

MEMO

TO: Mansfield School Readiness Council: Mansfield
FROM: **REVIEW PANEL**
Sarah Dufresne, School Readiness Liaison, Town of Mansfield
Angela Fournier, School Readiness Liaison, Town of Windham
Ashley Bailey, Hartford Healthcare
Adrienne McPherson, Mansfield resident and parent
Katherine Bell, Youth Services Supervisor, Town of Mansfield
Lena Knowles, Facilities Administrative Assistant, Town of Mansfield
SUBJECT: Review Panel Report
DATE: April 29, 2019

The Review Panel met on April 18, 2019 to review the Requests for Proposals (RFP) submitted to the Town of Mansfield for the School Readiness Grant. Four (4) RFP's were submitted to the Town of Mansfield School Readiness Liaison. The School Readiness RFP is for the grant year July 1, 2019 to June 30, 2020.

The Review Panel met and discussed each application. A scoring rubric, created by the Office of Early Childhood, was used by the panel to score each RFP and to guide the discussion.

Community Children's Center

Community Children's Center is a continued funded program. The program has 4 full time spaces and 3 part day spaces and is requesting continued funding for these slots.

Comments from the Review Panel:

- Thank you for submitting your entire RFP in one PDF document.
- There were some minimal safety and staffing concerns that resulted from your state inspection. Continue to ensure that corrective action plan regarding ratios is followed accurately.
- The Review Panel also noted that the wording included in your emergency transportation plan could use revision. They thought it may be a liability on your part to transport by staff vehicle.
- Please update "Operational Administrator" on OEC registry for your NAEYC report.
- Expand on your collaborations and explain them in more detail for full points.
- The Review Panel enjoyed your answer regarding inclusion of children with special needs. It was very thorough and well thought out.
- The panel thought it was really great that you thought about the "why" you are doing additional activities (G) and thought this answer was excellent.
- The panel enjoyed that you will work with individual families to locate alternate care, but you should have a designated partnership with an organization to provide alternate care for families for full points.
- In the future, please list ratio of your other classroom also as the OEC requires all classrooms to be under ratio.
- The panel appreciated the detail contained in your answer on curriculum. You mentioned the ELDS, ongoing planning, training, and really hit every aspect of the question in your answer.
- The panel felt your daily schedule was descriptive, and they loved the wording of "outside time, group time, individual time, choice play."
- Very nice balance on your budget justification.

Recommendation: The Review Panel recommended continued School Readiness funding for the Community Children's Center for FY20.

UConn Child Development Laboratories

UConn Child Development Laboratories is a continued funded program. The program has 7 school day spaces and is requesting continued funding for these slots.

Comments from the Review Panel:

- In the future, please submit your entire RFP in one PDF file. The electronic zip file you submitted was several parts and not one PDF document. Electronic submission of a PDF is required so that the RFP can be sent to the OEC.
- In the future, please do not complete and include the license exempt form.
- Amazing job on your inspection! The panel felt you really knocked it out of the park.
- The “ADMINISTRATOR” needs to be updated on NAEYC registry.
- Please go in and update the OEC registry. The last update was done on 2/20/18. It is a requirement of the OEC that this gets updated monthly, or that you are logging in monthly to ensure accuracy.
- Please strengthen response regarding recruitment for families under 75% SMI. You mention that advertising is done, but there was no mention as to where? Otherwise, great answer.
- You listed no collaborations. The Review Panel noted that you have several, including the School of Ed, School of Psych, Jump Start, MAC, and the Mansfield Public Library. Please list these in the future to receive points for this question.
- Great answer on how your center includes children with special needs. It was very thorough and the panel loved that you included text directly from your handbook. It was suggested by one panel member to change the wording on “if” you can meet needs, because you do meet the needs.
- The Review Panel liked your answer to Item G: additional activities. You listed several great things that your center will do for other activities. For full pints, please also include proposed outcomes from these additional activities.
- The Review Panel appreciated your classroom to staff ratios.
- The Review Panel had some feedback regarding the daily schedule. Someone who doesn’t know the program might be confused as to time spent at each individual activity. If possible, provide rough estimates of time spent and break it down. If you have a visual of daily schedule in a classroom, maybe take a picture of that and submit in your future RFP’s.
- Please fix the amounts of the budget being off (\$300). Make these corrections and return your updated budget workbook to Sarah Dufresne by noon on Friday, May 3, 2019
- The Review Panel felt that your handbook is written at a very high reading level. It was suggested that you consider revising for those who may be below the current reading level of that document.
- Overall, great work on your RFP. Your staff qualifications and staff retention are a great strength of your center. With some small changes, you could receive full points in the future.

Recommendation: The Review Panel recommended continued School Readiness funding for the UConn Child Development Laboratories for FY20.

Mansfield Discovery Depot

Mansfield Discovery Depot is a continued funded program. The program has 4 full day spaces and is requesting continued funding for these slots.

Comments from the Review Panel:

- In the future, please submit your entire RFP in one PDF file. The hard copy you submitted was single and double sided which made it very difficult to scan into a PDF. Electronic submission is required so that the RFP can be sent to the OEC.
- The licensing inspection form was difficult to read. In the future, please adjust coloring so that it is easier to read. The corrective action plan was not attached. Please send a copy of that form to Sarah Dufresne by 6:00PM on Tuesday, April 30, 2019.
- Update health and safety report on OEC registry. Make sure staff are current. It was noted by the panel that some staff that don't meet the health and safety requirements.
- Retention of staff is a strong point for your program. Many of your teachers and support staff have been there for several years.
- Please strengthen response to Item A regarding how you recruit families under 75% SMI. Please provide specific examples as to how your center recruits these families as it is not solely the responsibility of the SR liaison.
- Great work on your answer regarding collaborations! There were many of them listed, and the panel liked that you included all of the MOU's.
- The panel loved your answer on the inclusion of children with special needs. It was very thorough and covered all aspects of the question.
- We enjoy that you have a lunch program which is helpful and wonderful for families.
- You do have an alternate care plan, but it is a non-equivalent child care suggestion for working families. Working families cannot attend play groups or take time off of work. Consider revising. We do like how you mentioned the Child Care Directory.
- Great answer on curriculum and assessment. Your attachment regarding curriculum was very detailed and straightforward.
- Please clarify or change wording regarding opening time activities for two of your classrooms: "stories in office lobby." The panel was wondering what this meant and how this works.
- Overall, the grant was much better than last year. Answers were much more thorough and detailed. Members of the panel from last year noted that feedback was taken into place and utilized for this RFP. There were minor spelling and grammar mistakes, but they did not take away from the content submitted.

Recommendation: The Review Panel recommended continued School Readiness funding for the Mansfield Discovery Depot for FY20.

Willow House

Willow House is a continued funded program. The program has 2 full day spaces and is requesting continued funding for these slots.

Comments from the Review Panel:

- The Review Panel did not score the RFP because it was incomplete.
- Willow House is no longer NAEYC Accredited. The OEC states that if an existing organization loses NAEYC Accreditation, they are no longer eligible for School Readiness funding. They can apply for funding once they are NAEYC Accredited.

Recommendation: The Review Panel does not recommended continued School Readiness funding for Willow House for FY20.