

**Title Page**

**2009-2010**

**APPLICATION FOR INTERDISTRICT MAGNET SCHOOL FUNDS  
under  
G.S. Section 10-264l et seq.**

**Instructions**

Please complete all sections. The completed application should be sent or hand delivered to the Bureau of Choice Programs, 25 Industrial Park Road, Middletown, Connecticut 06457 by 4:30 p.m. on Wednesday, June 17, 2009. Extensions shall not be given.

1. Interdistrict Magnet School \_\_\_\_\_

2. Applicant (School District or RESC) \_\_\_\_\_

3. Contact Person \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ : \_\_\_\_\_

E-mail \_\_\_\_\_

4. School Principal/Director \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ : \_\_\_\_\_

E-mail \_\_\_\_\_

5. Participating School Districts:

A. Members of Governance Committee and Districts Represented

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B. Other Districts Sending Students

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6. I hereby certify that the information contained in this application is true and accurate to the best of my knowledge and belief.

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Signature of Superintendent of Schools, RESC Director  
or Director representing a Cooperative Arrangement submitting  
this application.

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Date

The application should include the following information:

1. Completed Table 1 - Race/Ethnicity of Enrolled Students by Participating School District for 2009-10 (Attachment A).
2. Updated Operations Plan - Review your latest operations plan and complete (Attachment B). Formal changes to the operations plan will be inserted into your approved plan.
3. Completed budget form ED 114 (Attachment C).
4. Completed budget narrative for each category on the ED 114.
5. Completed budget worksheet schedules 1 and 2 for the 2009-10 school year (Attachment D).
6. The Standard Statement of Assurances.
7. Completed Annie E. Casey Foundation Documentation - Applicants that are part of a collaborative effort funded in whole or in part by the Annie E. Casey Foundation must submit documentation that:
  - the collaborative oversight entity has been provided the opportunity to review and comment on the grant application or proposal prior to submission to the Department;
  - the proposal or application submitted provides information detailing the activities which assure priority access to services to children, youth and families referred by the collaborative oversight entity; and
  - the applicant shall designate someone to act as liaison for the referral process.
8. Certification that a current affirmative action packet is on file.

**Attachment A**

Complete the information in Table 1. For each participating school district indicate the number of students that are anticipated to enroll in this interdistrict magnet school or program for the 2009-10 school year.

**Table 1 - Race/Ethnicity of Enrolled Students by Participating School District**

District	Column A American Indian or Alaskan Native	Column B Asian/Pacific Islander	Column C Black (Not of Hispanic Origin)	Column D Hispanic	Column E White	Column F Total
Total students by racial/ethnic category.						

**Attachment B**  
**UPDATED OPERATIONS PLAN**

<i>Operations Plan Component</i>	<i>Revisions 2009-10</i>
a. Mission and Vision - Review your current mission and vision statements and make changes as needed. Include these latest statements and any impact these revisions will cause in the new school year.	
b. Learning Objectives - Describe changes and additions to learning objectives. Detail any new or revised academic goals and objectives for student learning.	
c. Educational Program - Describe activities in the coming year that will assist in enhancing the school's unique theme. Include new academic programs, changes in teaching methods/curriculum, multicultural education infusion and educational partnerships.	
d. Student Assessment - Review student assessments as detailed in the approved operations plan and report new assessments for the coming year.	
e. Organizational Effort - Report any changes in school governance membership or member district roles and responsibilities.	
f. Student Composition, Services and Policies - Report changes in demographics that will impact school composition.	
g. Special Needs Population - Detail improvements and changes to address the needs of this student population.	
h. Admissions Policy and Criteria - Describe any changes to the admissions policies, practices or lottery procedures as outlined in the operations plan approved by the governing board. Detail the changes, reasons for change and anticipated impacts on the student population.	
i. Human Resources Policies and Information - Describe staff changes impacting curriculum, progress toward diversity goals and menu of professional development activities.	
j. Building - Report building and site changes for the next school year.	
k. Financial - Report changes in tuition or funding sources.	
l. Transportation - Describe changes in methods or responsibilities for student transportation. Detail the changes, reasons for change and anticipated impact on programs and district participation.	

<b>GRANTEE NAME:</b>		<b>TOWN CODE:</b>
<b>GRANT TITLE: MAGNET SCHOOL OPERATING</b>		
<b>PROJECT TITLE:</b>		
<b>CORE-CT CLASSIFICATION: FUND: 11000      SPID: 17057      YEAR: 2010      PROGRAM: 82062</b>		
<b>CF1: 170031      CF2: SDE_ _ _ _ _</b>		
<b>GRANT PERIOD: 7 / 1 / 09- 6 / 30 / 10</b>		<b>AUTHORIZED AMOUNT:\$</b>
<b>AUTHORIZED AMOUNT by SOURCE:</b>		
<b>LOCAL BALANCE:\$</b>		<b>CARRY-OVER DUE:\$      CURRENT DUE:\$</b>
<b>CODES</b>	<b>DESCRIPTIONS</b>	<b>BUDGET AMOUNT</b>
111A	ADMINISTRATOR/SUPERVISOR SALARIES	
111B	TEACHERS	
112A	EDUCATION AIDES	
112B	CLERICAL	
119	OTHERS	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	
321	TUTORS	
322	IN SERVICE	
323	PUPIL SERVICES	
324	FIELD TRIPS	
325	PARENT ACTIVITIES	
330	OTHER PROFESSIONAL TECHNICAL SERVICES	
510	PUPIL TRANSPORTATION	
530	COMMUNICATIONS	
560	TUITION	
580	TRAVEL	
590	OTHER PURCHASED SERVICES	
611	INSTRUCTIONAL SUPPLIES	
612	ADMINISTRATIVE SUPPLIES	
690	OTHER SUPPLIES	
700	PROPERTY	
890	OTHER OBJECTS	
940	INDIRECT COSTS	
	<b>TOTAL</b>	

\_\_\_\_ ORIGINAL REQUEST DATE:

\_\_\_\_ REVISED REQUEST DATE:

\_\_\_\_\_  
STATE DEPARTMENT OF EDUCATION  
PROGRAM MANAGER AUTHORIZATION

\_\_\_\_\_  
DATE OF  
APPROVAL



**Connecticut State Department of Education  
Bureau of Choice Programs  
Interdistrict Magnet School Funds**

CODE	OBJECT	AMOUNT
111A	<b>PERSONAL SERVICES-SALARIES:</b> Amounts paid to administrative employees of the grantee not involved in providing direct services to pupils/clients. Include all gross salary payments for these individuals while they are on the grantee payroll including overtime salaries or salaries paid to employees of a temporary nature.	
111B	<b>TEACHERS:</b> Salaries for employees providing direct instruction/counseling to pupils/clients. This category is used for both counselors and teachers. Include all salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees. Substitute teachers or teachers hired on a temporary basis to perform work in positions of either a temporary or permanent nature are also reported here. Tutors or individuals whose services are acquired through a contract are not included in the category.	
112A	<b>EDUCATION AIDES:</b> Salaries for grantee employees who assist staff in providing classroom instruction. Include all gross salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees.	
112B	<b>CLERICAL:</b> Salaries for grantee employees performing clerical/secretarial services. Include all gross salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees.	
119	<b>OTHER:</b> Salaries for any other grantee employee not fitting into objects 111A, 111B, 112A or 112B. Include the gross salaries for these individuals including overtime salaries or temporary employees. Included can be janitorial personnel costs, grant activity coordinators' salaries and food service personnel.	
200	<b>PERSONAL SERVICES – EMPLOYEE BENEFITS:</b> Amounts paid by the grantee on behalf of employees; these amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and while not paid directly to employees, nevertheless are parts of the cost of personal services.	
321	<b>TUTORS:</b> Payments for services performed by qualified persons directly engaged in providing learning experiences for students. Include the services of teachers and teachers' aides who are not on the payroll of the grantee.	
322	<b>INSERVICE:</b> Payments for services performed by persons qualified to assist teachers and supervisors to enhance the quality of the teaching process. This category includes curriculum consultants, inservice training specialists, etc., who are not on the grantee payroll.	
323	<b>PUPIL SERVICES:</b> Expense for certified or licensed individuals who are not on the grantee payroll and who assist in solving pupils' mental and physical problems. This category includes medical doctors, therapists, audiologists, neurologists, psychologists, psychiatrists, contracted guidance counselors, etc.	



**Connecticut State Department of Education  
Bureau of Choice Programs  
Interdistrict Magnet School Funds**

CODE	OBJECT	AMOUNT
324	<b>FIELD TRIPS:</b> Costs incurred for conducting educational activities off site. Includes admission costs to educational centers, fees for tour guides, etc.	
325	<b>PARENT ACTIVITIES:</b> Expenditures related to services for parenting including workshop presenters, counseling services, baby-sitting services, and overall seminar/workshop costs.	
330	<b>OTHER PROFESSIONAL/TECHNICAL SERVICES:</b> Payments for professional or technical services that are not directly related to instructional activities. Included are payments for data processing, management consultants, legal services, etc. Do not include the cost of an independent auditor in this category.	
510	<b>PUPIL TRANSPORTATION:</b> Expenditures for transporting pupils to and from school and other activities. Included are such items as bus rentals for field trips and payments to drivers for transporting handicapped children.	
530	<b>COMMUNICATIONS:</b> Payments for services provided by persons or business to assist in transmitting and receiving messages or information. This category includes telephone and telegraph services as well as postage machine rental and postage.	
560	<b>TUITION:</b> Expenditures to reimburse other educational agencies for instructional services to pupils.	
580	<b>TRAVEL:</b> Expenditures for transportation, meals, hotel and other expenses associated with staff travel. Per diem payments to staff in lieu of reimbursement for subsistence (room and board) are also included.	
590	<b>OTHER PURCHASED SERVICES:</b> All other payments for services rendered by organizations or personnel not on the grantee payroll not detailed in 510, 530, 560, or 580. These include: Insurance Costs (other than employee benefits) – payments for all types of insurance coverage including property, liability and fidelity, Printing and Binding – publication costs, and Advertisement – any expenditures for announcements in professional publications, newspapers or broadcasts over radio or television including personnel recruitment, legal ads and the purchase and sale of property.	
611	<b>INSTRUCTIONAL SUPPLIES:</b> Expenditures for consumable items purchased for instructional use.	
612	<b>ADMINISTRATIVE SUPPLIES:</b> Expenditures for textbooks, workbooks, textbook binding and repair.	



**Connecticut State Department of Education  
Bureau of Choice Programs  
Interdistrict Magnet School Funds**

CODE	OBJECT	AMOUNT
690	<b>OTHER SUPPLIES:</b> Allowable expenditures for any other supply, which is not instructional or administrative in nature. This category would include maintenance supplies, heating supplies and transportation.	
700	<b>PROPERTY:</b> Expenditures for acquiring fixed assets, including land or existing building, improvements of grounds, initial equipment, additional equipment, and replacement of equipment. Definition of equipment, included in this category are all items of equipment (machinery, tools, furniture, vehicles, apparatus, etc.) with a value of over \$1,000 and the useful life of more than one year.	
890	<b>OTHER OBJECTS:</b> Expenditures for goods or services not properly classified in one of the above objects included in the category could be expenditures for dues and fees, judgments against a grantee that are not covered by liability insurance and interest payments on bonds and notes.	
940	<b>INDIRECT COSTS:</b> Costs incurred by the grantee, which are not directly related to the program but are a result thereof. Grantees must submit indirect cost proposals to the Connecticut State Department of Education to apply for a restricted and unrestricted rate. Only grantees that have received rate approvals are eligible to claim.	
	<b>TOTAL AMOUNT</b>	

Attachment D

2009-10 Magnet School Budget Worksheet

Magnet School Name: \_\_\_\_\_

School Code: \_\_\_\_\_

SCHEDULE 1: Total Current Expenditures from All Sources by Function and Object									
Report All Cash Expenditures and Encumbrances from All Sources Regular and Special Education. #									
			OBJECT						
LINE	CODE	FUNCTION (Program Area)	Total	Salaries	Employee Benefits	Purchased Services	Supplies	Property	Other
			(Col. 1)	(Col. 2)	(Col. 3)	(Col. 4)	(Col. 5)	(Col. 6)	(Col. 7)
1202	1000	Program Expenditures							
1203	2100	Support Services – Students							
1204	2200	Improvement of Instructional Services							
1205	2300	Support Services - General Admin.							
1206	2400	School Based Administration							
1207	2600	Operation and Maintenance of Plant Svc.							
1208	2700	Student Transportation Services							
1209	2500 2900	Support Services							
1210	3100	Net Expenditures for Food Services							
1211	3200	Net Expenditures for Enterprise Operations							
1212		Indirect Overhead							
1213		<b>TOTAL</b>							

\* Do not include transportation costs associated with home to school and back home or the excess cost of special education services.

Magnet School Name: \_\_\_\_\_ School Code: \_\_\_\_\_

<b>SCHEDULE 2: Revenues by Source</b>		
Include all projected revenues for the school		
<b>LINE</b>	<b>CODE DESCRIPTION</b>	<b>Total Revenue (Col. 1)</b>
220	xxxx State Grants**	
221	xxxx Federal Grants**	
222	1920 Contributions	
226	xxxx Other Sources of Revenue**	
299	Total	

CONNECTICUT STATE DEPARTMENT OF EDUCATION  
***STANDARD STATEMENT OF ASSURANCES***  
GRANT PROGRAMS

**PROJECT TITLE:** Interdistrict Magnet Operating Grant Program

July 1, 2009 – June 30, 2010

**THE APPLICANT** \_\_\_\_\_ **HEREBY ASSURES THAT:**  
(Insert Agency/School 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 Connecticut State Board of Education and the 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 State Department of Education, including information relating to the project records and access thereto as the 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 at the conclusion of each grant period, the applicant 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 State Department of

Education any moneys not expended in accordance with the approved program/operation budget as determined by the audit;

- K. The grant award is subject to approval of the State Department of Education and availability of state or federal funds.
- L. 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.

**M. Required Language:**

- 1) For purposes of this section, "Commission" means the Commission on Human Rights and Opportunities.

For the purposes of this section, "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: (a) who are active in the daily affairs of the enterprise, (b) who have the power to direct the management and policies of the enterprise and (c) who are members of a minority, as such term is defined in subsection (a) of Conn. Gen. Statue Section 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "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.

For purposes of this section, "sexual orientation" means having a preference for heterosexuality, homosexuality or bisexuality, having a history of such preference or being identified with such preference, but excludes any behavior which constitutes a violation of part VI of chapter 952 of the general statutes.

- 2) 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, mental retardation 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. If the contract is for a public works project, 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 project. 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, mental retardation, 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; (b) 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; (c) 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, advising the labor union or worker's 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; (d) the contractor agrees to comply with each provision of this section and Conn. Gen. Stat. Sections 4a-62, 32-9e, 46a-56 and 46a-68b to 46a-68k, inclusive, and with each regulation or relevant order issued by said Commission pursuant to said sections; (e) 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 section 46a-56.

- 3) 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.
- 4) The contractor shall develop and maintain adequate documentation, in a manner prescribed by the commission, of its good faith efforts.
- 5) The contractor shall include the provisions of subsection (2) 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 this section and Conn. Gen. Statute Sections 4a-62, 32-9e, 46a-56 and 46a-68b to 46a-68k, inclusive; 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.
- 6) 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.
- 7) 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 matter prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (b) 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; (c) the contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said commission pursuant to section 46a-56 of the general statutes; (d) 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 section 46a-56 of the general statutes.

- 8) The contractor shall include the provisions of subsection (7) 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 section 46a-56 of the general statutes; 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.

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

Signature

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Name (typed)

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Title (typed)

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Date

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**CERTIFICATION THAT A CURRENT AFFIRMATIVE  
ACTION PACKET IS ON FILE**

I, the undersigned authorized official, hereby certify that the current affirmative packet for \_\_\_\_\_ is on file with the Connecticut State Department of Education. The [local school district name] affirmative action packet is, by reference, part of this application.

\_\_\_\_\_  
Name of Authorized Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date