

**STATEMENT OF ASSURANCES**

CONNECTICUT STATE DEPARTMENT OF EDUCATION  
STANDARD STATEMENT OF ASSURANCES  
GRANT PROGRAMS

**PROJECT TITLE:**            REACH - Washington and Lincoln Middle Schools  
\_\_\_\_\_

**THE APPLICANT:**        Mark D. Benigni, Ed.D.            **HEREBY ASSURES THAT:**  
Meriden Public Schools

(insert Agency/School/CBO Name)

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant;
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the State Board of Education and the Connecticut State Department of Education;
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the Connecticut State Department of Education, including information relating to the project records and access thereto as the Connecticut State Department of Education may find necessary;
- H. The Connecticut State Department of Education reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;

- I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding;
- J. The applicant will protect and save harmless the State Board of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant;
- K. At the conclusion of each grant period, the applicant<sup>19</sup> will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the Connecticut State Department of Education any moneys not expended in accordance with the approved program/operation budget as determined by the audit;

**L. REQUIRED LANGUAGE (NON-DISCRIMINATION)**

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

shall mean the Grantee.

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

(1) "Commission" means the Commission on Human Rights and Opportunities;

(2) "Contract" and “contract” include any extension or modification of the Contract or contract;

(3) "Contractor" and “contractor” include any successors or assigns of the Contractor or contractor;

(4) "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

(5) “good faith” means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;

(6) "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;

(7) "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;

(8) "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;

(9) "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes § 32-9n; and

(10) "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

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

- (b) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to

employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.

- (c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
  
- (d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
  
- (e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
  
- (f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
  
- (g)
  - (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed

without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes § 46a-56.

22

(h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

**M.** The grant award is subject to approval of the Connecticut State Department of Education and availability of state or federal funds.

**N.** The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated there under are hereby incorporated by reference.

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

Superintendent Signature:

Mark D. Benigni, Ed.D.

Name: *(typed)*

Superintendent of Schools

Title: *(typed)*

September 18, 2017

Date:

**Appendix B**

**Abstract**

Program Name: Washington and Lincoln Middle Schools:  
REACH Program, Meriden, CT

Program Director: Lois Lehman, Grants Coordinator

Program Director e-mail and phone: lois.lehman@meridenk12.org, 203-630-4206

Lead Applicant Organization: Meriden Public Schools

Total Annual Budget Amount Requested: \$200,000.00

Site name and name of all schools served by site	Grades served	Partners	Total number of students served
Meriden Public Schools Lincoln and Washington Middle Schools	6, 7, 8	Meriden YMCA	Total 100 (50 each school)

Program start date	Program end date	Total weeks of operation	Days and hour of operation
September 25, 2017	May 23, 2018	31	Mon, Tues, Wed 2:30 p.m. to 5:00 p.m.

**Objectives:**

The primary goal of the grant is to provide a comprehensive 21<sup>st</sup> Century Learning Center (Project REACH) program for middle school students offering academics, educational enrichment, recreational, wellness and health, literacy and STEM activities in a safe and supervised environment. The specific objectives are:

- 1) to improve school attendance, academic achievement, and in-school behaviors;
- 2) to improve reading achievement by participating in small group instruction designed to strengthen reading skills;
- 3) to improve science, technology, engineering and math instruction and
- 4) to provide families with opportunities for educational learning.

## **Project Design:**

The Meriden Public Schools and Meriden YMCA are proposing 21<sup>st</sup> Century Learning Centers (Project REACH) at Washington Middle School and Lincoln Middle School which will expand learning and enrichment opportunities for students and offer a wide range of engaging activities. Each Center will operate for 31 weeks from Monday through Wednesday from 2:30-5:00 p.m. for 7.5 hours per week and serve 50 students for a total of 100 students. Both Washington and Lincoln Middle Schools are low performing schools, designated as Alliance “Focus” Schools. Activities will be provided by certified middle school teachers and YMCA staff. Students will have the opportunity to interact with their teachers in a more relaxed environment which encourages positive relationships. Healthy snacks and supper will be provided under the USDA After School Meals Program. This program is free of charge with transportation provided.

### **A. Need for Project**

Meriden is a city of 59,622 individuals, located at what is often referred to as the “crossroads of Connecticut”. Considered a medium-size urban city, Meriden is best described as a microcosm of today’s multicultural urban centers. There has been a large increase in the number of Hispanic residents over the past twenty years, increasing from 14.7% in 1990 to 21% in 2000 to 25% in 2016. Data show a high percentage of families below the poverty level, a large number of families where English is not the language spoken at home and a low education attainment of Meriden residents with only 19.5% with a bachelor’s degree or higher. Meriden’s crime index is higher than the national average and higher than 92% of the state’s cities and towns. Needs assessment data has also been reviewed from the Meriden Children First Inc. Community Survey. Unfortunately, the City of Meriden does not have any youth or teen centers resulting in a lack of organized, supervised after school programming for students between the hours of 2:30 – 5:00 p.m.

The Meriden Public Schools, a diverse urban school system, has 9,000 students housed at eight elementary, two middle schools and two high schools. The Meriden Public Schools and the Meriden YMCA are proposing a 21<sup>st</sup> Century Community Learning Center at Lincoln Middle School and at Washington Middle School (Project REACH). Both middle schools have large populations of 723 and

770 students respectively with a majority of students eligible for free or reduced-price meals (Lincoln 73%, and Washington 70%). The schools celebrate a broad spectrum of diversity with Lincoln at 63% minority and Washington at 68% minority. Examination of Spring SBAC results recently released by the CT SDE for Lincoln and Washington Middle Schools show that only one-third of middle school students in ELA and one-quarter of students in Math met or exceeded achievement standards.

At Washington Middle School, the *Student Percentage At or Above Level 3* was 32% in ELA and 25% in Math and at Lincoln Middle School, 37.3% in ELA and 25% in Math. Given these results, there is a need for additional support in reading and math at both Washington and Lincoln Middle Schools.

In response to the lack of a youth center, the high poverty and crime rate and that both middle schools are identified by the Alliance District as “Focus” Schools, the Meriden Public Schools, in collaboration with its partner the Meriden YMCA, will offer a free of charge 21<sup>st</sup> Century Community Learning Center at Washington and Lincoln Middle Schools for a total of 100 students from Monday through Wednesday from 2:30-5:00 with a healthy snack and a buffet supper provided under the USDA After School Meal Program. To address reading and math concerns, students will be provided with a continuum of academic, educational enrichment and recreational activities which includes small group reading instruction as well as a STEM Academy. The literacy component focuses on strengthening students’ skills in non-fiction reading and the STEM Academy, which integrates math in its project-based learning, will strengthen problem-solving skills. The 21<sup>st</sup> Century Community Learning Centers will remedy the risk factors cited by providing a safe and supervised environment for middle school students for three days between the hours of 2:30-5:00, offering additional support in reading and math, an array of enrichment and recreational activities as well as providing healthy daily snacks and a buffet supper. Many urban students do not have the same opportunities to experience cultural and recreational activities as their suburban counterparts thus increasing the gap between the “haves” and “have nots”. Our 21<sup>st</sup> Century community Learning Centers will address this need by providing students with these experiences.



## **B. Partnerships and Collaboration**

1. The Meriden Public Schools and the Meriden YMCA will collaborate to provide a 21<sup>st</sup> Century Community Learning Center at both Washington and Lincoln Middle Schools for 100 students in grades 6-8 from September 25, 2017 – May 23, 2018, for three days a week for a total of 7.5 hours per week for 31 weeks. The Center at each school will operate on Monday, Tuesday and Wednesday from 2:30-5:00 with certified middle school teachers providing academic and educational enrichment from 2:30-3:30. The Meriden YMCA staff provides enrichment and recreational activities from 3:30-4:30. A buffet supper is provided from 4:30-5:00 with buses arriving at 5:00 to take students home. The Center program is divided into two components: the first component involves homework assistance, reading instruction and academic enrichment provided by Meriden certified teachers, and the second component includes enrichment, recreational activities and a STEM Academy provided by the Meriden YMCA. The YMCA has been operating a highly recognized and successful STEM Academy for several years. Each Center will provide four sessions with rotating activities for each session.
2. Both the Meriden Public Schools and the Meriden YMCA have been actively involved in designing the 21<sup>st</sup> Century Community Learning Centers at both Washington and Lincoln Middle Schools and were involved in the writing process for this grant.
3. Roles of Partners
  - a. Specific responsibilities of designated staff

The Meriden YMCA staff members, in collaboration with the Meriden Public Schools, will operate a number of activities during the YMCA component from 3:30 – 4:30. Under the direction of the YMCA Executive Director, these activities are developed by the YMCA Coordinator, in collaboration with the Site Coordinator. Students have choices within each of the four sessions and will be surveyed to determine most popular activities at each session. Their input will be used to determine the activities to be offered. The YMCA Coordinator oversees the YMCA component,

hires staff, and monitors activities. The YMCA Director of their STEM Academy at the YMCA will oversee the STEM Academy offered at the middle schools.

b. Supervision, evaluation and supports for staff

John Benigni, CEO of Meriden, New Britain, and Berlin YMCAs, has been involved in the planning of the 21<sup>st</sup> Century Community Learning Centers at Washington and Lincoln Middle Schools. The day-to-day operations of the Centers will be supervised by Steve Markoja, Executive Director and Mary Jo DiPasquale, YMCA Coordinator, both highly experienced in planning and operating creative youth programs. Both will visit the centers, meet regularly with the Site Coordinator at each school and be available for problem solving of issues that may occur.

c. Plans for ongoing communication

A Site Coordinator at each school oversees all components of the Center observing and monitoring certified teachers. The Site Coordinator is a certified teacher at each of the respective schools hired by the principal to be responsible for the Center. The Site Coordinator also will be responsible for overseeing YMCA staff members and will meet regularly with Mrs. DiPasquale to discuss any problems as well as review instruction.

d. Allocation of resources

Allocation of resources for the Meriden YMCA component appears in the grant budget and includes staffing and materials needed to operate all activities at the schools including the STEM Academy. The Meriden YMCA will provide two (in-kind) Family Nights at the YMCA for the families and siblings of students enrolled in the 21<sup>st</sup> Century Community Learning Centers.

4. The YMCA Coordinator will communicate on a regular basis with the Site Coordinator about alignment and extension of activities beyond the regular curriculum. Since each Site Coordinator is a teacher during the regular school day, and certified teachers for Center activities are also teachers during the school day, communication between after school and school day teachers will be ongoing.

The YMCA program staff will collaborate with the Site Coordinator at each school. The Site Coordinator and the YMCA Coordinator, together, will plan activities that are engaging to students and seek student input. Each Center runs for four sessions with students rotating through activities and offered a variety of choices each session. A description of activities will be distributed by the Principal and Site Coordinator to all students. The Site Coordinator and YMCA Coordinator will promote the after school activities during cafeteria time to create interest in the program. The Site Coordinator will also visit classrooms to publicize the Center.

5. Professional learning opportunities offered by the CT SDE will be attended by the two Site Coordinators, Family School Liaison person, and Meriden YMCA Coordinator. The Program Director will also attend workshops when feasible. Release time will be provided to the two Site Coordinators and Family School Liaison to attend all workshops. Both the teachers and the YMCA staff will participate in two training sessions, one before the program begins and one during a holiday break. During the two training sessions, the Site Coordinators and the Family School Liaison will discuss how to motivate middle schoolers, review the school's PBIS behavior plan, and APT Tool, as well as address the development of partnerships skills and appreciation of diversity. If possible, they will seek out presenters from the CT SDE of CREC to assist with the trainings.
6. A letter of full support and strong commitment is provided by Superintendent Mark Benigni and includes the commitment of the two principals who have both signed the grant and submitted letters of support. John Benigni, CEO, Meriden YMCA has written a letter of support and commitment. Both the Superintendent and the Meriden YMCA CEO state clearly in their letters that their organizations have the capacity to invest time and resources to support program start-up and implementation, as specified in the grant proposal, notwithstanding a delay in funding.

7. A MOU\* is not required at this time since the Meriden Public Schools is the lead partner. \*(The CT SDE has indicated that this would be noted in their training on the Rubric and the school districts would not lose any points)

**C. Program Elements**

1. Target Population

- a. Washington and Lincoln Middle Schools will each serve 50 students at their site for a total of 100 students.
- b. Grades to be targeted are Grades 6, 7, 8 at each middle school.
- c. Students will be recruited in a variety of ways: public announcements will be made by Site Coordinators; flyers will be sent home, Site Coordinators will visit classrooms and cafeteria to promote after school centers, school website will publicize 21<sup>st</sup> CCLC.

2. The following chart outlines days and hours of operation

Week	Date	Calendar Activity Washington and Lincoln Schools
	August 28/September 7	Principal hires Site Coordinator who recruits teachers; creates schedule and distributes catalog of activities
	September 5 – 21	Site Coordinator enrolls students; develops teacher lists; establishes bus transportation schedules
1 week	September 25 – 27 start up	Program operates Mon, Tues, Wed - 2:30 p.m. to 5:00 p.m.
5 weeks	October 2, 9, 16, 23, 30	Program operates Mon, Tues, Wed - 2:30 p.m. to 5:00 p.m.
3 weeks	November 6, 13, 27	Program operates Mon, Tues, Wed - 2:30 p.m. to 5:00 p.m. Vacation week for Thanksgiving
3 weeks	December 4, 11, 18	(Dec. 25-Jan. 1) Vacation-Resume Jan. 2 <sup>nd</sup> Tues and Wed
5 weeks	January 2, 8, 16, 22, 29 (2018)	Program operates Mon, Tues, Wed - 2:30 p.m. to 5:00 p.m. Jan. 15 Dr. Martin Luther King Day-vacation
3 weeks	February 5, 12, 26	Feb 19-20 School Vacation
4 weeks	March 5, 12, 19, 26	Program operates Mon, Tues, Wed - 2:30 p.m. to 5:00 p.m.
4 weeks	April 2, 9, 23, 30	April 16-20 School Vacation
3 weeks	May 7, 14, 21	Program operates Mon, Tues, Wed - 2:30 p.m. to 5:00 p.m.
Total 31 weeks plus extra week to make up for holidays falling on Mondays.		

3. Project Goals and Objectives: Our overall goal is to provide a comprehensive 21<sup>st</sup> Century Community Learning Center for students in grades 6-8 offering academic, educational enrichment, recreational, wellness and health, literacy, and STEM Academy in a safe and supervised environment. Our objectives are linked to identified needs as follows: *Objective 1: To improve school attendance, academic achievement, and in-school behaviors of students participating in the Centers.* It is essential that Washington and Lincoln Centers offer after school programming which engages students in “fun” activities encouraging student “connectedness” to the school community while, at the same time, improving achievement and behaviors. In addition to enrichment and recreational activities, students will receive extra support in reading and math to improve

achievement. We anticipate that students will be enthusiastic about activities offered at the Centers and, therefore, attend the school day in order to be able to engage in the after school program, thus improving their school day attendance and in-school behaviors. *Objective 2: To improve reading achievement by participating in small group instruction designed to strengthen non-fiction reading skills.* Students will spend the first 25 minutes on Monday, Tuesday, and Wednesday engaged in the online Newslea program which uses daily news articles to help students become better readers of non-fiction and critical thinkers. The CT Common Core State Standards emphasizes the importance of providing more non-fiction reading to middle school students. *Objective 3: To improve science, technology, engineering and math instruction.* The YMCA will provide a STEM Academy for four sessions as one of the rotation activities every Monday, Tuesday and Wednesday for one hour each day. Hands-on, project based STEM instruction will relate to the interests and life experiences of the students, and focus on science, technology, engineering and math. *Objective 4: To provide families of students served by the Center with opportunities for educational learning.* Mr. David Salafia, the district Family School Liaison Coordinator, will be an integral part of the Centers to communicate with parents, ascertain their interests in workshop topics and encourage participation in a number of parent/student activities. Some proposed activities for parents are outlined in question #10.

#### 4. Homework Time

- a. Homework assistance will be offered concurrently in the same classroom as the Newslea reading program. Certified teachers will be teaching the Newslea reading program which will allow students to receive homework assistance from these same teachers.
- b. Homework help will be offered Monday, Tuesday and Wednesday for 25 minutes by certified teachers.
- c. Staff ratios 1:10

d. Homework help will be offered to those who need the assistance. Students without homework or students who finish early will be able to be incorporated within the Newslea reading program.

5. Incorporate Literacy, Math and Science Components: Small group instruction to strengthen reading skills will be provided by certified teachers using the online Newslea program. Newslea is an excellent program for students to master the reading of non-fiction articles. This program has over 2,000 engaging articles grouped according to grade level and reading difficulty. A major tenet of CT's Common Core State Standards in ELA is to increase non-fiction reading in middle school. Both middle schools are 1:1 with all students provided Chromebooks and access to the online Newslea program.

- a). Each school ensures that regular classrooms are available for the program.
- b). The Newslea program will be offered on Monday, Tuesday and Wednesday for 25 minutes from 2:30-2:55,
- and c). Staff to student ratios is 1:10.

Students will receive instruction in STEM through the STEM Academy. They will be immersed in complex ideas and problem solving that may include, but not limited to, rocketry, space science, mechanical engineering, environmental conditions, natural resources, coding, robotics, and math challenges. This enriched STEM curriculum will help inspire career choices and generate an interest in STEM. The STEM Academy is closely aligned with Connecticut's Common Core State Standards for Mathematics.

- a). The STEM Academy will take place in the school science labs.
- b). The STEM Academy will be offered on Monday, Tuesday and Wednesdays for one hour as an activity in the rotation schedule and will be offered all four sessions to ensure every student will be able to participate.
- c). Ratio will be 1:10.

6. Health, Nutrition, Recreation: The Centers will include health and wellness activities such as Fitness Fun, Hip-Hop Dance, Cooking Class (healthy snacks), and Yoga. The online Newslea non-fiction reading program has a wealth of engaging and informative articles on health and wellness that

teachers plan to use during the literacy component. Speakers from the Police Department and Meriden-Wallingford Substance Abuse Council will also be invited to talk to students and parents about gangs, violence and drugs. A daily healthy snack will be provided in the cafeteria from 2:15-2:30 and a buffet supper from 4:30-5:00 on Monday, Tuesday and Wednesday through the USDA After School Meals Program under the direction of Susan Maffe, Director of Meriden Food Services.

7. Broad Array of Activities: The Centers at Washington and Lincoln Schools will provide activities that both extend and expand the learning in the regular school program by providing additional time after school for these activities. By offering hands-on engaging activities after school, students "connect" more to their school and have opportunities for an array of activities rather than sitting at home watching television all afternoon. Students also make new friends in a nurturing, smaller environment that encourages collaborative student projects and conversation. The district Family Liaison Coordinator will arrange for community speakers to talk to students about future careers and serve as "role models" for students. High school counselors will also discuss college and career readiness. Students will be provided with a healthy snack and – most importantly – a nutritious supper, which, in some cases, may be the student's only supper.

8. The Director of Special Education and the Supervisor of English Learners work closely with the Project Director who also serves as a liaison to Central Office. Every effort is made to involve Special Education and English Learners students participation in the Center's activities.

9. Two Hispanic teachers have developed activities promoting Latino art, culture and education which will be incorporated during the third and fourth sessions. Certified teachers and YMCA staff members will also include cultural competency in their lessons and discussions.

10. Mr. Salafia, district Family School Liaison Coordinator, will work directly with the parents/guardians/adult family member to increase parent communication and participation in the Center's Family Dinners and workshops. Under his direction Family Dinners will be held at the end of each session at each Center to showcase student work as well as to provide workshops and speakers for



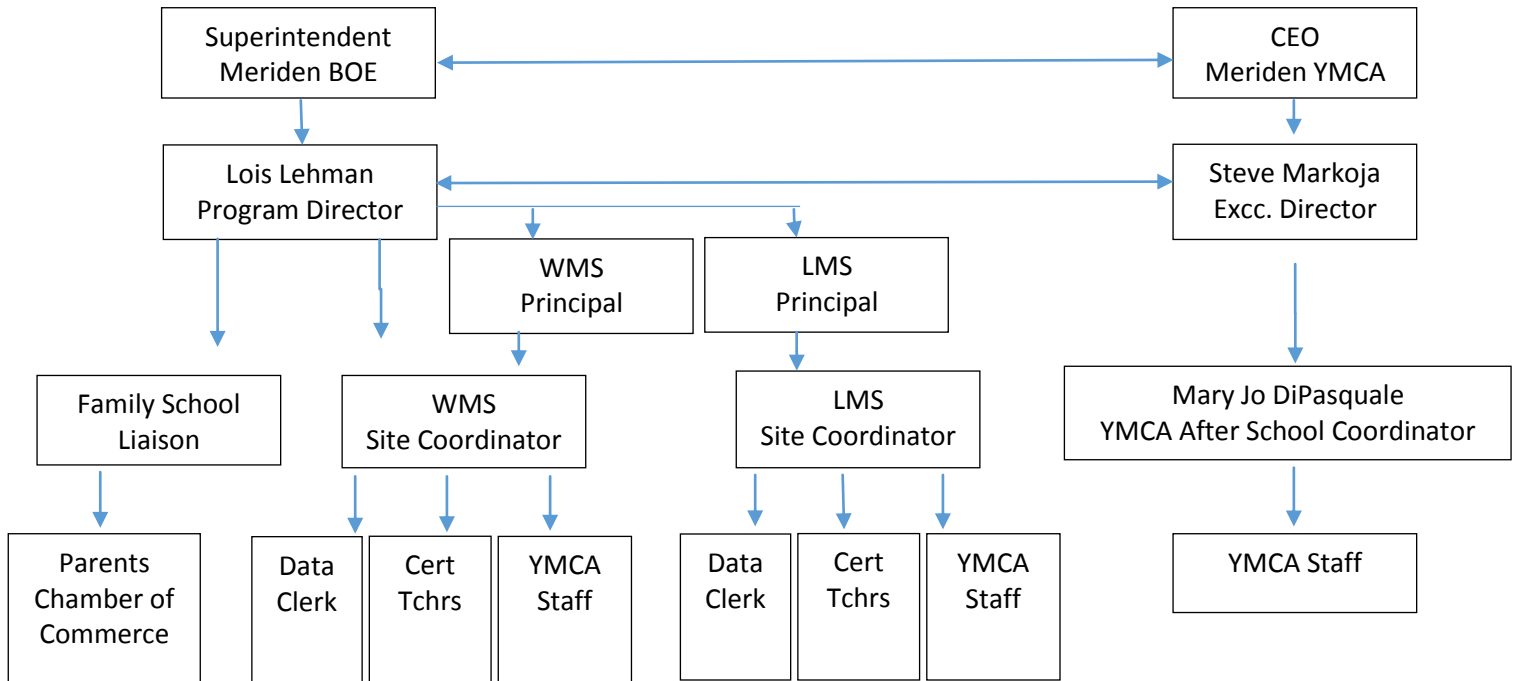
both parents and the children. The Centers will offer a range of workshops such as parenting, financial literacy, academic expectations of middle and high school, and the range of extra curricula opportunities available at high school. The Police Department will provide workshops on drugs, violence, gangs. A workshop on "College is Closer Than You Think" will be provided by high school counselors for families and students. A Parent Survey will be completed by parents during the first few weeks of the program indicating their interest in workshop topics and to ascertain any expertise, talent or strong interest that they might like to share with the Centers, either at a Family Dinner or as an activity within the program. Parents and their children will also participate in "Welcome Walks" through their respective middle school. Mr. Salafia has been actively involved with CREC to help make every school a welcoming place.

11. A daily healthy snack will be provided in the cafeteria from 2:15-2:30 on Monday, Tuesday and Wednesday before the start of the program and a buffet supper from 4:30-5:00 at the end of the program. These meals are provided through the USDA After School Meals Program under the direction of Susan Maffe, Director of Meriden Food Services.

12. Bus Transportation will be provided free of charge to students by the Meriden Transportation Department. Students will be bussed home at 5:00 p.m. after supper.

## D. Program Administration

### 1. 21<sup>st</sup> Century Community Learning Centers Organizational Chart



Lois Lehman, Grants Coordinator, is the Project Director (in-kind) and will oversee the 21<sup>st</sup> Century Community Learning Centers and serve as the liaison to Central Office. Steve Markoja, Executive Director, Meriden YMCA (in-kind) works closely with the Project Director. Mr. Ray Southland, Principal, Washington Middle School and Mrs. Dianne Vumback, Principal, Lincoln Middle School are both enthusiastic and support the implementation of a 21<sup>st</sup> Century Community Learner Center at their school. A Site Coordinator, hired by the principal at each school, is in charge of day to day operations of each Center. The Site Coordinator helps plan and develop activities, recruits certified teachers within the school, works with YMCA to develop appropriate activities, disseminates program information and catalog, recruits students, assigns classrooms, works with the Data Entry Clerk, monitors all activities, and prepares payroll. The Site Coordinator receives prep time for all four sessions and works one extra hour per day. Teachers work Monday, Tuesday, Wednesday from 2:30-3:30, YMCA staff work from 3:30-4:30, and Data Entry (School Clerk) from 2:30-4:30. Mr. David Salafia, district Family School Liaison

Coordinator, works directly with parents to engage them in planning and implementing parent activities. He will organize four Family Dinners with workshops as well as work with the Meriden Chamber of Commerce to bring in speakers from the business communities to discuss career options and serve as role models.

2. Two trainings will be held for both certified teachers and YMCA staff at each school. The first training will occur after school before the program starts. The training will be held for coordinators, teachers and YMCA staff to discuss PBIS strategies, provide an overview of the APT Tool, and view motivational and instructional strategies. A second training will be held during the week of November 21st when Centers are not in session (Thanksgiving Break). Teachers hired for the program are certified teachers from Washington and Lincoln Schools. The YMCA has an enthusiastic staff that has been involved in a number of YMCA youth programs and enjoys working with our middle school age students. The two Site Coordinators and district Family School Liaison Coordinator will be given release time to attend the three Networking Meetings each year and will be trained in the APT Tool as needed.

3. Washington and Lincoln Middle Schools are both safe environments and will leverage classrooms, gym, cafeteria, computer labs, Chromebooks, science labs and the media center to be available for the Centers. The district provides clerical, building use, utilities, telephone, copying and custodial maintenance and fiscal responsibilities as well as the administrative services of the Grant Coordinator who, as Project Director, will have responsibility for overseeing the 21<sup>st</sup> Century Community Learning Centers at Washington and Lincoln Middle Schools.

The YMCA will host two Family Nights (in-kind) at their location for parents and siblings of students. The Executive Director of the YMCA (in-kind) will oversee the program and communicate regularly with the YMCA Site Coordinator for the program. The YMCA has been providing a variety of quality programs for over twenty-five years and is fiscally sound. The Meriden Public Schools has adequate fiscal health to sustain at least three months of after school programming and has adequate financial auditing and board policies.

4. Meriden's 21<sup>st</sup> Century Community Learning Centers grant application has been posted on the Meriden Public Schools website and is available for public view. The Superintendent has also informed the Board of Education at its regular meeting (open to the public and broadcast on local channel) of the intent to apply for this grant.
5. The Project Director will contact the principals of eligible private schools by phone with a follow up letter to notify eligible students of access to the 21<sup>st</sup> Century Community Learning Centers at Washington and Lincoln Middle Schools.
6. The principals of both Washington and Lincoln Middle Schools will inform parents about the 21<sup>st</sup> Century Community Learning Centers at Parent Orientation functions and inform their School Governance Boards and PTOs. Mr. Salafia, district Family School Liaison Coordinator, will contact the Midstate Chamber of Commerce and Children First Inc. and also inform parents about the Center's programs.

## E. Expenditure of Funds and Sustainability

1. The budget and budget narrative (Appendix D: ED114) for year one of the grant itemize use of the 21<sup>st</sup> CCLC funds as well as in-kind funds (see following pages).
  - a. There are 100 students in the program and using the maximum of \$2,000 per pupil allocation brings the total costs of the 21<sup>st</sup> CCLC grant to \$200,000. The Meriden Public Schools is requesting \$200,000 to operate a 21<sup>st</sup> CCLC at both Washington and Lincoln Middle Schools.
  - b. Transportation cost is \$40,000 which is 20% of the total requested budget of \$200,000.
  - c. Professional Learning and mileage reimbursement (including substitutes) to allow necessary staff to attend trainings is allocated at \$500.00 in the budget.
  - d. Personnel/benefits costs for Meriden Site Coordinator, Certified Teachers, and YMCA Coordinator and staff is \$70,665/\$6,500 in the budget and detailed in the budget narrative.
  - e. The cost of family engagement activities (required 5%) is \$10,000; which is 5% of the total requested budget of \$200,000.
  - f. Professional Learning, database manager, evaluation, etc (required 5%) is \$10,000; which is 5% of the total requested budget of \$200,000.
  - g. In-kind contributions for Meriden Public Schools and Meriden YMCA total \$20,557 and appear in the budget and budget narrative.
2. A fee structure will not be instituted. The 21<sup>st</sup> CCLC Program is free of charge at Washington and Lincoln Middle Schools and also includes free transportation and a healthy snack and buffet supper.
3. An Advisory Committee to plan for sustainability will be established. Members will include the Superintendent of Schools, BOE Member, Principals of Middle Schools, Program Director, Executive Director of Meriden YMCA, Executive Director of Meriden United Way and President of Midstate Chamber of Commerce.