

# ABSTRACT

## SPECIAL FUND PROPOSAL

### Section I. BASIC INFORMATION

**Proposed Project Title:** New Haven Adult & Continuing Education

**Grant Source and Agency:** State Department of Education

**Total Amount Requested:** \$ 4,800,000      **Due Date of Application:**  
April 16, 2020

**System Contact:** Michelle Bonora

**Telephone #:** (475) 220-8200

**Description of Project:** Provide a brief description below. Use Section VI to outline specific objectives and strategies relating to goals described in the application.

High School Completion and Continuing Education Programs at the Boulevard and various community sites operate for two semesters and one 4 week semester. The staff consists of building leaders, student retention specialist and teachers that are all certified by the State Department of Education. Program classes are held in GED preparation, Adult Basic Education, English for Limited English Language Proficiency students, and Citizenship classes for Americanization of immigrant students. These classes are held throughout the year. Official GED Examinations are offered twice each month on Saturdays and once each week on Tuesdays (September through July) in both Spanish and English. Both academic and vocational advocate services are available to all students enrolled or seeking information relative to the programs.

**TARGET: Schools/Unit:** Adult Education  
**No. of Students:** 2172      **Grade Level(s):** N/A  
**Eligibility Criteria:** 17+ not in day programs

<b>GRANT PERIOD:</b>	
From: (mm/dd/year): 7/1/20	
To: (mm/dd/year): 6/30/21	
<input type="checkbox"/> New	
<input checked="" type="checkbox"/> Continuation	
<b>Previous Bd. of Ed. Approval:</b>	
<hr/> <hr/>	
<input type="checkbox"/> Planning	
<input checked="" type="checkbox"/> Operational	
<b>Bd. of Ed. Information</b>	
<input checked="" type="checkbox"/> Action	
<input type="checkbox"/> Information	
<input type="checkbox"/> Support	
<input type="checkbox"/> Competitive	
<input checked="" type="checkbox"/> Entitlement	
<input type="checkbox"/> Grant	

**PROPOSAL DEVELOPERS:**  
**Michelle Bonora**

CENTRAL OFFICE USE ONLY – MUST REMAIN ON PAGE 1	
ABSTRACT TIMETABLE	REVIEW
<p><b>Return to:</b> _____</p> <p><b>Received:</b> _____</p> <p><b>Board of Education FINANCE &amp; OPERATIONS Meeting Date</b> _____</p> <p><b>Board of Education Meeting Date:</b> _____</p> <p><b>Due Date to Grantor:</b> _____</p>	<p><b>Grants Manager</b> _____</p> <p><b>Finance Manager</b> _____</p> <p><b>Human Resource Manager</b> _____</p>

**Proposed Project Title:** New Haven Adult & Continuing Education

**Total Amount Requested:** \$ 4,800,000

**Proposed Grant Receiving Agency:** New Haven Board of Education/Adult Education

**SECTION II: FISCAL INFORMATION**

**PERSONNEL**

# FT	#PT		COST
1		Administrators	\$ 155,374
17	50	Teachers	\$ 1,991,226
5	-	Management	\$ 311,163
7	8	Paraprofessionals	\$ 302,502
6	-	Clerks	\$ 267,113
2	1	Others	\$ 86,264
		Stipend/Ed Asst	\$ 2,300
		Longevity	\$ 9,885
		<b>SUBTOTAL</b>	<b>\$ 3,125,827</b>

**NON PERSONNEL**

	COST
Supplies & Materials	\$ 58,955
Student Transportation	\$ 41,265
Staff Travel	\$ 22,207
Internal Evaluation	\$ -
External Evaluation	\$ -
Independent Contractors	\$ 20,000
Equipment	\$ -
Other	\$ 477,505
Indirect Costs, if allowed	\$ -
<b>TOTAL NON- PERSONEL</b>	<b>\$ 619,932</b>

**FIXED COSTS:**

Health Benefits	\$ 842,737
Pension (Paras & Mgmt.)	\$ 14,971
FICA/Medicare	\$ 175,360
Workmen's Compensation	\$ 21,173
<b>SUBTOTAL</b>	<b>\$ 1,054,241</b>
<b>TOTAL PERSONNEL &amp; FIXED COSTS</b>	<b>\$ 4,180,068</b>

**Notes:**

- 1) **Total Personnel and Non Personnel columns must equal grant total.**
- 2) **The Abstract budget must be aligned with the Grant Application budget/ED114.**
- 3) **All applications should budget for staff development (stipends) and evaluation wherever appropriate.**

**SECTION IIA: BUDGET EXPLANATION**

The following categories must be explained:

**All Personnel:** explain positions; **Salary:** if the grant pays a percent of salary and fixed costs, please describe below, breaking down **percentages and amounts to be paid by grant and by NHPS**. **Other;** and **All Non- Personnel items**. If additional space is needed, continue to next page.

100 % of All Personnel and Non Personnel items are paid through this grant. Please see page 4 for explanation of job positions.

Non-Personnel – supplies (\$3,000) for GED, HSC and ESOL – Inst. Supplies – GED vouchers – (\$3,800)

CASAS E-test (\$6,330), SAT – (\$3,000)

Misc. Supplies (\$42,825)

Student transportation – (\$31,565) bus cards and field trips (\$9,700) GED, HSC, ESOL

Other – in service (\$2,619) PPS – rent copier, utilities, OPS, Phone, and various student and advertising software licenses.

**Proposed Project Title:** New Haven Adult & Continuing Education

**Total Amount Requested:** \$ 4,800,000

**Proposed Grant Receiving Agency:** New Haven Board of Education/Adult Education

**SECTION III: SYSTEM OBLIGATIONS**

**Project support from other programs:**     None  Yes    **Explain: One Stop and RWDB**

**Linkage with other programs:**             None  Yes    **Explain: RWDB, DSS, CBO's**

**Local Fiscal costs, (include renovation):**     None  Yes    **Explain: 42.6% Local**

**Future local personnel obligations:**         None  Yes    **Explain:**

**PROJECT OR GRANT REQUIREMENTS**

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Local Maintenance   | <input type="checkbox"/> Replication                   | <input type="checkbox"/> Parent Involvement                  |
| <input checked="" type="checkbox"/> In-Service Training | <input checked="" type="checkbox"/> Advisory Committee | <input checked="" type="checkbox"/> Linkage w/other Programs |
| <input type="checkbox"/> Non-Public School Involved     |  | <input type="checkbox"/> Dissemination                       |

**ADDITIONAL RESTRICTIONS OR CONCERNS**

**SUBMITTING ADMINISTRATOR:**



**Signature**

5/12/2020

**Date**

**Proposed Project Title:** New Haven Adult & Continuing Education

**Total Amount Requested:** \$ 4,800,000

**Proposed Grant Receiving Agency:** New Haven Board of Education/Adult Education

**SECTION IV: PROPOSED PERSONNEL**

List, **individually**, each position proposed by this grant application. **If no personnel**, please indicate N/A in the chart below

F/T	P/T	Classification	Position Description	Duration of Proposed Service	Proposed Employee	Current NHPS Employee Yes/No	If Yes Current Employee Number
1		Admin.	Principal	7/1/20-6/30/21	Bonora	Yes	18853
1			Counselor	7/1/20-6/30/21	Landow	Yes	33859
1			Sch. Soc. Wrk	7/1/20-6/30/21	Velez-Hart	Yes	2899
9		Teachers	HSC	7/1/20-6/30/21	Palmieri/Figueroa	Yes	8987/20498
		“ “	HSC	7/1/20-6/30/21	Mortillo/Austin	Yes	9448/16731
		“ “	HSC	7/1/20-6/30/21	Wade/Boucher	Yes	16908/16589
		“ “	HSC	7/1/20-6/30/21	Open/Daniels	Yes	Open/17342
		“ “	HSC	7/1/20-6/30/21	Hatton	Yes	23717/08031
3		Teachers	GED	7/1/20-6/30/21	Porter/Ryan	Yes	08031/2997
		“ “	GED	7/1/20-6/30/21	Cowes	Yes	22233
3		Teachers	ESOL	7/1/20-6/30/21	Desmond/Walden	Yes	2480/16666
		“ “	ESOL	7/1/20-6/30/21	Fitzgibbons	Yes	16703
1		“ “	Comp Lab Tec	7/1/20-6/30/21	Vuka	Yes	42000
1		Teacher	Coor. of Educ. Tech.	7/1/20-6/30/21	Perez	Yes	21249
1			Fam. Com Res Cor	7/1/20-6/30/21	Douglas-Givan	Yes	20857
1			College/Car. Coord	7/1/20-6/30/21	Dunlap	Yes	27020
2		Security	Security	7/1/20-6/30/21	Open	Yes	Open
6		Clerks	Clerical	7/1/20-6/30/21	Jones/Carpenter	Yes	6072/12858
		Clerks	Clerical	7/1/20-6/30/21	Anastasio/Mercado	Yes	6742/7001
		Clerks	Clerical	7/1/20-6/30/21	Gaudioso/Mendez-Gon.	Yes	8572/20703
1		Management	Business Mgr.	7/1/20-6/30/21	Weyel	Yes	8313
5		Aides	Stud. Ret. Spe	7/1/20-6/30/21	Gadsden/Gambardella	Yes	25068/19072
		“ “	Stud. Ret. Spe	7/1/20-6/30/21	Twitty/Fletcher	Yes	02276/21159
		“ “	Stud. Ret. Spe	7/1/20-6/30/21	Robinson	Yes	03977
2		Aides	Parapro	7/1/20-6/30/21	Grigas/Jones	Yes	8853/9105
	8	Aides	Parapro	7/1/20-6/30/21	Open	Yes	Open
	50	Teachers	Instructors	7/1/20-6/30/21	Open	Open	Open
	1	Security	Security	7/1/20-6/30/21	Open	Open	Open

**V. PROPOSED CONTRACTS**

List **individually**, each contract that will be prepared by this proposed project. **If contractors will not be utilized**, please indicate **N/A** in the chart below.

Proposed Independent Contractor	Brief Description of Service	Proposed Pay Rate	Proposed Total
Dr. Brett Rayford	Counseling/Student Support Srvs	quarterly	\$ 10,000
Consultation Ctr.- Dr. Derrick Gordon	Counseling/Student Support Srvs	quarterly	\$ 10,000
Adult Education	Rental Lease (Robert Viani)	quarterly	\$ 380,000

**VI. ADDITIONAL INFORMATION:**  
**Please Answer All Questions -- Use Additional Pages if Necessary**

1. Please state specific goals for this grant or the grant period.

a. If this is a continuation grant, please detail past year goal performance and accomplishments. Use additional space if needed:

**2020-2021 Yearly Goals & Outcomes**

**Goal 1 Curriculum/Instruction - The New Haven Adult and Continuing Education Center will participate in a variety of professional development activities to create, share and implement a high quality vision for academic instruction to ensure all students are achieving.**

**Objectives: Objective(s): New Haven Adult Education Students will:**

- Increase the total number of credits awarded to exceed 700 or more.
- Increase the % of GED, ABE & ESOL students making gains as measured by the CASAS assessment by 5% or more.
- Increase the % of NEDP students completing at least 4 competency areas by 5% or more.

<b>Activities</b>	<b>Measurable Outcomes</b>
What specific activities will be implemented?	What are the expected outcomes of these activities? How will you verify achievement of these outcomes?
<p style="text-align: center;"><b>Activities</b></p> <p>Each academic program (ESOL, CDP, GED and NEDP) will agree on one program “Wildly Important Goal” or WIG. The WIG will align to the objectives below and include clear lead and lag measures to assess progress.</p> <p>Enhance the quality of instruction by introducing a school wide teacher-coaching model. Program facilitators will be provided training on how to be a coach. The training will specifically integrate the principles of emotional intelligence and leading with core/shared values.</p> <p>Use of CCRS ELA and Math Standards in academic and intervention courses as evidence by lesson/unit plans.</p> <p>School administration and program facilitators will complete weekly instructional rounds.</p> <p>Individual student, teacher, and program goal setting and progress monitoring. Teachers and Support Specialists will work in data teams to analyze student data and create</p>	<p style="text-align: center;"><b>Measurable Outcomes</b></p> <p>What is the progress on achieving outcomes related to this goal? (Use space below)</p> <p>100% of Full Time- Teachers will be a part of goal setting and participate in bi-weekly cadence of accountability meetings.</p> <p>100% of Full time and 75% or more of part-time teaching staff will be assigned an instructional coach. The teacher and instructional coach will participate in no less than 3 coaching cycles per academic year.</p> <p>80% or more of teacher weekly lesson plans or monthly unit plans will explicitly connect the related CCRS ELA or Math Standard.</p> <p>100% of teaching staff will be observed and provided related feedback by school administration. Full time teachers will be evaluated using the New Haven Public Schools “TEVAL” protocol. Part-Time teachers will be evaluated using the CSDE of rubrics.</p> <p>100% of Day and 75% Evening teachers will participate in</p>

<p>individual academic and wrap around support plans.</p> <p>Program facilitators will lead in-house Professional Development on instructional strategies, differentiation, mastery learning, and assessments. Teachers will participate in PLC's to access external and internal professional development opportunities.</p>	<p>program goal setting and professional development sessions.</p> <p>50% or more of students will have an individual support plan.</p> <p>75% or more of full and part-time teachers will attend weekly sessions.</p>
---	--

**Goal 2: College & Career Transition and/or support services. The New Haven Adult and Continuing Education Center will design and implement a transition and support plan for all graduating or exiting students. The plan will include specific post-secondary and career pathways for each student.**

**Objective(s): 85% or more of graduating students will have a college/career portfolio. 70% or more of graduating students will have pre-determined post-secondary pathway.**

<p style="text-align: center;"><b>Activities</b></p> <p style="text-align: center;">What specific activities will be implemented?</p>	<p style="text-align: center;"><b>Measurable Outcomes</b></p> <p style="text-align: center;">What are the expected outcomes of these activities? How will you verify achievement of these outcomes?</p>
<p style="text-align: center;">Activities</p> <p>What specific activities have occurred? If not all proposed activities have occurred, what is the status of those activities? (Use space below)</p> <p>Students will complete a portfolio which includes the following items:</p> <ul style="list-style-type: none"> <li>• Cover Letter</li> <li>• Resume</li> <li>• Sample Job Application</li> <li>• Letter(s) of Recommendation</li> <li>• List of appropriate colleges or vocational programs</li> <li>• Interest Profiler - My Next Move</li> <li>• College Acceptance Letters if applicable</li> <li>• Career Cruising Research on Career or Colleges</li> </ul> <p>Students who are eligible to graduate or exit our programs will attend at least one college trip, hold one practice interview, and have clear next steps for postsecondary advancement.</p> <p>All students have an assigned Student Support Specialist. Student Support Specialists complete the following for each student on their case load:</p> <ol style="list-style-type: none"> <li>1. In-take interview to develop a professional, trusting</li> </ol>	<p style="text-align: center;">Measurable Outcomes</p> <p>What is the progress on achieving outcomes related to this goal? (Use space below)</p> <p>85% or more of graduating students have a portfolio which include the following items:</p> <ul style="list-style-type: none"> <li>• Cover Letter</li> <li>• Resume</li> <li>• Sample Job Application</li> <li>• Letter(s) of Recommendation</li> <li>• List of appropriate colleges or vocational programs</li> <li>• Interest Profiler - My Next Move</li> <li>• College Acceptance Letters in applicable</li> <li>• Career Cruising Research on Career or Colleges</li> <li>• Held "Principal" Exit Interview with evaluation feedback.</li> </ul> <p>85% or more of graduating seniors enrolled in the CDP, GED and ESOL programs will attended at least one college trip, have one practice interview, and have clear next steps for postsecondary advancement.</p>

<p>relationship and includes discussion on student interests and life challenges.</p> <ol style="list-style-type: none"> <li>2. Transcript and academic reviews</li> <li>3. Weekly check in meetings with students and teachers to track academic progress and attendance.</li> <li>4. Refer students to outside supports, if necessary.</li> <li>5. Post-Secondary Planning</li> </ol> <p>All students have an assigned Guidance Counselor and College/Career Specialist. As a team these individuals provide each student with the following:</p> <ol style="list-style-type: none"> <li>1. Tri-Annual Academic Review which includes a clear schedule/plan for graduation.</li> <li>2. Access to resources for post-secondary education at local and national colleges.</li> <li>3. Opportunities to earn dual credit at Gateway Community College and NH Adult Education</li> <li>4. Certificate programs in Microsoft Office and other Career Pathways.</li> </ol> <p>New Haven Adult Education students will have the opportunity to participate in intensive mathematics preparation courses to ensure successful completion of required entrance exams for the Regional Workforce Board programs such as “Skill Up for Manufacturing.”</p> <p>College Prep Course (GAP) extension courses are offered on site for dual credit.</p>	<p>100% of students enrolled in the CDP, GED and ESOL programs will be assigned a Student Specialist and Guidance Counselor. Together with our staff, students will complete the school wide expectations to ensure academic and social progress.</p> <p>100% of CDP Graduating students will have post-secondary plan, which includes College/Career options.</p> <p>10 or more students will complete the mathematics preparation course and successfully pass the entrance exams for post-secondary opportunities.</p> <p>Increase the number of students participating in GWCC on-site courses by 10% and more.</p>
--	---

**Goal 3: Implementation of College and Career Readiness Standards: The New Haven Adult and Continuing Education Center will fully implement the College and Career Readiness standards throughout all academic courses and student Capstone/showcase.**

<b>Objectives: 90% or more of the classroom instruction will directly align to CCRS Standards in ELA or Math.</b>	
<b>Activities</b>	<b>Measurable Outcomes</b>
<p>What specific activities will be implemented?</p> <p>Implement CCRS for ELA and Math in all academic courses as evidenced by teacher unit plans, administrative walk-throughs, and teacher evaluations.</p> <p>Teachers participate in the various data team protocols to review student work, analyze standards and ensure alignment.</p> <p>Continued professional development for coaches and teachers in CCRS standards and classroom implementation.</p> <p>Enhance the quality of instruction by introducing a school wide teacher-coaching model. Program facilitators will be trained on how to be a coach. The training will specifically integrate the principles of emotional intelligence and leading with core/shared values.</p> <p>Professional Learning Communities to monitor student data across each CCRS standard.</p> <p>CCRS standards will be implemented traditionally and digitally across our curriculum. Teachers will collaborate with our Technology Integration Specialist to plan and implement lesson that utilize technology.</p>	<p>What are the expected outcomes of these activities? How will you verify achievement of these outcomes?</p> <p>Teacher lesson plans will include specific CCRS standards.</p> <p>100% of teachers will participate and contribute during weekly PLC's and Data teams.</p> <p>All teachers will participate in CCRS professional development sessions.</p> <p>Students will be able to demonstrate knowledge of CCRS and 21<sup>st</sup> Century Standards on departmental common rubrics.</p> <p>All new and returning teachers will have the opportunity to complete the CCRS ELA/ Math 100 or ELP series training.</p> <p>100% of day and 75% of evening teachers will receive technology training.</p> <p>The Technology Integration Specialist will work with 2-3 teachers at one time to ensure technology is used across all course and programs.</p>

**2. How does this grant address School Reform goals?**

At the center of the New Haven Public School’s Reform initiative is student success. The New Haven Adult Education Center (NHAEC), offers students who took an alternative path the opportunity to earn a diploma and improve their life. A large percentage of our students were enrolled in a New Haven High School and due to a variety of life factors, these students were unable to graduate. NHAEC offers a rigorous academic learning environment and includes social/emotion supports for our adult learners. Students who graduate from NHAEC our offered a variety of college and career services to plan a clear path and trajectory for college, the workforce or the military. We believe it is never too late for achieve your goals and that each day holds a profound sense of hope and optimism for the future.

**3. Please explain why this proposal is significant and important in relation to improving student and/or staff performance, as well as any additional pertinent information that is**



**specific and relevant: (Include resume of person(s) providing service for contracts \$10,000 and over)**

Connecticut law requires that Adult Education services be offered in our district. In New Haven, one out of every 6 individuals 18 years of age does not have a high school diploma. This grant proposal provides an opportunity for students to earn a secondary diploma, to prepare for post-secondary education, to become a part of the workforce, become a citizen, and learn the components of the English Language while developing personal strengths to sustain the goals they set for themselves.

**The New Haven Adult Education Distance Learning plan for FY 2021 includes the following:**

- To provide alternate delivery methods specific to all adult learners New Haven Adult Education students will be provided either a portable device or access to our on-site computer lab to use throughout the program. Students have access to an instructor's Blackboard Learn or Google Classroom page where they will be able to stay engaged and active in the course material. Courses will also include a variety of learning management systems (LMS) that will allow students to progress through course content. These will include ALEKS for math coursework and an online writing and reading platform such as HAWKES. Additional LMS systems include Math IXL, GED Practice Career Cruising, and Read Works. Courses will be a mix of synchronous and asynchronous delivery. Students and the instructor will have the opportunity to interact in a virtual classroom using Web Ex, Google Classroom and Zoom technology. This could include video lectures, live chatting and live streaming lectures.
- New Haven Adult Education students will have the opportunity to utilize synchronous and/or asynchronous formats. Utilizing a synchronous format will allow students to maintain a routine and allow for interaction with instructor and classmates. Asynchronous components of the course will allow the adult learners with more hectic schedules the opportunity to meet course requirements at their own pace. Courses for Fall 2020 are in the process of being revamped to accommodate both of the above mentioned formats. Students will be advised on student expectations and course requirements in order to participate in these courses. This will ensure students understand what they are committing to by enrolling in a course. All students enrolled will have access to all the support resources including a dedicated support specialist, college/career center, community partnerships and more. Students will participate in a number of instructional trainings for utilizing technologies that will be required for remote learning.
- The NHAE remote instructional plan will follow and ensure course learning objectives are met. Through a blended learning environment students will acquire the required technical, workforce and academic skills for each course. Teachers will use a variety of strategies to guide students through a curriculum with explanations of objectives, pacing guides, example problems and adaptive practice testing software. Our instructors will hold virtual and physical office hours to provide students with an opportunity to ask questions and receive specific supports. Academic and technical tutors are available via the Web Ex platform and Zoom.

**REQUIRED:  
A COPY OF THE GRANT APPLICATION MUST BE  
ATTACHED TO THE ABSTRACT.**