

ABSTRACT

SPECIAL FUND PROPOSAL

Section I. BASIC INFORMATION

Proposed Project Title: School Volunteer Program

Grant Source and Agency: Community Foundation for Greater New Haven

Total Amount Requested: \$27,798.00 **Due Date of Application:**

System Contact: Patricia DeMaio

Telephone #:
475-220-1372

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

An Endowment was established with Community Foundation for Greater New Haven to support a school volunteer program for New Haven Public Schools. Annual allocation of interest income is used to pay a part time program assistant who provides registration and screening of applicants, and to provide funding for criminal background screening of prospective volunteers.

TARGET: Schools/Unit: All
No. of Students: All **Grade Level(s):** All
Eligibility Criteria: N/A

GRANT PERIOD:	
From: (mm/dd/year): 7/1/22	
To: (mm/dd/year): 6/30/23	
<input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation	
Previous Bd. of Ed. Approval:	
<input type="checkbox"/> Planning <input checked="" type="checkbox"/> Operational	
Bd. of Ed. Information	
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information <input type="checkbox"/> Support <input type="checkbox"/> Competitive <input type="checkbox"/> Entitlement <input checked="" type="checkbox"/> Grant	

PROPOSAL DEVELOPERS:
Patricia DeMaio

CENTRAL OFFICE USE ONLY – MUST REMAIN ON PAGE 1	
ABSTRACT TIMETABLE	REVIEW
Return to: _____	Grants Manager <u>Pat DeMaio</u> Finance Manager <u>LeAnn 8/23/22</u> Human Resource Manager _____
Received: _____	
Board of Education FINANCE & OPERATIONS Meeting Date <u>9/6/22</u>	
Board of Education Meeting Date: <u>9/12/22</u>	
Due Date to Grantor: _____	

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SECTION II: FISCAL INFORMATION

PERSONNEL

# FT	#PT		COST
		Administrators	\$
		Teachers	\$
		Management	\$
		Paraprofessionals	\$
		Clerks	\$
	1*	Others	\$15,595.00
		Stipend	\$
		Longevity	
		SUBTOTAL	\$15,595.00

NON PERSONNEL

	COST
Supplies & Materials	\$ 454.00
Student Transportation	\$
Staff Travel	\$
Internal Evaluation	\$
External Evaluation	\$
Independent Contractors	\$10,000.00
Equipment	\$
Other	\$
Indirect Costs, if allowed	\$ 1,000.00
TOTAL NON- PERSONEL	\$11,454.00

FIXED COSTS:

Health Benefits	\$
Pension (Paras & Mgmt.)	\$
FICA/Medicare	\$ 688
Workmen's Compensation	\$ 61
SUBTOTAL	\$749.00
TOTAL PERSONNEL & FIXED COSTS	\$16,344.00

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.

Personnel: Part-time program assistant to conduct volunteer registration and screening; answer phones, communicate with school personnel and volunteers to confirm volunteer placement. New endowment income to pay \$15,595.00 of \$21,060 part-time salary. Balance of \$5,465.00 will be paid through School Volunteer carryover funds.

Non-Personnel: Supplies & materials: Office supplies; Independent Contractor: Employer's Reference Service, (ERS) contractor for volunteer background screening.

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SECTION III: SYSTEM OBLIGATIONS

Project support from other programs: None Yes **Explain:**

Linkage with other programs: None Yes **Explain:** Colleges, Universities and community organizations provide volunteers

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


Future local personnel obligations: None Yes **Explain:** The endowment income pays 100% of part time salary, split between new funds and carryover funds.

PROJECT OR GRANT REQUIREMENTS

- Local Maintenance
- Replication
- Parent Involvement
- In-Service Training
- Advisory Committee
- Linkage w/other Programs
- Non-Public School Involved
- Dissemination

ADDITIONAL RESTRICTIONS OR CONCERNS

SUBMITTING ADMINISTRATOR:

Patricia A. DeMaio
Signature 

Date: 8/18/22

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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	Program Assistant	Registration, Screening & Placement of Volunteers	July 1, 2022 to June 20, 2023	Linda Powell	Yes	20700

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
Employers Reference Source	Conducts criminal background screening of volunteers	Average of \$25.00 per person	\$10,000.00

VI. ADDITIONAL INFORMATION:

Please Answer All Questions -- Use Additional Pages if Necessary

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

To support the school volunteer function by providing funds for part time program assistant who monitors registration, criminal background screening and placement of volunteers, including tutors, mentors, classroom assistants, office assistants, chaperones for overnight field trips, Science Fair mentors and other support functions.

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

During the past two years volunteer availability was impacted by Covid 19, closure of schools or reduced programming. Normally, the District screens and places between 350- 1,023+ individuals depending on activates. Last year, the number dropped 330 volunteers. It is anticipated that the numbers will increase during the new school year.

2. How does this grant address School Reform goals?

Service contributes to safe learning and work environments by ensuring the volunteers have been screened. Volunteers enhance student learning through tutoring, as class room assistants and mentors.

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)

The mandatory screening of volunteers and staff support is covered by the School Volunteer Endowment and does not represent a cost to the District. Volunteer tutors from various organizations, colleges and universities work with students to improve academic performance; classroom assistants and library assistants are utilized to work with small groups on school projects or homework.