



2018 – 2020 PRESCHOOL–QUALITY RATING AND IMPROVEMENT SYSTEM BLOCK GRANT AGREEMENT

AGREEMENT BETWEEN THE SAN MATEO COUNTY SUPERINTENDENT OF SCHOOLS AND THE CITY OF MENLO PARK FOR THE SAN MATEO COUNTY PRESCHOOL – QUALITY RATING AND IMPROVEMENT SYSTEM BLOCK GRANT (SM County PS-QRIS).

I. PURPOSE OF AGREEMENT

THIS AGREEMENT is made on behalf of the San Mateo County Preschool – Quality Rating and Improvement System Block Grant 18-19 (SM County PS-QRIS) and entered into by and between the **San Mateo County Superintendent of Schools** (“County Superintendent”) and the **City of Menlo Park** (“Agency”) for the purpose of giving local QRIS Block Grants to California State Preschool (CSPP) sites that have been rated at quality level of tier 4 or 5.

The San Mateo County Superintendent of Schools is the lead agency and fiscal agent for the PS-QRIS Block Grant in San Mateo County. The County Superintendent has received a grant from the Early Education and Support Division of the CA Department of Education (CDE) for the purpose of implementing the provisions of Senate Bill 858, Statute of 2014. The County Superintendent was notified of the grant award and directed to implement the Block Grant in accordance with the approved Plan and Budget.

The Agency has been selected by the County Superintendent to receive a local block grant because one or more of its CSPP sites was fully rated by Quality Counts, the San Mateo County QRIS, and achieved a quality rating of tier 4 or 5 according to the procedures and protocols described in the CA QRIS Implementation Guide. It is the intent that the local block grant funds be used to maintain or increase the quality of the Agency’s CSPP Sites (e.g., keeping ratios low, paying for qualified staff, supporting strong teacher-child interactions, and maintaining a quality program). See Attachment B for the QRIS Quality Continuum Matrix.

II. TERM OF AGREEMENT

The term of this Agreement shall be for the period **July 1, 2018 through June 30, 2020**, subject to the termination provisions noted in paragraph III.5.

III. COUNTY SUPERINTENDENT'S RESPONSIBILITIES

1. The County Superintendent shall issue payment to the Agency in an amount not to exceed **TWENTY TWO THOUSAND FIVE HUNDRED DOLLARS AND ZERO CENTS (\$22,500.00)**, in accordance with the local block grant formula in the approved SM County PS-QRIS Plan for 2018-19 for Belle Haven Child Development Center (see Attachment A).
2. The grant funds will be disbursed within 30 days of receipt of the signed Agreement. The County Superintendent will inform the Agency of the reporting requirements and any additional guidance provided by the CDE concerning the use of and reporting requirements for local PS-QRIS block grants (see Attachment C).
3. The County Superintendent will account for the funds and activities of the SM County PS-QRIS Block Grant according to the reporting requirements decided upon by the CDE.
4. The County Superintendent shall maintain a database to house the data collected on Quality Counts San Mateo County QRIS, its participating sites, staff, children and families.
5. The County Superintendent may, at any time from execution of this Agreement, terminate this Agreement, with or without cause, upon 30 days written notice specifying the effective date of such termination.
6. Payment by the County Superintendent of the local block grant funds pursuant to this Agreement is contingent upon availability and receipt of funds from the California Department of Education. The County Superintendent may terminate the Agreement for unavailability of said funds. In this event, the County Superintendent shall inform the Agency of such unavailability as soon as it becomes known.

IV. AGENCY RESPONSIBILITIES

1. The Agency shall return two executed original Agreements to the office of the County Superintendent by June 1, 2019.
2. Submit a Budget Form and Budget Narrative on or before June 1, 2019 that describes how the Agency plans to use the local PS-QRIS block grant to maintain the quality of its CSPP sites rated at tier 4 or 5, and provide high quality early learning services to the San Mateo County community. The Budget should be guided and informed by the approved Quality Improvement Plans developed by the Agency sites participating in Quality Counts San Mateo County QRIS. Grant funds may be used for expenses incurred for the period July 1, 2018 through June 30, 2020. **All funds must be fully expended by June 30, 2020.**
3. The Agency agrees to report grant expenses, as they are incurred, according to the CDE reporting requirements described in Attachment C to the required reporting schedule.
4. Continue to participate in the Quality Counts San Mateo County QRIS by 1) creating and updating Site and Classroom Quality Improvement Plans (QIPs) that are specific, measurable, realistic and informed by child and program assessments and best practices; 2) providing leadership and support to Agency CSPP sites and staff to implement their plans; 3) providing all required data on the CSPP sites and their QIPs. Participate in ongoing evaluation of Quality Counts San Mateo County QRIS and PS-QRIS Block Grant by

collection and provision of data, participation in focus groups or other methods determined by the Quality Counts San Mateo County QRIS Consortium or Quality Counts CA.

5. Agency agrees to provide to the County Superintendent, to any Federal or State department having monitoring or reviewing authority, to the County Superintendent's authorized representatives and/or their appropriate audit agencies upon reasonable notice, access to and the right to examine and audit all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules and regulations, and this Agreement.
6. Agency shall maintain a Certificate of Insurance to be made available upon request to the County Superintendent showing evidence of sufficient insurance coverage as will protect it while performing the services required by this Agreement.
7. Agency shall indemnify and save harmless the County Superintendent, its officers, agents, employees and servants from any and all claims, suits or actions of every name, kind or description, in any way occasioned by or arising out of the performance of this Agreement, but only in proportion to, and to the extent, that any and all such claims, suits or actions of every name, kind or description solely result from the negligence or willful misconduct of the Superintendent, its officers, agents and/or employees.

In the event of concurrent negligence of the Agency, its officers, agents, employees and servants and the County Superintendent, its officers, agents, employees and servants, then the liability for any and all claims for injuries or damages to persons and/or property which arise out of the terms and conditions of this Agreement shall be apportioned under the California theory of comparative negligence as established presently, or as may be hereafter modified.

The duty to indemnify and save harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code; provided, however, that nothing herein shall be construed to require either party hereto to indemnify the other party hereto, their officers, agents, employees and servants against any responsibility or liability in contravention of Section 2782 of the Civil Code.

8. Responsibility for Audit Exceptions:

Audit exceptions are defined as any unfavorable finding in any audit of Agency's performance under this Agreement. Agency is aware and is hereby on notice that any and all failure to comply with relevant Federal, State, and local statutes, rules, and regulations, including requirements of the County Superintendent, may result in Agency liability to repay part or all of the funds under this Agreement.

Agency will notify the County Superintendent in writing immediately of any audit exception(s). Agency may at that time or anytime thereafter, give notice of intent to terminate this Agreement subject to satisfactory corrections within thirty (30) days.

Agency agrees to correct and resolve all audit exceptions to the County Superintendent's satisfaction and agrees to give such response to the County Superintendent as the County Superintendent deems necessary regarding any audit exception. Agency is aware and is hereby on notice that audit exceptions may result in the County Superintendent's liability to the State of California, among others, for part or all of the funds provided under this Agreement and so agrees to pay to the County Superintendent the full amount of the County Superintendent's liability resulting from said audit exceptions attributable to the Agency.

V. OTHER TERMS OF AGREEMENT

This agreement is of no force or effect unless, or until, the authorized signatures from the County Superintendent and the Agency appear on this document.

VI. ADDRESSES

All correspondence, notices, claims, etc. will be sent to the following persons and addresses:

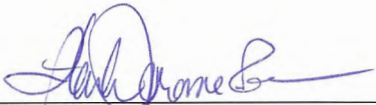
FOR THE
County
Superintendent

Alyson Suzuki, Administrator
Early Learning Support Services
San Mateo County Office of Education
101 Twin Dolphin Drive
Redwood City, CA 94065-1064
650-802-5623
650-802-5622 (fax)
asuzuki@smcoe.org

FOR THE
Agency

Carmen Lo, Recreation Coordinator
City of Menlo Park
410 Ivy Drive
Menlo Park, CA 94025
(650) 330-2270
cklo@menlopark.org

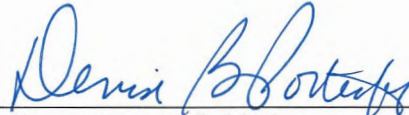
IN WITNESS WHEREOF, the parties hereto, by their duly authorized representative, have affixed their hands on the day and year first written.



Starla Jerome-Robinson
City Manager
City of Menlo Park

6/4/19

Dated



Denise Porterfield, Deputy Superintendent
Business Services Division
San Mateo County Superintendent of Schools

6/18/19

Dated

DL
DS

9/17/19
7/5/19

ATTACHMENT A

**San Mateo County Local Preschool-QRIS Block Grant 18-19
To Menlo Park - Belle Haven CDC for its CSPP spaces in sites rated at Tier 4 or 5**

<u>Tier 4</u>		
Full-Day Spaces	75	
Base	\$300	\$22,500
		<u>\$22,500</u>
<u>Total All Spaces</u>	<u>\$22,500</u>	

ELEMENT	1 POINT	2 POINTS	3 POINTS	4 POINTS	5 POINTS
CORE III: PROGRAM AND ENVIRONMENT - Administration and Leadership					
5. Ratios and Group Size (Centers Only beyond licensing regulations)	<input type="checkbox"/> Center: Title 22 Regulations Infant Ratio of 1:4 Toddler Option Ratio of 1:6 Preschool Ratio of 1:12 <input type="checkbox"/> FCCH: Title 22 Regulations (excluded from point values in ratio and group size)	<input type="checkbox"/> Center - Ratio: Group Size Infant/Toddler – 4:16 Toddler – 3:18 Preschool – 3:36	<input type="checkbox"/> Center - Ratio: Group Size Infant/Toddler– 3:12 Toddler – 2:12 Preschool– 2:24	<input type="checkbox"/> Center - Ratio: Group Size Infant/Toddler – 3:12 or 2:8 Toddler – 2:10 Preschool – 3:24 or 2:20	<input type="checkbox"/> Center - Ratio: Group Size Infant/Toddler – 3:9 or better Toddler – 3:12 or better Preschool – 1:8 ratio and group size of no more than 20
6. Program Environment Rating Scale(s) (Use tool for appropriate setting: ECERS-R, ITERS-R, FCCERS-R)	<input type="checkbox"/> Not Required	<input type="checkbox"/> Familiarity with ERS and every classroom uses ERS as a part of a Quality Improvement Plan	<input type="checkbox"/> Assessment on the whole tool. Results used to inform the program's Quality Improvement Plan	<input type="checkbox"/> Independent ERS assessment. All subscales completed and averaged to meet overall score level of 5.0	<input type="checkbox"/> Independent ERS assessment. All subscales completed and averaged to meet overall score level of 5.5 OR Current National Accreditation approved by the California Department of Education
7. Director Qualifications (Centers Only)	<input type="checkbox"/> 12 units ECE/CD+ 3 units management/ administration	<input type="checkbox"/> 24 units ECE/CD + 16 units General Education +/with 3 units management/ administration OR Master Teacher Permit	<input type="checkbox"/> Associate's degree with 24 units ECE/CD +/with 6 units management/ administration and 2 units supervision OR Site Supervisor Permit AND <input type="checkbox"/> 21 hours PD annually	<input type="checkbox"/> Bachelor's degree with 24 units ECE/CD +/with 8 units management/ administration OR Program Director Permit AND <input type="checkbox"/> 21 hours PD annually	<input type="checkbox"/> Master's degree with 30 units ECE/CD including specialized courses +/with 8 units management/ administration, OR Administrative Credential AND <input type="checkbox"/> 21 hours PD annually
TOTAL POINT RANGES					
Program Type	Common-Tier 1	Local-Tier 2³	Common-Tier 3	Common-Tier 4	Local-Tier 5⁴
Centers 7 Elements for 35 points	Blocked (7 points) – Must Meet All Elements	Point Range 8 to 19	Point Range 20 to 25	Point Range 26 to 31	Point Range 32 and above
FCCHs 5 Elements for 25 points	Blocked (5 points) – Must Meet All Elements	Point Range 6 to 13	Point Range 14 to 17	Point Range 18 to 21	Point Range 22 and above

3. Local-Tier 2: Local decision if Blocked or Points and if there are additional elements.

4. Local-Tier 5: Local decision if there are additional elements included California Department of Education, February 2014 updated on May 28, 2015; effective July 1, 2015

ATTACHMENT B

CALIFORNIA QUALITY RATING AND IMPROVEMENT SYSTEM (CA-QRIS) QUALITY CONTINUUM FRAMEWORK – RATING MATRIX WITH ELEMENTS AND POINTS FOR CONSORTIA COMMON TIERS 1, 3, AND 4

ELEMENT	1 POINT	2 POINTS	3 POINTS	4 POINTS	5 POINTS
CORE I: CHILD DEVELOPMENT AND SCHOOL READINESS					
1. Child Observation	<input type="checkbox"/> Not required	<input type="checkbox"/> Program uses evidence-based child assessment/observation tool annually that covers all five domains of development	<input type="checkbox"/> Program uses valid and reliable child assessment/observation tool aligned with <i>CA Foundations & Frameworks</i> ¹ twice a year	<input type="checkbox"/> DRDP (minimum twice a year) and results used to inform curriculum planning	<input type="checkbox"/> Program uses DRDP twice a year and uploads into DRDP Tech and results used to inform curriculum planning
2. Developmental and Health Screenings	<input type="checkbox"/> Meets Title 22 Regulations	<input type="checkbox"/> Health Screening Form (Community Care Licensing form LIC 701 "Physician's Report - Child Care Centers" or equivalent) used at entry, then: <ol style="list-style-type: none">1. AnnuallyOR2. Ensures vision and hearing screenings are conducted annually	<input type="checkbox"/> Program works with families to ensure screening of all children using a valid and reliable developmental screening tool at entry and as indicated by results thereafter AND <input type="checkbox"/> Meets Criteria from point level 2	<input type="checkbox"/> Program works with families to ensure screening of all children using the ASQ at entry and as indicated by results thereafter AND <input type="checkbox"/> Meets Criteria from point level 2	<input type="checkbox"/> Program works with families to ensure screening of all children using the ASQ & ASQ-SE , if indicated, at entry, then as indicated by results thereafter AND <input type="checkbox"/> Program staff uses children's screening results to make referrals and implement intervention strategies and adaptations as appropriate AND <input type="checkbox"/> Meets Criteria from point level 2
CORE II: TEACHERS AND TEACHING					
3. Minimum Qualifications for Lead Teacher/ Family Child Care Home (FCCH)	<input type="checkbox"/> Meets Title 22 Regulations [Center: 12 units of Early Childhood Education (ECE)/Child Development (CD) FCCH: 15 hours of training on preventive health practices]	<input type="checkbox"/> Center: 24 units of ECE/CD ² OR Associate Teacher Permit <input type="checkbox"/> FCCH: 12 units of ECE/CD OR Associate Teacher Permit	<input type="checkbox"/> 24 units of ECE/CD + 16 units of General Education OR Teacher Permit AND <input type="checkbox"/> 21 hours professional development (PD) annually	<input type="checkbox"/> Associate's degree (AA/AS) in ECE/CD (or closely related field) OR AA/AS in any field plus 24 units of ECE/CD OR Site Supervisor Permit AND <input type="checkbox"/> 21 hours PD annually	<input type="checkbox"/> Bachelor's degree in ECE/CD (or closely related field) OR BA/BS in any field plus/with 24 units of ECE/CD (or master's degree in ECE/CD) OR Program Director Permit AND <input type="checkbox"/> 21 hours PD annually
4. Effective Teacher–Child Interactions: CLASS Assessments (*Use tool for appropriate age group as available)	<input type="checkbox"/> Not Required	<input type="checkbox"/> Familiarity with CLASS for appropriate age group as available by one representative from the site	<input type="checkbox"/> Independent CLASS assessment by reliable observer to inform the program's professional development/improvement plan	<input type="checkbox"/> Independent CLASS assessment by reliable observer with minimum CLASS scores: Pre-K ▪ Emotional Support – 5 ▪ Instructional Support – 3 ▪ Classroom Organization – 5 Toddler ▪ Emotional & Behavioral Support – 5 ▪ Engaged Support for Learning – 3.5 Infant ▪ Responsive Caregiving (RC) – 5.0	<input type="checkbox"/> Independent assessment with CLASS with minimum CLASS scores: Pre-K ▪ Emotional Support – 5.5 ▪ Instructional Support – 3.5 ▪ Classroom Organization – 5.5 Toddler ▪ Emotional & Behavioral Support – 5.5 ▪ Engaged Support for Learning – 4 Infant ▪ Responsive Caregiving (RC) – 5.5

1. Approved assessments are: Creative Curriculum GOLD, Early Learning Scale by National Institute of Early Education Research (NIEER), and Brigance Inventory of Early Development III.

2. For all ECE/CD units, the core eight are desired but not required.

Note: Point values are not indicative of Tiers 1–5 but reflect a range of points that can be earned toward assigning a tier rating (see Total Point Range).



ATTACHMENT C
2018-19 San Mateo County
Preschool – Quality Rating and Improvement System Local Block
Grant (SM County PS-QRIS)
REPORTING REQUIREMENTS

Budget Form and Budget Narrative

Agency submits to QRIS Coordinator at QRIS@smcoe.org the Budget Form and Budget Narrative that describes how the Agency plans to use the local PS-QRIS block grant to maintain or increase the quality of its CSPP site(s). The Budget should be guided and informed by the approved Quality Improvement Plans (QIPs) developed by the Agency site(s) participating in Quality Counts SM County. Grant funds should be used for expenses incurred for the period of July 1, 2018 through June 30, 2020. All funds must be fully expended by June 30, 2020.

Timeline/Calendar

Item/Requirement	Frequency	Submission
Budget Form and Budget Narrative	At agreement signing	Submit to QRIS Coordinator on or before June 1, 2019.
Fiscal Report Form	<u>1st Reporting period:</u> <ul style="list-style-type: none"> • July 1, 2018 to September 30, 2019 • Report only expenses incurred during reporting period <u>2nd Reporting period:</u> <ul style="list-style-type: none"> • October 1, 2019 to June 30, 2020 • Report only expenses incurred during reporting period 	<u>1st Reporting period:</u> Submit to QRIS Coordinator by October 10, 2019 in both <ul style="list-style-type: none"> • Excel format via email, and • signed hard copy original via mail. <u>2nd Reporting period:</u> Submit to QRIS Coordinator by July 10, 2020 in both <ul style="list-style-type: none"> • Excel format via email, and • signed hard copy original via mail.
Reporting to CDE	Report the grant expenses as they are incurred on the Supplemental Income (page 4) of the CD8501 Fiscal and Attendance Report for CA State Preschool Programs.	Refer to the Green Book or your CD Fiscal Consultant is unsure how to report such supplemental income.



2018-19 PS-QRIS Local Block Grant Budget



Agency Name, Address:		City of Menlo Park Belle Haven Child Development Center 410 Ivy Drive Menlo Park, CA 94025	
MAIL SIGNED HARDCOPY VERSION TO:		San Mateo County Office of Education, Attn: Nirmala Dillman, 101 Twin Dolphin Dr., Redwood City, CA 94065	
EMAIL EXCEL VERSION TO:		QRIS@smcoe.org	
PS-QRIS Local Block Grant Amount:		\$ 22,500.00	
Categories of Spending	Anticipated Budget for 2018-19	Anticipated Budget for 2019-20	Total Grant Budget
1000 Certified Salaries			
Increase in Salaries	\$ -	\$ -	\$ -
ReleaseTime/Substitutes	\$ -	\$ -	\$ -
Paid Pre-Service Day(s)	\$ -	\$ -	\$ -
Professional Development/coursework reimbursement	\$ -	\$ -	\$ -
Additional staff to reduce adult:child ratios	\$ -	\$ -	\$ -
Additional staff to cover time for PLC/completing ASQs or other assessments	\$ -	\$ -	\$ -
Other:	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -
2000 Classified Salaries			
Paid Pre-Service Day(s)	\$ -	\$ -	\$ -
Other:	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -
3000 Benefits			
Benefits	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -
4000 Supplies			
Materials and Technical Support	\$ -	\$ 17,000	\$ 17,000
Other:	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ 17,000	\$ 17,000
5000 Travel/Equipment/Contractual			
Travel	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -
Workshop conference/registration fee	\$ -	\$ -	\$ -
Incentives/Teacher stipends	\$ -	\$ -	\$ -
Contracted/Purchased Professional Development Services	\$ -	\$ -	\$ -
Other:	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ 5,500	\$ 5,500
Other Spending Categories not mentioned (please specify):			
Non-reimbursable bonuses	\$ -	\$ -	\$ -
Grand Total	\$ -	\$ 22,500.00	\$ 22,500.00

CERTIFICATION- I hereby certify that, to the best of my knowledge and belief, the information in this report is accurate and complete.

Signature of CSPP Contractor (Original signature only)	Date
	6/14/19
Name and Title (Please Print)	
Carmen L. Recreation Coordinator	
Fiscal Contact Name and Title	Date
Patricia Barboza, Senior Accountant	6/1/2019



SAN MATEO
COUNTY
OFFICE OF
EDUCATION

2018-19 PS-QRIS Local Block Grant - Budget Narrative

Agency Name	Agency Contact	Title
City of Menlo Park Belle Haven CDC	Carmen Lo	Recreation Coordinator
Email	Telephone	Date
cklo@menlopark.org	650-330-2272	June 1, 2019

2018-19 PS-QRIS Local Block Grant Award: \$ 22,500.00

Briefly describe how your agency plans to spend this grant to maintain or increase the quality of your CA State Preschool site(s). How do the expenditures you describe assist you in achieving the goals outlined in your site(s)'s Quality Improvement Plan (QIP)? Submit Budget Narrative to Nirmala Dillman by regular mail and by email to QRIS@smcoe.org.

Expenditure Description and Connection to QIP	Amount
1000 Certificated Salaries	
2000 Classified Salaries	
3000 Benefits	
4000 Supplies	\$17,000
The supplies budget will help support each classroom and the center as a whole in new and additional instructional material per the recommendations of QRIS coach and data of ECERS/CLASS results	
5000 Travel/Equipment/Contractual/Consultant Services	\$5,500
The budget allotted in the 5000's will support staff professional development throughout the year including the Teaching Pyramid. This budget would also be used toward external contractors and speakers.	
Other - Please Specify	
Total Grant Expenditure Amount:	\$ 22,500.00