 2006, Oct. 2006)
Project Evaluation Plan	Provide information needed for outside evaluator, Chapin Hall, to develop the program design and longitudinal evaluation plan Tasks: Participate in regularly scheduled meetings with Chapin Hall evaluators and funders Provide access to programmatic data for use in evaluation	Begin Oct. 2005
ECCI Management Team Meetings	Establish ECCI Program Management Team Tasks: Convene individuals who have implementation and management responsibilities for the ECCI Program Establish regular schedule of meetings Provide quarterly program and fiscal data and progress reports Prepare agenda, action items, summary notes, etc.	Begin Aug. 2005
ECCI Principals Meeting	Establish ECCI school principals group Tasks: Convene principals from ECCI school sites Include community-based child care site director(s) in future meetings Establish regular schedule of meetings (once every 9 weeks) Prepare agenda, action items, summary notes, etc.	Begin Oct. 2005
Steering Committee	Participate and report to Steering Committee to be established (Structure to be determined)	TBA