

County of Solano Standard Contract

For County Use Only
CONTRACT NUMBER:
(Dept., Division, FY, #)
2013-801
BUDGET ACCOUNT:
1533
SUBJECT ACCOUNT:
3011

1. This Contract is entered into between the County of Solano and the Contractor named below:

Fairfield-Suisun Unified School District
CONTRACTOR'S NAME

2. The Term of this Contract is: April 2, 2013 through June 30, 2014

3. The maximum amount of this Contract is:

Up to \$60,000 for the term of the contract

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of this Contract:

- Exhibit A - Scope of Work
Exhibit B - Budget Detail and Payment Provision
Exhibit C - General Terms and Conditions
Exhibit D - Special Terms and Conditions

This Contract is made on April 2, 2013.

Table with 2 columns: CONTRACTOR and COUNTY OF SOLANO. Rows include Contractor Name, Signature, Printed Name and Title, Address, City/State/Zip, County Administrator Signature/Title, Department Head Signature, and County Counsel Signature.

CONTRACT MUST BE EXECUTED BEFORE WORK CAN COMMENCE

Handwritten signature and date: 3/19/13

## **EXHIBIT A**

### **SCOPE OF WORK**

**CONTRACTOR SHALL BE RESPONSIBLE FOR THE FOLLOWING DUTIES:**

**A. Contract Description:** The goal of Contractor's academy is to ensure that children who (a) have not participated in pre-school, (b) are English language learners, and/or (c) are considered "high-risk" due to factors such as poverty, remoteness, substance abuse, family violence, child abuse and neglect, special needs, lack of education and other challenges, are ready to learn when they enter kindergarten.

**B. Contract Tasks:** Contractor shall conduct tasks set forth below associated with six pre-kindergarten academy sessions prior to the Fall 2013 start of the school year:

- a. Participate in two Pre-K Academy meetings, including Funded Program Orientation and Program Debrief.
- b. Identify and/or recruit and hire staff to be employed for duration of Summer Pre-K Academy as district or program staff.
- c. Provide supervision of all staff and related contractors for duration of Summer Pre-K Academy.
- d. Conduct outreach, recruitment and enrollment of children, with a minimum of 24 children and a maximum of 32 children continuously enrolled per classroom. This may include developing a waiting list. Provide copies of enrollment forms documenting child's eligibility, documentation of parent/caregiver education activities, and other requested information.
- e. Provide a Friday "mini-session" pre-kindergarten academy experience to a minimum of 24 children and a maximum of 32 children continuously enrolled per classroom to students on the waiting list.
- f. Collect consent forms from parents in order to share data regarding participating children as required by First 5 Solano Evaluation Team.
- g. Participate in an Early Childhood Environmental Rating Scale assessment of classroom.
- h. Use age and developmentally-appropriate materials and supplies for the Pre-K Academy classroom.
- i. Provide evidence of teacher qualifications to First 5 Solano.
- j. Provide children with nutritious daily snack and/or meal.
- k. Provide culturally and linguistically-appropriate activities and experiences for the diverse classroom, as reflected by materials, resources, and staffing (including at least one bilingual staff person).
- l. Coordinate and implement the parent/caregiver engagement component, including a minimum of 4 hours of parent/caregiver education.
- m. Maintain daily attendance records of all children to be summarized and submitted to First 5 Solano evaluation team at end of the Academy.
- n. Participate in evaluation activities, including but not limited to:

- i. Conduct pre- and post-assessments of children's competencies using the tool supplied by First 5 Solano.
  - ii. Participate in a minimum of 1-1/2 hours of training to promote effective use of the assessment tool.
  - iii. Collect other data, such as demographics and services provided, as agreed.
  - iv. Participate in a teacher or staff survey of the Pre-K Academy.
- o. Submit a final report due by September 30, 2013. Including:
  - i. Summary narrative of program
  - ii. Challenges to effective service/attendance
  - iii. Teacher Certifications
  - iv. Average daily attendance of children
  - v. Attendance logs of parent/caregiver engagement component and a brief summary of what was included.
- p. Complete all prescribed evaluation related tasks including assessment training for staff, data collection and reporting on a per child and program basis, attend evaluation meeting(s) and complete final reporting requirements.
- q. Complete all required consent forms.
- r. Complete all other activities included in Commission RFA #2013-01 and Contractor's response to the RFA, both of which are incorporated into this Contract by this reference.

**C. Pre-Kindergarten Academy Services Design:** The pre-kindergarten Academies detailed above must meet the following standards:

- a. Pre-K Academy services are to be provided primarily for children with no prior preschool experience. Up to 25% of the students may be those with limited preschool experience who also meet other preference criteria – English Language Learners, and/or "high-risk".
- b. Academies must be held for a minimum of 4 weeks, during the summer before the beginning of the 2013/14 school year. Hours of operation must be at least 4 days per week, 3 hours per day with a minimum of one classroom.
- c. Facilities and programs must meet the appropriate licensing and/or certification requirements for their type of site/program, including certification and qualifications of staff, ratios of different levels of staff to children served, and other relevant requirements. (Evidence of staff qualifications shall be maintained on-site and available for verification on an as-needed basis.)
- d. The teacher/student ratio for the classroom shall not exceed 10:1.
- e. Suitable supervision and administrative staffing, as determined by licensing/certification requirements for the type of site, must be provided.

- f. Academies must provide a developmentally-appropriate approach to learning and socialization experiences for children.
- g. Academies must include a parent/caregiver engagement component with a minimum of 4 hours of formal parent education.

**D. Pre-Kindergarten Academy Locations:** Contractor will provide pre-kindergarten Academies in the following locations:

Session	Location	Dates	# of Pre-K Students	# of Friday Mini-Session Students
1	Anna Kyle Elementary – Room 1	7/15–8/9/13	24-32	24-32
2	Anna Kyle Elementary – Room 1	7/15–8/9/13	24-32	24-32
3	Laurel Creel Elementary	7/15–8/9/13	24-32	24-32
4	Oakbrook Elementary	7/15–8/9/13	24-32	24-32
5	Sheldon Elementary	7/15–8/9/13	24-32	24-32
6	David Weir Elementary	7/15–8/9/13	24-32	24-32
<b>Total:</b>			<b>144-192</b>	<b>144-192</b>

**COUNTY SHALL BE RESPONSIBLE FOR THE FOLLOWING DUTIES:**

- a. Orientation and assessment tool training for all teaching staff and administrators.
- b. Technical assistance prior to, during and after the Pre-K Academy, including workshops for outreach activities.
- c. Coordination support with other First 5-funded programs for related services such as child development/mental health consultation and assistance with children identified as possibly having special needs.

**EXHIBIT B**  
**BUDGET DETAIL AND PAYMENT PROVISIONS**

**A. Budget**

The total budget for work performed under this Contract shall not exceed the maximum amount listed in Section 3 of this Contract.

**B. Method of Payment**

Upon submission of financial data (invoice) by Contractor, and upon approval by County, County will pay Contractor in arrears for fees and expenses actually incurred, up to \$10,000 per classroom (see Table 1 below), and in accordance with the budget provided by Contractor in its response to the RFA.

**TABLE 1**

<b>Session</b>	<b>Location</b>	<b>Dates</b>	<b>Maximum Amount</b>
1	Anna Kyle Elementary – Room 1	7/15–8/9/13	<b>\$10,000</b>
2	Anna Kyle Elementary – Room 1	7/15–8/9/13	<b>\$10,000</b>
3	Laurel Creel Elementary	7/15–8/9/13	<b>\$10,000</b>
4	Oakbrook Elementary	7/15–8/9/13	<b>\$10,000</b>
5	Sheldon Elementary	7/15–8/9/13	<b>\$10,000</b>
6	David Weir Elementary	7/15–8/9/13	<b>\$10,000</b>
	<b>Total not to exceed:</b>		<b>\$60,000</b>

**EXHIBIT C**  
**GENERAL TERMS AND CONDITIONS**

**1. CLOSING OUT**

County will pay Contractor's final claim for payment providing Contractor has paid all financial obligations undertaken pursuant to this Contract. If Contractor has failed to pay all obligations outstanding, County will withhold from Contractor's final claim for payment the amount of such outstanding financial obligations owed by Contractor. Contractor is responsible for County's receipt of a final claim for payment 30 days after termination of this Contract.

**2. TIME**

Time is of the essence in all terms and conditions of this Contract.

**3. TIME OF PERFORMANCE**

Work will not begin, nor claims paid for services under this Contract until all Certificates of Insurance, business and professional licenses/certificates, IRS ID number, signed W-9 form, or other applicable licenses or certificates are on file with the County's Contract Manager.

**4. TERMINATION**

A. This Contract may be terminated by County or Contractor, at any time, with or without cause, upon 30 days written notice from one to the other, unless otherwise provided for in Exhibit D.

B. County may terminate this Contract immediately upon notice of Contractor's malfeasance.

C. Following termination, County will reimburse Contractor for all expenditures made in good faith that are unpaid at the time of termination not to exceed the maximum amount payable under this Contract unless Contractor is in default of the Contract.

**5. SIGNATURE AUTHORITY**

The parties executing this Contract certify that they have the proper authority to bind their respective entities to all terms and conditions set forth in this Contract.

**6. WARRANTY**

A. County relies upon Contractor's professional ability and training as a material inducement to enter into this Contract. Contractor warrants that Contractor will perform the work according to generally accepted professional practices and standards and the requirements of applicable federal, state and local laws. County's acceptance of Contractor's work shall not constitute a waiver or release of Contractor from professional responsibility.

B. Contractor further warrants that Contractor possesses current valid appropriate licensure, including, but not limited to, drivers license, professional license, certificate of tax-exempt status, or permits, required to perform the work under this Contract.

**7. INSURANCE**

A. Without limiting Contractor's obligation to indemnify County, Contractor must procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work under this Contract and the results of that work by Contractor, Contractor's agents, representatives, employees or subcontractors.

B. Minimum Scope of Insurance  
 Coverage must be at least as broad as:

- (1) Insurance Services Office Commercial General Liability coverage (occurrence Form CG 00 01).
- (2) Insurance Services Office Form Number CA 00 01 covering Automobile Liability, code 1 (any auto).
- (3) Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

C. Minimum Limits of Insurance  
 Contractor must maintain limits no less than:

(1) General Liability: (Including operations, products and completed operations.)	<b>\$1,000,000</b>	per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
(2) Automobile Liability:	<b>\$1,000,000</b>	per accident for bodily injury and property damage.
(3) Workers' Compensation:	As required by the State of California.	
(4) Employer's Liability:	<b>\$1,000,000</b>	per accident for bodily injury or disease.

D. If Contractor maintains higher limits than the minimums shown above, County is entitled to coverage for the higher limits maintained by Contractor.

E. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by County. At the option of County, either:

- (1) The insurer will reduce or eliminate such deductibles or self-insured retentions with respect to County, its officers, officials, agents, employees and volunteers; or
- (2) Contractor must provide a financial guarantee satisfactory to County guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

F. Other Insurance Provisions

The general liability and automobile liability policies must contain, or be endorsed to contain, the following provisions:

- (1) The County of Solano, its officers, officials, agents, employees, and volunteers must be covered as insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of Contractor; and with respect to liability arising out of work or operations performed by or on behalf of Contractor including materials, parts or equipment furnished in connection with such work or operations. General Liability

coverage shall be provided in the form of an Additional Insured endorsement (CG 20 10 11 85 or equivalent) to Contractor's insurance policy, or as a separate owner's policy.

(2) For any claims related to work performed under this Contract, Contractor's insurance coverage must be primary insurance with respect to the County of Solano, its officers, officials, agents, employees, and volunteers. Any insurance or self-insurance maintained by County, its officers, officials, agents, employees, or volunteers is excess of Contractor's insurance and shall not contribute to it.

(3) Each insurance policy required by this clause must be endorsed to state that coverage may not be canceled by Contractor, except after 30 days prior written notice has been provided to County.

G. Waiver of Subrogation

(1) Contractor agrees to waive subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation.

(2) The Workers' Compensation policy must be endorsed with a waiver of subrogation in favor of County for all work performed by Contractor, its employees, agents and subcontractors.

H. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII unless otherwise acceptable to County.

I. Verification of Coverage

(1) Contractor must furnish County with original certificates and endorsements effecting coverage required by this Contract.

(2) The endorsements should be on forms provided by County or, if on other than County's forms, must conform to County's requirements and be acceptable to County.

(3) County must receive and approve all certificates and endorsements before work commences.

(4) However, failure to do so shall not operate as a waiver of these insurance requirements.

(5) County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

**8. BEST EFFORTS**

Contractor warrants that Contractor will at all times faithfully, industriously and to the best of his/her/its ability, experience and talent, perform to County's reasonable satisfaction.

**9. DEFAULT**

A. If Contractor defaults in Contractor's performance, County shall promptly notify Contractor in writing. If Contractor fails to cure a default within 30 days after notification, unless otherwise specified in Exhibit D, or if the default requires more than 30 days to cure and Contractor fails to commence to cure the default within 30 days after notification, then Contractor's failure shall terminate this Contract.

B. If Contractor fails to cure default within the specified period of time, County may elect to cure the default and any expense incurred shall be payable by Contractor to County.

C. If County serves Contractor with a notice of default and Contractor fails to cure the default, Contractor waives any further notice of termination of this Contract.



D. If this Contract is terminated because of Contractor's default, County shall be entitled to recover from Contractor all damages allowed by law.

#### **10. INDEMNIFICATION**

A. Contractor will indemnify, hold harmless and assume the defense of the County of Solano, its officers, employees, agents and elective and appointive boards from all claims, losses, damages, including property damages, personal injury, death and liability of every kind, directly or indirectly arising from Contractor's operations or from any persons directly or indirectly employed by, or acting as agent for, Contractor, excepting the sole negligence or willful misconduct of the County of Solano. This indemnification shall extend to claims, losses, damages, injury and liability for injuries occurring after completion of Contractor's services, as well as during the progress of rendering such services.

B. Acceptance of insurance required by this Contract does not relieve Contractor from liability under this indemnification clause. This indemnification clause shall apply to all damages or claims for damages suffered by Contractor's operations regardless if any insurance is applicable or not.

#### **11. INDEPENDENT CONTRACTOR**

A. Contractor is an independent contractor and not an agent, officer or employee of County. The parties mutually understand that this Contract is by and between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association.

B. Contractor shall have no claim against County for employee rights or benefits including, but not limited to, seniority, vacation time, vacation pay, sick leave, personal time off, overtime, medical, dental or hospital benefits, retirement benefits, Social Security, disability, Workers' Compensation, unemployment insurance benefits, civil service protection, disability retirement benefits, paid holidays or other paid leaves of absence.

C. Contractor is solely obligated to pay all applicable taxes, deductions and other obligations including, but not limited to, federal and state income taxes, withholding, Social Security, unemployment, disability insurance, Workers' Compensation and Medicare payments.

D. Contractor shall indemnify and hold County harmless from any liability which County may incur because of Contractor's failure to pay such obligations.

E. As an independent contractor, Contractor is not subject to the direction and control of County except as to the final result contracted for under this Contract. County may not require Contractor to change Contractor's manner of doing business, but may require redirection of efforts to fulfill this Contract.

F. Contractor may provide services to others during the same period Contractor provides service to County under this Contract.

G. Any third persons employed by Contractor shall be under Contractor's exclusive direction, supervision and control. Contractor shall determine all conditions of employment including hours, wages, working conditions, discipline, hiring and discharging or any other condition of employment.

H. As an independent contractor, Contractor shall indemnify and hold County harmless from any claims that may be made against County based on any contention by a third party that an employer-employee relationship exists under this Contract.

I. Contractor, with full knowledge and understanding of the foregoing, freely, knowingly, willingly and voluntarily waives the right to assert any claim to any right or benefit or term or condition of employment insofar as they may be related to or arise from compensation paid hereunder.

## **12. RESPONSIBILITIES OF CONTRACTOR**

A. The parties understand and agree that Contractor possesses the requisite skills necessary to perform the work under this Contract and County relies upon such skills. Contractor pledges to perform the work skillfully and professionally. County's acceptance of Contractor's work does not constitute a release of Contractor from professional responsibility.

B. Contractor verifies that Contractor has reviewed the scope of work to be performed under this Contract and agrees that in Contractor's professional judgment, the work can and shall be completed for costs within the maximum amount set forth in this Contract.

C. To fully comply with the terms and conditions of this Contract, Contractor shall:

(1) Establish and maintain a system of accounts for budgeted funds that complies with generally accepted accounting principles for government agencies;

(2) Document all costs by maintaining complete and accurate records of all financial transactions associated with this Contract, including, but not limited to, invoices and other official documentation that sufficiently support all charges under this Contract;

(3) Submit monthly reimbursement claims for expenditures that directly benefit Solano County;

(4) Be liable for repayment of any disallowed costs identified through quarterly reports, audits, monitoring or other sources; and

(5) Retain financial, programmatic, client data and other service records for 3 years from the date of the end of the contract award or for 3 years from the date of termination, whichever is later.

## **13. COMPLIANCE WITH LAW**

A. Contractor shall comply with all federal, state and local laws and regulations applicable to Contractor's performance, including, but not limited to, licensing, employment and purchasing practices, wages, hours and conditions of employment.

B. Contractor warrants that it will comply with the appropriate cost principles and administrative requirements including claims for payment or reimbursement by County as outlined in the Applicable Cost Principles and Administrative Requirements table below, as currently enacted or as may be amended throughout the term of this Contract.

**Applicable Cost Principles and Administrative requirements**

The federal cost principles and administrative requirements associated with each organization type apply to that organization.

Organization Type	Cost Principles	Administrative Requirements
Federal Governments	2 CFR Part 225	OMB A-102
State and Local Government	2 CFR, Part 225	49 CFR, Part 18
Educational Institutions	2 CFR, Part 220	2 CFR, Part 215
Non-Profit Organizations	2 CFR, Part 230	2 CFR, Part 215
For Profit Organizations	48 CFR, Chapter 1, Part 31	49 CFR, Part 18
<b>CFR (Code of Federal Regulations)</b>		
<b>OMB (Office of Management and Budget)</b>		
<b>Related URLs:</b>		
<ul style="list-style-type: none"> <li>• Various OMB Circular: <a href="http://www.whitehouse.gov/omb/grants_circulars">http://www.whitehouse.gov/omb/grants_circulars</a></li> <li>• Code of Federal Regulations: <a href="http://www.gpoaccess.gov/CFR">http://www.gpoaccess.gov/CFR</a></li> </ul>		

**14. CONFIDENTIALITY**

A. Contractor shall prevent unauthorized disclosure of names and other client-identifying information, except for statistical information not identifying a particular client.

B. Contractor shall not use client specific information for any purpose other than carrying out Contractor's obligations under this Contract.

C. Contractor shall promptly transmit to County all requests for disclosure of confidential information.

D. Except as otherwise permitted by this Contract or authorized by the client, Contractor shall not disclose any confidential information to anyone other than the State without prior written authorization from County.

E. For purposes of this section, identity shall include, but not be limited to, name, identifying number, symbol or other client identifying particulars, such as fingerprints, voice print or photograph. Client shall include individuals receiving services pursuant to this Contract.

**15. CONFLICT OF INTEREST**

A. Contractor warrants that Contractor and/or Contractor's employees and/or their immediate families and/or Board of Directors and/or officers have no interest, including, but not limited to, other projects or independent contracts, and shall not acquire any interest, direct or indirect, including separate contracts for the work to be performed hereunder, which conflicts with the rendering of services under this Contract. Contractor shall employ or retain no such person while rendering services under this Contract. Services rendered by Contractor's associates or employees shall not relieve Contractor from personal responsibility under this clause.

B. Contractor has an affirmative duty to disclose to County in writing the name(s) of any person(s) who have an actual, potential or apparent conflict of interest.

**16. DRUG FREE WORKPLACE**

Contractor warrants that Contractor is knowledgeable of Government Code section 8350 et. seq., regarding a drug free workplace and shall abide by and implement its statutory requirements.

**17. HEALTH AND SAFETY STANDARDS**

Contractor shall abide by all health and safety standards set forth by the State of California and/or the County of Solano pursuant to the Injury and Illness Prevention Program. If applicable, Contractor must receive all health and safety information and training.

**18. CHILD/ADULT ABUSE**

If services pursuant to this Contract will be provided to children and/or elder adults, Contractor warrants that Contractor is knowledgeable of the Child Abuse and Neglect Reporting Act (Penal Code section 11164 et seq.) and the Elder Abuse and Dependent Adult Civil Protection Act (Welfare and Institutions Code section 15600 et seq.) requiring reporting of suspected abuse.

**19. INSPECTION**

Authorized representatives of County, the state and/or the federal government may inspect and/or audit Contractor's performance, place of business and/or records pertaining to this Contract.

**20. NONDISCRIMINATION**

A. In rendering services under this Contract, Contractor shall comply with all applicable federal, state and local laws, rules and regulations and shall not discriminate based on age, ancestry, color, gender, marital status, medical condition, national origin, physical or mental disability, race, religion, sexual orientation, or other protected status.

B. Further, Contractor shall not discriminate against its employees, which includes, but is not limited to, employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

**21. SUBCONTRACTOR AND ASSIGNMENT**

A. Services under this Contract are deemed to be personal services.

B. Contractor shall not subcontract any work under this Contract nor assign this Contract or monies due without the prior written consent of the County's Contract Manager, the County's applicable Department Head or his or her designee and the County Administrator subject to any required state or federal approval.

C. If County consents to the use of Subcontractors, Contractor shall require and verify that its subcontractors maintain insurance meeting all the requirements stated in Section 7 above.

D. Assignment by Contractor of any monies due shall not constitute an assignment of the Contract.

**22. UNFORESEEN CIRCUMSTANCES**

Contractor is not responsible for any delay caused by natural disaster, war, civil disturbance, labor dispute or other cause beyond Contractor's reasonable control, provided Contractor gives written notice to County of the cause of the delay within 10 days of the start of the delay.

**23. OWNERSHIP OF DOCUMENTS**

A. County shall be the owner of and shall be entitled to possession of any computations, plans, correspondence or other pertinent data and information gathered by or computed by Contractor prior to termination of this Contract by County or upon completion of the work pursuant to this Contract.

B. No material prepared in connection with the project shall be subject to copyright in the United States or in any other country.

**24. NOTICE**

A. Any notice necessary to the performance of this Contract shall be given in writing by personal delivery or by prepaid first-class mail addressed as stated on the first page of this Contract.

B. If notice is given by personal delivery, notice is effective as of the date of personal delivery. If notice is given by mail, notice is effective as of the day following the date of mailing or the date of delivery reflected upon a return receipt, whichever occurs first.

**25. NONRENEWAL**

Contractor acknowledges that there is no guarantee that County will renew Contractor's services under a new contract following expiration or termination of this Contract. Contractor waives all rights to notice of non-renewal of Contractor's services.

**26. COUNTY'S OBLIGATION SUBJECT TO AVAILABILITY OF FUNDS**

A. The County's obligation under this Contract is subject to the availability of authorized funds. The County may terminate the Contract, or any part of the Contract work, without prejudice to any right or remedy of the County, for lack of appropriation of funds. If expected or actual funding is withdrawn, reduced or limited in any way prior to the expiration date set forth in this Contract, or any subsequent Amendment, the County may, upon written Notice to the Contractor, terminate this Contract in whole or in part.

B. Payment shall not exceed the amount allowable for appropriation by the County Board of Supervisors. If the Contract is terminated for non-appropriation:

- i. The County will be liable only for payment in accordance with the terms of this Contract for services rendered prior to the effective date of termination; and
- ii. The Contractor shall be released from any obligation to provide further services pursuant to this Contract that are affected by the termination.

C. Funding for this Contract beyond the current appropriation year is conditional upon appropriation by the Board of Supervisors of sufficient funds to support the activities described in this Contract. Should such an appropriation not be approved, this Contract will terminate at the close of the current Appropriation Year.

D. This Contract is void and unenforceable if all or part of federal or State funds applicable to this Contract are not available to County. If applicable funding is reduced, County may either:

- (1) Cancel this Contract; or,
- (2) Offer a contract amendment reflecting the reduced funding.

**27. CHANGES AND AMENDMENTS**

A. County may request changes in Contractor's scope of services. Any mutually agreed upon changes, including any increase or decrease in the amount of Contractor's compensation, shall be effective when incorporated in written amendments to this Contract.

B. The party desiring the revision shall request amendments to the terms and conditions of this Contract in writing. Any adjustment to this Contract shall be effective only upon the parties' mutual execution of an amendment in writing.

C. No verbal agreements or conversations prior to execution of this Contract or requested Amendment shall affect or modify any of the terms or conditions of this Contract unless reduced to writing according to the applicable provisions of this Contract.

**28. CHOICE OF LAW**

The parties have executed and delivered this Contract in the County of Solano, State of California. The laws of the State of California shall govern the validity, enforceability or interpretation of this Contract. Solano County shall be the venue for any action or proceeding, in law or equity that may be brought in connection with this Contract.

**29. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT**

Contractor warrants that it is knowledgeable of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and its implementing regulations issued by the U.S. Department of Health and Human Services (45 C.F.R. Parts 160-64) regarding the protection of health information obtained, created, or exchanged as a result of this Contract and shall abide by and implement its statutory requirements.

**30. WAIVER**

Any failure of a party to assert any right under this Contract shall not constitute a waiver or a termination of that right, under this Contract or any provision of this Contract.

**31. CONFLICTS IN THE CONTRACT DOCUMENTS**

The Contract documents are intended to be complementary and interpreted in harmony so as to avoid conflict. In the event of conflict in the Contract documents, the parties agree that the document providing the highest quality and level of service to the County shall supersede any inconsistent term in these documents.

**32. FAITH BASED ORGANIZATIONS**

A. Contractor agrees and acknowledges that County may make funds available for programs or services affiliated with religious organizations under the following conditions: (a) the funds are made available on an equal basis as for programs or services affiliated with non-religious organizations; (b) the program funded does not have the substantial effect of supporting religious activities; (c) the funding is indirect, remote, or incidental to the religious purpose of the organization; and (d) the organization complies with the terms and conditions of this resolution.

B. Contractor agrees and acknowledges that County may not make funds available for programs or services affiliated with a religious organization (a) that has denied or continues to deny access to services on the basis of race, color, religion, ancestry, national origin, sex, citizenship, or known disability; (b) will use the funds for a religious purpose; (c) will use the funds for a program or service that subjects its participants to religious education.

C. Contractor agrees and acknowledges that all recipients of funding from County must: (a) comply with all legal requirements and restrictions imposed upon government-funded

activities set forth in Article IX, section 8 and Article XVI, section 5 of the California Constitution and in the First Amendment to the United States Constitution; and (b) segregate such funding from all funding used for religious purposes.

### **33. PRICING**

Should Contractor, at any time during the term of this Contract, provide the same goods or services under similar quantity, terms and conditions to one or more counties in the State of California at prices below those set forth in this Contract, then the parties agree to amend this Contract so that such lower prices shall be extended immediately to County for all future services.

### **34. USE OF PROVISIONS, TERMS, CONDITIONS AND PRICING BY OTHER PUBLIC AGENCIES**

Contractor and County agree that the terms of this Contract may be extended to any other public agency located in the State of California, as provided for in this section. Another public agency wishing to use the provisions, terms, and pricing of this Contract to contract for equipment and services comparable to that described in this Contract shall be responsible for entering into their own contract with Contractor, as well as providing for their own payment provisions, making all payments, and obtaining any certificates of insurance and bonds that may be required. County is not responsible for providing to any other government agency any documentation relating this Contract or its implementation. Any government agency that uses provisions, terms, or pricing of this Contract shall by virtue of doing so be deemed to indemnify and hold harmless County from all claims, demands, or causes of actions of every kind arising directly or indirectly with the use of this Contract. County makes no guarantee of usage by other users of this Contract nor shall the County incur any financial responsibility in connection with any contracts entered into by another government agency. Such other government agency shall accept sole responsibility for placing orders and making payments to Contractor.

### **35. DISBARMENT OR SUSPENSION OF CONTRACTOR**

A. Contractor warrants that its officers, directors and employees (i) are not currently excluded, debarred, or otherwise ineligible to participate in the federal health programs as defined in 42 USC § 1320a-7b(f) (the "Federal Healthcare Programs") or any state healthcare programs; (ii) have not been convicted of a criminal offense related to the provision of healthcare items or services but have not yet been excluded, debarred, or otherwise declared ineligible to participate in the Federal Healthcare Programs or any state healthcare programs, and (iii) are not, to the best of its knowledge, under investigation or otherwise aware of any circumstances which may result in Contractor being excluded from participation in the Federal Healthcare Programs or any state healthcare programs.

B. This representation and warranty shall be an ongoing representation and warranty during the term of this Contract and Contractor must immediately notify the County of any change in the status of the representations and warranty set forth in this section.

C. If services pursuant to this Contract involve healthcare programs, Contractor agrees to provide certification of non-suspension with submission of each invoice. Failure to submit certification with invoices will result in a delay in County processing of Contractor's payment.

### **36. EXECUTION IN COUNTERPARTS**

This Contract may be executed in duplicate originals, each of which is deemed to be an original, but when taken together shall constitute one instrument. Facsimile copies shall be deemed to be original copies.

**37. LOCAL EMPLOYMENT POLICY**

Solano County desires, whenever possible, to hire qualified local residents to work on County projects. A local resident is defined as a person who resides in, or a business that is located in, Solano County. The County encourages an active outreach program on the part of its contractors, consultants and agents. When local projects require subcontractors, Contractor shall solicit proposals for qualified local residents where possible.

**38. ENTIRE CONTRACT**

This Contract, including any exhibits referenced, constitutes the entire agreement between the parties and there are no inducements, promises, terms, conditions or obligations made or entered into by County or Contractor other than those contained.



**EXHIBIT D**  
**SPECIAL TERMS AND CONDITIONS**

**1. SPECIAL RESPONSIBILITIES OF CONTRACTOR.** Contractor shall either:

A. Conduct an audit, at Contractor's expense, according to the requirements of OMB Circular A-133, which identifies all funds granted, received, disbursed and expended, and provide the audit to County within thirty (30) days of the end of each calendar year of the term of this Contract.; and provide an audit report, including a management letter, within thirty (30) days of the end of each calendar year of the term of this Contract.; or,

B. If funds awarded to Contractor by County under this Contract are \$100,000 per fiscal year or less, provide an unaudited statement of revenue and expenditures and balance sheet (if applicable) to County within thirty (30) days of the end of each calendar year of the term of this Contract.

**2. POLICY ON COMPLIANCE IN CONTRACTS**

Without limiting any remedy available under section 9 of Exhibit C to this Contract, or as otherwise provided by law, in the event of a default by Contractor or other noncompliance with the terms of this Contract, County may, in the sole and absolute discretion of County, require Contractor to comply with County's procedure for identifying and correcting non-compliance in contracts, which procedure is set forth in the First 5 Solano Children and Families Commission Policy on Compliance in Contracts.

**3. CONFIDENTIALITY OF MENTAL HEALTH RECORDS**

Contractor warrants that Contractor is knowledgeable of Welfare and Institutions Code section 5328 respecting confidentiality of records. County and Contractor shall maintain the confidentiality of any information regarding clients (or their families) receiving Contractor's services. Contractor may obtain such information from application forms, interviews, tests or reports from public agencies, counselors or any other source. Without the client's written permission, Contractor shall divulge such information only as necessary for purposes related to the performance or evaluation of services provided pursuant to this Contract, and then only to those persons having responsibilities under this Contract, including those furnishing services under Contractor through subcontracts.

**4. PUBLIC ACKNOWLEDGEMENT OF FUNDS**

The First 5 Solano Children and Families Commission is funded by taxpayer dollars. Therefore, Contractor shall appropriately acknowledge the grant from the First 5 Solano Children and Families Commission.

Appropriate acknowledgement is defined as follows:

- (a) Includes the First 5 Solano logo;
- (b) Includes the statement, "Made possible by a grant from First 5 Solano Children and Families Commission";
- (c) The statement and logo must be included in all public materials that mention the funded grant and its programs or services, including (but not limited to) Web sites, e-mails, news releases, media advisories, brochures, newsletters, flyers, advertisements, public service announcements, posters, CD-ROMs and any other public communication items.

Any deviation from the above must be approved by First 5 Solano before distribution of

public outreach materials.

**5. START-UP PERIOD**

Without limiting any remedy available under section 9 of Exhibit C to this Contract, or as otherwise provided by law, in the event that Contractor does not implement the services contemplated by this Contract within 6 months of the effective date of this Contract, County reserves the right, in the sole and absolute discretion of County, to terminate the Contract with 15 days written notice of such termination to Contractor.

**6. MEDICAL ADMINISTRATIVE ACTIVITIES**

As applicable, Contractor shall engage in Medi-Cal Administrative Activities ("MAA") program planning and policy development activities as appropriate in the course of the administration of the program, and in accordance with the approved claiming plan on file with Solano County Health and Social Services Department. Contractor shall provide all partner agencies with information on accessing Targeted Case Management ("TCM") and Medi-Cal Administrative activities (MAA) funding, and coordination of other training as needed.

**7. TOBACCO POLICY**

Contractor agrees to abide by written policies provided by County as Exhibit D-1 relating to tobacco use and acceptance of funds from the tobacco industry.

**FIRST 5 SOLANO CHILDREN AND FAMILIES COMMISSION**

**TOBACCO EDUCATION, PREVENTION, AND INVESTMENT POLICY**

The following constitutes the adopted First 5 Solano Tobacco Policy that funded projects will adhere to:

Funded Projects will:

- 1) Provide a smoke-free working environment,
- 2) Provide and/or arrange training and information to staff on smoking cessation/dangers of second-hand smoke (as needed),
- 3) Refuse tobacco funding, and
- 4) Divest themselves of tobacco product investments.
- 5) Distribute and/or make available smoking cessation- related materials for participants in Commission funded programs.

**Solano County Children & Families Commission  
Mini-Grant Application 2013  
Cover Sheet**

Name of organization (if applicable): **FAIRFIELD-SUISUN UNIFIED SCHOOL DISTRICT**

Type of Provider:  School District

	Name	Phone	Email
Contract Signatory- Person signing the contract	Jacki Cottingim-Dias, Ed.D.	707.399.5000	jackic@fsusd.org
Primary Contact- Person who will be managing the academies, scheduling training receive materials and completing reports and evaluation activities	Stacy Burke	707.399.5057	stacyb@fsusd.org

Address where Pre-K Academy services are located: 2490 Hilborn Road, Fairfield, CA 94534

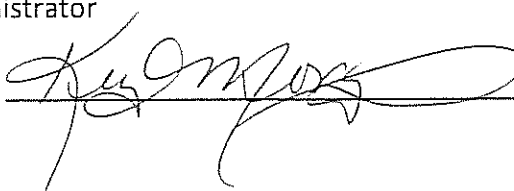
Please list the number of grants requesting, by site:

	Site Location	Dates	Time	# of students proposed	Amount Requested
1	Anna Kyle Elementary School – Room 1	7/15-8/9/2013	8:15 – 11:45	32 (M-Th) 32 (Friday) 128 Total	7,007.76
2	Anna Kyle Elementary School – Room 2	7/15-8/9/2013	8:15 – 11:45	32 (M-Th) 32 (Friday) 128 Total	7,007.76
3	Laurel Creek Elementary School	7/15-8/9/2013	8:15 – 11:45	32 (M-Th) 32 (Friday) 64 Total	7,160.36
4	Oakbrook Elementary School	7/15-8/9/2013	8:15 – 11:45	32 (M-Th) 32 (Friday) 64 Total	7,160.36
5	Sheldon Elementary School	7/15-8/9/2013	8:15 – 11:45	32 (M-Th) 32 (Friday) 64 Total	7,160.36
6	David Weir Elementary School	7/15-8/9/2013	8:15 – 11:45	32 (M-Th) 32 (Friday) 64 Total	7,160.36
Total Amount Requested				192 M-Th 192 F	\$42,656.94

I acknowledge that I have reviewed and accepted First 5 Solano's form of contract with:  
 No qualifications

Print Name and Title of Person Submitting Application:  
(Name) Stacy Burke (Title) District Administrator

Signature of Person Submitting Application: \_\_\_\_\_



**First 5 Solano County Children & Families Commission  
Pre-K Academy Services Mini-Grant Application**

**I. Proposal Description (80 Points)**

**1. (40 points)** Describe the approach to be used in the proposed Pre-K Academy.

a. What needs do you anticipate children without formal childcare or preschool experience to have, and how will your Pre-K Academy address these needs?

Due to their different prekindergarten education experiences and individual rates of development, children enter kindergarten with widely varying skills, knowledge, and levels of preparedness. Students who come to kindergarten with certain skills and abilities are likely to achieve more than those who do not. Children who have not attended a preschool or similar out of home experience may not have been exposed to experiences that prepare them and may have needs in the following areas:

- Personal and Social Development – A confident approach to learning, eagerness to participate, knowing how to ask a non-family member for help, cooperation
- Self-Control – Following rules and routines, moving from one activity to the next, learning to wait, ability to take turns, listening for instruction
- Interactions with Others – Ability to interact easily with one or more children and with adults, participating successfully in group activities, taking turns and sharing, resolving conflicts amicably, seeking adult help to solve conflict
- Language and Literacy – Listening with understanding to directions and conversations, following one- or two-step directions, practice in speaking with others, ability to express information clearly
- Literature and Reading – Listening to stories read aloud, interest in reading-related activities, ability to retell information from a story, using pictures for storytelling
- Writing – Using scribbles, shapes, pictures and letter-like symbols to communicate ideas, alphabet knowledge (recites/singing alphabet, identifying letters)
- Mathematical Thinking – Sorting objects, recognizing patterns, rote counting, counting objects, identifying numerals, identifying shapes, measurement
- Gross-Motor Skills - Pedaling and steering a tricycle, jumping in place, balancing, hopping, throwing a ball, catching a ball, climbing a ladder, skipping
- Fine-Motor Skills – Stacking blocks, stringing beads, solving puzzles, forming clay figures, holding a pencil, grasping scissors and using them correctly, using a glue stick
- Arts – Identifying colors, using art materials, singing, dancing, make-believe and pretending

How will your Pre-K Academy address these needs?

In the four weeks of the main Kinder Ready Academy (Monday through Thursday), students will gain guided practice and freedom to explore in all of the above areas that prepare them for school. They will receive reading instruction through a program with proven achievement results. Up to 32 students on the Waiting List (Fridays) will experience an abbreviated version focused on the most essential activities of the week.

Experienced classroom teachers will carefully structure lessons and activities that they know will best prepare new students for the classroom. Gentle and patient support from the teacher, the para-educator and parent helpers will encourage student participation and foster an eagerness for learning and ownership of the kindergarten classroom. Every student deserves to feel like “This school was built just for me!” (*because it was*).

- b. Describe the number of hours per day, time of day, number of days per week, and number of weeks per session. List the actual start and end dates of each session.

Activity	Start/End	# of weeks	Days per week	Time of day	Hours per day	Total hours
Teacher prep (no student) days	7/11-12	0	2	TBA	3	6
Teacher training (assessment tool)	TBA	0	2	TBA	1.5	3
Teacher training (Learning Dynamics)	TBA	0	1	TBA	2	2
Teacher in session	7/15-8/9	4	5	8:15-11:45	3.5	70
Para-educator prep with teacher	7/12	0	1	TBA	3	3
Para-educator in session	7/15-8/9	4	5	8:15-11:45	3.5	70
Academy (Enrolled)	7/15-8/9	4	4 (M-Th)	8:15-11:45*	3	48
Academy Lite (Waiting list)	7/15-8/9	4	1 (Fridays)	8:15-11:45*	3	12
Teacher prep during session	7/15-8/9	4	5	8:00-8:30	.5	12

\*Includes 15 minutes for breakfast before class and 15 minutes for lunch after class.

Teachers will have the option of collaborating during their prep days to create a common program or to work individually. Teachers receive 30 minutes prep time for each 3 hour teaching day.

Students begin the FSUSD 2013-2014 school year on August 14, 2013.

- c. Describe the specific early education, early literacy and/or early numeracy curriculum and activities to promote social-emotional growth and development.

The school day will include whole group instruction and interaction, small groups in learning centers, guided physical activity and supervised playground activity. Students will be coached in social skills in all instructional settings. In addition to academic readiness and socialization, a major objective will be to focus on the routines and procedures that take place in a kindergarten classroom.

Early Literacy: **The Learning Dynamics Preschool** Program (see Attachment A ) will be used at each site. The program is slated for pilot implementation at several district sites and was chosen because of their history of success with early reading. Learning Dynamics will provide two hours of professional development for the Kinder Ready Academy teachers. The materials used in the program go home with the students in a system of progressive achievement.

In addition, letter/sound identification, letter formation practice using white boards, computers, chalk, rainbow colors, songs, bingo and fingerplays. District approved books will be used to learn concepts of print, alphabet recognition and in listening centers. Students will receive books and materials to take home for additional support and practice (this is not homework – there will be no assignments that are due or

Numeracy: Students will work in learning centers with puzzles, manipulatives, counting/sorting/making sets, identifying numerals.

Enrichment activities:

- Educational Author Visit – Each site will receive a one hour visit with published children’s author from Martin Pearl Publishing. Angelina McKinsey, Ed.D., a former administrator in FSUSD, is the owner/president of Marin Pearl and has extended this offer to our schools (see Attachment B which includes an example of an author visit ).
- Our Food Services registered dietitians will provide a one hour lesson on healthy eating with hands-on food preparation activities for students and devouring of their results!

- Several local dance/athletic programs have expressed interest in providing an interactive presentation of dance, tumbling and other age-appropriate activities. Each of our sites is committed to procuring the services of at least one fitness presenter once our program is secured.
- Each site is committed to scheduling a local dentist to present a brief program on eating well, brushing and flossing and good habits for dental health.

Daily enrichment activities will include music, visual art, physical activity, games and structured play.

- d. Tell us how you will ensure that your proposed program will align with the Kindergarten curriculum in the school(s) in your geographic area. Attach any letters of agreement or Memorandums of Understanding with School Districts that document this alignment.

All Kinder Ready Academy curricula will align with or be the curriculum that students will actually use when they start Kindergarten. Students will use the district's Kindergarten curriculum and activities that align with or prepare students for the curriculum. Teachers have been introduced to the new California Common Core Standards and will be able to prepare students for the newest state and national expectations.

2. (20 points) Clearly outline the qualifications and experience of your program, site, and/or partners for implementing this program. Explain the ratios of each type of program staff to number of children served. Tell us how the staff, environment and curriculum will meet the cultural and linguistic needs of the diverse children and families enrolled in Pre-K Academies.

Clearly outline the qualifications and experience of your program, site, and/or partners for implementing this program.

Fairfield-Suisun Unified School District has a history of offering "Jump Start" programs in the summer for a variety of grade levels and student needs. The Kinder Ready Academy will draw upon the experience and expertise of the teachers and administrators at each site to design a program that prepares students for the general needs of kindergarten and the unique qualities at each site.

A district administrator will be assigned on call to the program throughout its duration.

A Teacher in Charge (an experienced and capable teacher) will circulate between the six sites, ensure that programs are running smoothly, maintain responsibility for records and grant requirements, and intervene when necessary.

Teachers will be required to hold a valid Multiple Subjects Credential. The positions will be filled in accordance with our district's hiring procedures. Kindergarten teachers from our sites have expressed interest in teaching in the program.

A para-educator will be hired for each classroom in accordance with our district's procedures. Bilingual para-educators will be hired for the sites that include students who are English learners. Several bilingual para-educators have expressed interest in working in the program.

Explain the ratios of each type of program staff to number of children served.

In keeping with the actual ratio of our kindergarten classes, each Kinder Ready class will be enrolled at 32 students to one teacher and one para-educator.

Tell us how the staff, environment and curriculum will meet the cultural and linguistic needs of the diverse children and families enrolled in Pre-K Academies.

Our district teachers and staff work at schools that teach, model and expect cultural sensitivity and inclusiveness of all students. Our teachers are required to have English Learner authorization in addition to their teaching credentials. Students will be in their neighborhood schools in close proximity to their homes. Their classrooms reflect the interests and culture of the students they serve. The curriculum is focused on success for all students in meeting the challenges of the California Common Core Standards and is accessible to students at all levels and from all background.

3. (10 points) Describe specific plans for engaging and educating parents/caregivers during Pre-K Academies. Parents will be sincerely welcomed to the Academy in the program information materials, through phone and mail contact, during the registration process and throughout the four week session. All parents will be encouraged to participate in classroom activities, help in the learning centers or to simply be present until separation anxiety subsides. A bilingual para-educator will be available to translate Spanish/English. Parents will be encouraged to share their questions and concerns in person and in the weekly bulletin that will go home with each child.

Parents/guardians will be strongly and warmly encouraged to participate in Adult Education sessions. A Spanish translator will be in attendance. If the sessions are to be held when class is not in session, babysitting will be provided on site by district para-educators.

The following one-hour sessions will circulate between the Kinder Ready sites:

*Ready ... Set ... READ!*

Presented by certificated district staff, this session will cover a variety of strategies adults can use immediately to support their child's reading skills in the early years, including an introduction to the Learning Dynamics Preschool Program. Participants will receive guided practice in reading strategies, a parent guide and books to share with their child. All parents/guardians will receive the guide and children's books regardless of participation.

*Homemade Math*

Presented by a certificated district staff member, this session will introduce fun and helpful ways adults can encourage early math skills and vocabulary using common household items and tasks. Participants will leave with a packet of information and ideas to keep young math-minds active at home.

*Fresh Foods are Fun*

Presented by a registered dietitian, this session will review nutrition needs for the growing child and explore affordable, healthy fresh food choices that kids like. Tricks to trade out unhealthy snacks for comparable fresh foods will be revealed! This hands-on session will offer adults the opportunity to create quick, nutritious and appealing snacks – and sample their creations.

*Project Pave the Way*

What can concerned adults do to prepare their children for successful learning *every day*? Presented by a seasoned, compassionate and creative educator, this session will include helpful suggestions for scheduling, organization, communication with staff, understanding a child's view of school and navigating the education system.



4. (10 points) Describe the specific ways/plan for performing Outreach activities to families with children with no prior preschool experience, including dates of events, media outreach, collaborations with schools, etc. Each Kinder Ready Academy site is located on an elementary school campus. All schools have begun the registration process for Fall 2013. Included in kindergarten registration is the Kindergarten Information Sheet (see Attachment C). Along with other information that will help teachers support their students, the Information Sheet specifically asks if the child has attended Nursery School, Preschool, Daycare or Pre-Kindergarten and asks for the location and duration of their attendance.

Parents/Guardians who have indicated that their child has no prior preschool experience will be contacted by mail and auto-dial phone message to inform them of the Kinder Ready program and invite them to register their child. We will follow up with live phone calls to families that do not respond. A waiting list will be created based on required priorities once classes have reached capacity.

Although it is early in the registration process, our proposed sites have the following information. These are early, preliminary numbers; actual enrollment will be higher:

School	# Registered	# No Preschool	# EL (approx.)	% SED (school)	# Classes
Kyle	86	68	69	94	2
Laurel Creek	79	20	23	62	1
Oakbrook	20	5	0	38	1
Sheldon	36	17	26	84	1
Weir	47	37	28	90	1

Kinder Ready Academy will be advertised on the district website and the district Facebook page. All district schools will include the information in their newsletters that go home.

Our non-participating elementary schools will also have information available regarding students with no preschool experience. Should our enrollment fall below 32 students in any class, students from non-participating school sites will also be invited and registered or placed on the waiting list.

Although applicants are encouraged to budget up to 10% of the grant funds on outreach activities, the district already has ready access to our client base and the ability to contact them directly. Costs for mailing, posting information, creating newsletter blurbs and making phone calls will be considered in-kind expenditures from the district.

5. How will you ensure that all Pre-K Academy slots are fully utilized. If this includes a waiting list, how will it be managed?

Based on early registration data, we will have no problem filling our classes with students who qualify as "no preschool." Waiting lists will be created with priority given to students with no preschool experience, then English learners, followed by socio-economically disadvantaged and/or at risk circumstances.

To include as many children as possible, the full classes of 32 students will attend Monday through Thursday, fulfilling the minimum number of hours required. Every Friday, the first 32 students on the waiting list will be invited to attend a three-hour replicating highlights of the lessons and activities from that week in an abbreviated presentation.

**First 5 Solano County Children & Families Commission  
Pre-K Academy Services Mini-Grant Application**

**Budget and Budget Narrative (20 Points)**

*Use one page for each Mini-grant session request – up to \$10,000 per session.*

*Session# 1 Start Date: July 15, 2013 End Date: August 9, 2013 Time: 8:15 – 11:45 a.m.*

*Date School Starts in this School District: August 15, 2013*

*Location: Address: Anna Kyle Elementary School – Room 1  
1600 Kidder Avenue, Fairfield, CA 94533*

A. Staffing - include all classroom, administrative, janitorial and support staff; include time spent on outreach, training and evaluation activities.			FIRST 5 GRANT FUNDS	IN-KIND	Total Budget
Position	Rate/hour	Amount of Benefits			
1. Teacher	32.01	4.13	2,927.34	0	2,927.34
2. Bilingual Para-educator	17.61	Included	1,285.53	0	1,285.53
3. Custodian	15.19	5.16	458	0	458
4. Teacher in Charge*	32.01	4.13	487.89	0	487.89
5. District Administrator* (on call)	20	Included	0	200	200
6. Ready, Set, READ Instructor	50	Included	0	200	200
7. Homemade Math Instructor	50	Included	0	200	200
8. Fresh Foods are Fun Instructor	50	Included	0	200	200
9. Project Pave the Way Instructor	50	Included	0	200	200
B. Materials, supplies and equipment (describe below)			1,324	0	1,324
C. Food Service (describe below)			0	State food program	0
D. Overhead Expenses (Ex: indirect costs, rent, utilities, etc. – describe below)			0	400	400
E. Transportation Supports/Incentives(describe below)			25	0	25
F. Outreach Activities (costs not included in other sections)			100	0	100
H. Enrichment Activities (describe below)			0	0	0
I. Other (describe below)			400	0	400
<b>TOTAL:</b>			<b>7,007.76</b>	<b>1,400</b>	<b>8,407.76</b>

\*Time and salary shared by six sites.

**First 5 Solano County Children & Families Commission  
Pre-K Academy Services Mini-Grant Application**

**Budget and Budget Narrative (20 Points)**

*Use one page for each Mini-grant session request – up to \$10,000 per session.*

*Session# 1 Start Date: July 15, 2013 End Date: August 9, 2013 Time: 8:15 – 11:45 a.m.*

*Date School Starts in this School District: August 15, 2013*

*Location: Address: Anna Kyle Elementary School – Room 2  
1600 Kidder Avenue, Fairfield, CA 94533*

A. Staffing - include all classroom, administrative, janitorial and support staff; include time spent on outreach, training and evaluation activities.			FIRST 5 GRANT FUNDS	IN-KIND	Total Budget
Position	Rate/hour	Amount of Benefits			
1. Teacher	32.01	4.13	2,927.34	0	2,927.34
2. Bilingual Para-educator	17.61	Included	1,285.53	0	1,285.53
3. Custodian	15.19	5.16	458	0	458
4. Teacher in Charge*	32.01	4.13	487.89	0	487.89
5. District Administrator* (on call)	20	Included	0	200	200
6. Ready, Set, READ Instructor	50	Included	0	200	200
7. Homemade Math Instructor	50	Included	0	200	200
8. Fresh Foods are Fun Instructor	50	Included	0	200	200
9. Project Pave the Way Instructor	50	Included	0	200	200
B. Materials, supplies and equipment (describe below)			1,324	0	1,324
C. Food Service (describe below)			0	State food program	0
D. Overhead Expenses (Ex: indirect costs, rent, utilities, etc. – describe below)			0	400	400
E. Transportation Supports/Incentives(describe below)			25	0	25
F. Outreach Activities (costs not included in other sections)			100	0	100
H. Enrichment Activities (describe below)			0	0	0
I. Other (describe below)			400	0	400
<b>TOTAL:</b>			<b>7,007.76</b>	<b>1,400</b>	<b>8,407.76</b>

\*Time and salary shared by six sites.

## Pre-K Academy Services Mini-Grant Application

## Budget and Budget Narrative (20 Points)

Use one page for each Mini-grant session request – up to \$10,000 per session.

Session# 1 Start Date: July 15, 2013 End Date: August 9, 2013 Time: 8:15 – 11:45 a.m.

Date School Starts in this School District: August 15, 2013

Location: Address: Laurel Creek Elementary School  
2900 Gulf Drive, Fairfield, CA 94533

A. Staffing - include all classroom, administrative, janitorial and support staff; include time spent on outreach, training and evaluation activities.			FIRST 5 GRANT FUNDS	IN-KIND	Total Budget
Position	Rate/hour	Amount of Benefits			
1. Teacher	32.01	4.13	2,927.34	0	2,927.34
2. Bilingual Para-educator	17.61	Included	1,285.53	0	1,285.53
3. Custodian	15.19	5.16	610.60	0	610.60
4. Teacher in Charge*	32.01	4.13	487.89	0	487.89
5. District Administrator* (on call)	20	Included	0	200	200
6. Ready, Set, READ Instructor	50	Included	0	200	200
7. Homemade Math Instructor	50	Included	0	200	200
8. Fresh Foods are Fun Instructor	50	Included	0	200	200
9. Project Pave the Way Instructor	50	Included	0	200	200
B. Materials, supplies and equipment (describe below)			1,324	0	1,324
C. Food Service (describe below)			0	State food program	0
D. Overhead Expenses (Ex: indirect costs, rent, utilities, etc. – describe below)			0	400	400
E. Transportation Supports/incentives(describe below)			25	0	25
F. Outreach Activities (costs not included in other sections)			100	0	100
H. Enrichment Activities (describe below)			0	0	0
I. Other (describe below)			400	0	300
<b>TOTAL:</b>			<b>7,160.36</b>	<b>1,400</b>	<b>8,460.36</b>

\*Time and salary shared by six sites.

**First 5 Solano County Children & Families Commission  
Pre-K Academy Services Mini-Grant Application**

**Budget and Budget Narrative (20 Points)**

*Use one page for each Mini-grant session request – up to \$10,000 per session.*

*Session# 1 Start Date: July 15, 2013 End Date: August 9, 2013 Time: 8:15 – 11:45 a.m.*

*Date School Starts in this School District: August 15, 2013*

*Location: Address: Oakbrook Elementary School  
700 Oakbrook Drive, Fairfield, CA 94534*

A. Staffing - include all classroom, administrative, janitorial and support staff; include time spent on outreach, training and evaluation activities.			FIRST 5 GRANT FUNDS	IN-KIND	Total Budget
Position	Rate/hour	Amount of Benefits			
1. Teacher	32.01	4.13	2,927.34	0	2,927.34
2. Bilingual Para-educator	17.61	Included	1,285.53	0	1,285.53
3. Custodian	15.19	5.16	610.60	0	610.60
4. Teacher in Charge*	32.01	4.13	487.89	0	487.89
5. District Administrator* (on call)	20	Included	0	200	200
6. Ready, Set, READ Instructor	50	Included	0	200	200
7. Homemade Math Instructor	50	Included	0	200	200
8. Fresh Foods are Fun Instructor	50	Included	0	200	200
9. Project Pave the Way Instructor	50	Included	0	200	200
B. Materials, supplies and equipment (describe below)			1,324	0	1,324
C. Food Service (describe below)			0	State food program	0
D. Overhead Expenses (Ex: indirect costs, rent, utilities, etc. – describe below)			0	400	400
E. Transportation Supports/incentives(describe below)			25	0	25
F. Outreach Activities (costs not included in other sections)			100	0	100
H. Enrichment Activities (describe below)			0	0	0
I. Other (describe below)			400	0	300
<b>TOTAL:</b>			<b>7,160.36</b>	<b>1,400</b>	<b>8,460.36</b>

\*Time and salary shared by six sites.

**First 5 Solano County Children & Families Commission  
Pre-K Academy Services Mini-Grant Application**

**I. Budget and Budget Narrative (20 Points)**

*Use one page for each Mini-grant session request – up to \$10,000 per session.*

*Session# 1 Start Date: July 15, 2013 End Date: August 9, 2013 Time: 8:15 – 11:45 a.m.*

*Date School Starts in this School District: August 15, 2013*

*Location: Address: Sheldon Elementary School  
1901 Woolner Avenue, Fairfield, CA 94533*

A. Staffing - include all classroom, administrative, janitorial and support staff; include time spent on outreach, training and evaluation activities.			FIRST 5 GRANT FUNDS	IN-KIND	Total Budget
Position	Rate/hour	Amount of Benefits			
1. Teacher	32.01	4.13	2,927.34	0	2,927.34
2. Bilingual Para-educator	17.61	Included	1,285.53	0	1,285.53
3. Custodian	15.19	5.16	610.60	0	610.60
4. Teacher in Charge*	32.01	4.13	487.89	0	487.89
5. District Administrator* (on call)	20	Included	0	200	200
6. Ready, Set, READ Instructor	50	Included	0	200	200
7. Homemade Math Instructor	50	Included	0	200	200
8. Fresh Foods are Fun Instructor	50	Included	0	200	200
9. Project Pave the Way Instructor	50	Included	0	200	200
B. Materials, supplies and equipment (describe below)			1,324	0	1,324
C. Food Service (describe below)			0	State food program	0
D. Overhead Expenses (Ex: indirect costs, rent, utilities, etc. – describe below)			0	400	400
E. Transportation Supports/Incentives(describe below)			25	0	25
F. Outreach Activities (costs not included in other sections)			100	0	100
H. Enrichment Activities (describe below)			0	0	0
I. Other (describe below)			400	0	300
<b>TOTAL:</b>			<b>7,160.36</b>	<b>1,400</b>	<b>8,460.36</b>

\*Time and salary shared by six sites.

**First 5 Solano County Children & Families Commission  
Pre-K Academy Services Mini-Grant Application**

**I. Budget and Budget Narrative (20 Points)**

*Use one page for each Mini-grant session request – up to \$10,000 per session.*

*Session# 1 Start Date: July 15, 2013 End Date: August 9, 2013 Time: 8:15 – 11:45 a.m.*

*Date School Starts in this School District: August 15, 2013*

*Location: Address: David Weir Elementary School  
1975 Pennsylvania Avenue, Fairfield, CA 94533*

A. Staffing - include all classroom, administrative, janitorial and support staff; include time spent on outreach, training and evaluation activities.			FIRST 5 GRANT FUNDS	IN-KIND	Total Budget
Position	Rate/hour	Amount of Benefits			
1. Teacher	32.01	4.13	2,927.34	0	2,927.34
2. Bilingual Para-educator	17.61	Included	1,285.53	0	1,285.53
3. Custodian	15.19	5.16	610.60	0	610.60
4. Teacher in Charge*	32.01	4.13	487.89	0	487.89
5. District Administrator* (on call)	20	Included	0	200	200
6. Ready, Set, READ Instructor	50	Included	0	200	200
7. Homemade Math Instructor	50	Included	0	200	200
8. Fresh Foods are Fun Instructor	50	Included	0	200	200
9. Project Pave the Way Instructor	50	Included	0	200	200
B. Materials, supplies and equipment (describe below)			1,324	0	1,324
C. Food Service (describe below)			0	State food program	0
D. Overhead Expenses (Ex: indirect costs, rent, utilities, etc. – describe below)			0	400	400
E. Transportation Supports/Incentives(describe below)			25	0	25
F. Outreach Activities (costs not included in other sections)			100	0	100
H. Enrichment Activities (describe below)			0	0	0
I. Other (describe below)			400	0	300
<b>TOTAL:</b>			<b>7,160.36</b>	<b>1,400</b>	<b>8,460.36</b>

\*Time and salary shared by six sites.

## Budget Narrative:

## A. Staffing

1. Teacher: The teacher salary is based on the Fairfield-Suisun Unified Teachers' Association contract. Extended school year rates are the same for all teachers regardless of longevity.
2. Bilingual Para-educator: The para-educator salary is based on the CSEA classified employees' contract. Para-educators' salaries depend on their longevity in the district during the extended school year. The \$17.61 per hour para-educator salary is the amount used to calculate anticipated hiring. It is an average of the highest and lowest salaries and includes benefits. The actual para-educator budget may be slightly higher or lower as longevity may dictate.
3. Custodian: Custodial services calculated at \$20.35 per hour, 1.5 hours per day for 20 days. Custodians will have 30 minutes set up/clean up time for breakfast, 15 minutes clean up time for lunch and 45 minutes classroom cleaning time daily (90 minutes per day). Each site will have 1.5 hours of custodial time, except for the 2 programs at the Kyle site. That custodian will have 2.25 hours split between the two classrooms.
4. Teacher in Charge: The Teacher in Charge will be paid at the teachers' salary, a significant savings in lieu of an administrator's salary. The salary (\$2,927.34) is split between the six sites in the district. (It will remain at that rate if there is more than one site funded.) The Teacher in Charge will be responsible for supporting the site staff with attendance, keeping classes at capacity from Waiting Lists, calling parents, enrolling new students, procuring supplies, budget, purchase orders, intervening with students who may not be able to stay in the classroom for health, behavior or emotional issues. The Teacher in Charge will consult with the on-call administrator for problems that are outside the scope of teacher expectations. The Teacher in Charge will fill in until a substitute can be found, should a teacher be unable to attend a class session. The Teacher in Charge will not evaluate site staff in any way.
5. A district administrator will be available to the Teacher in Charge and the staff for emergency situations, purchase order submissions, questions and concerns. On-call duty will be part of the regularly scheduled work day. Approximated, prorated cost: \$20 per hour during the 60 hour school session. (This amount will be the same regardless of the number of sites approved for grant funding.)
- 6 – 9. Parent/Guardian Education presenters will be certificated district personnel (teaching and/or administrative credentials) and a Food Services registered dietitian. An approximated average of \$50 per hour (to include benefits) was used to calculate their salaries and benefits. Course preparation time was estimated at 2 hours, and on site time was calculated at 2 hours.

B. Materials, supplies and equipment = **\$1,324**

## 1. Learning Dynamics Preschool Materials

Regular cost per student = \$39      FSUSD cost per student based on agreement to pilot = \$32

32 students x \$32 = \$1,024 per class. Each student receives a home library of 33 books, a CD, a workbook and game pieces that come with the program. Teachers retain the teacher kit.

2. Consumable school supplies (crayons, chalk, paper, art supplies, etc.) approximate cost: \$300

3. Stationary school supplies (scissors, playground equipment, math manipulatives, puzzles, classroom books, etc.) will be used by the program at no charge.

C. Food Service = **\$0**

Breakfast and lunch will be provided daily by our district's Food Services Department at no charge to students at Weir, Sheldon, Kyle and Laurel Creek. Breakfast and lunch will be served to all members of the community between ages 1-18 at the site when the program is in session. This will be a continuation of services offered during the district's June summer school program. Oakbrook students will complete paperwork to determine free/reduced lunch status; others may purchase a breakfast and/or lunch.



D. Overhead Expenses \$100 per week per classroom = **400**

Overhead expenses are calculated at a rate of %

E. Transportation Supports = **\$25**

Our district does not offer transportation to regular education students. The majority of Kinder Ready students will be attending their neighborhood schools and will not be offered transportation during the regular school year. There may be a very small number of students who will attend from non-participating sites or who wish to transfer from a waiting list at another site. A small budget for student and adult bus fare was included for that situation.

F. Outreach Activities for 6 programs =  $\$600/6 =$  **\$100** per site

1. Program Flyers (includes staff time for each activity)

Produce flyer

Translate

Print

Mail

2. Auto-Dial Phone Message

Produce message

Translate

Implement Auto-Dial

3. District and School Websites, District Facebook page

Produce and post information

H. Enrichment Activities = **\$0**

Activities are no cost

I. Other = **\$400**

1. Registration materials (paper, printing, organizers) = \$100

2. Parent Education materials (paper, printing, Reading Guides, Reading books) \$200

3. Refreshments for the 4 Adult Education sessions = \$100