House District	_22
Senate District	10

THE TWENTY- FOURTH LEGISLATURE

Senate District 10	E LEGISLATURE	Log No: 146-C
APPLICATION FOR C	GRANTS & SUBSIDIES	For Legislature's Use Only
CHAPTER 42F, HAWA Type of Grant or Subsidy Request:	AI'I REVISED STATUTES	
_		
	_	IDY REQUEST
"Grant" means an award of state funds by the legislature, be activities of the recipient and permit the community to bene	y an appropriation to a specified recifit from those activities.	pient, to support the
"Subsidy" means an award of state funds by the legislature appropriation, to reduce the costs incurred by the organizat members of the public.		
"Recipient" means any organization or person receiving a g	rant or subsidy.	
STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN):	<u> </u>	
1. APPLICANT INFORMATION:	2. CONTACT PERSON FOR MATTERS APPLICATION:	INVOLVING THIS
Legal Name of Requesting Organization or Individual: KCAA Preschools of Hawaii	Name Christina Cox	
Dba: n/a	Title President and CEO	
Street Address:	Phone # (808) 941-9414	
2707 South King Street, Honolulu, HI 96826 Mailing Address:	Fax # <u>(808) 946-1468</u>	
2707 South King Street, Honolulu, HI 96826	e-mail ccox@kcaaaperschools.or	g
3. Type of business entity:	7. DESCRIPTIVE TITLE OF APPLICAN	NT'S REQUEST:
X NON PROFIT CORPORATION FOR PROFIT CORPORATION LIMITED LIABILITY COMPANY Sole Proprietorship/Individual	For planning, design and constructi Early Education and Development (increase the number and quality of professionals in Hawaii.	(CEED) designed to
	(Maxim	um 300 Characters)
4. FEDERAL TAX ID #: 99-0075242	8. FISCAL YEARS AND AMOUNT OF S	TATE FUNDS REQUESTED:
5. STATE TAX ID #: <u>W4D393966-01</u> 6. SSN (IF AN INDIVIDUAL):	FY 2008-2009 \$ 1,000,000	
9. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:		
X New Service (Presently does not exist) SF	PECIFY THE AMOUNT BY SOURCES OF FU THE TIME OF THIS REQUEST: STATE \$ 250,000 FEDERAL \$ 0 COUNTY \$ 0 PRIVATE/OTHER \$ 150,00	INDS AVAILABLE
TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:		

CHRISTINA COX, PRESIDENT & CEO

Application for Grants and Subsidies

If any item is not applicable to the request, the applicant should enter "not applicable".

I. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Include the following:

1. A BRIEF description of the applicant's background;

Founded in 1895, KCAA is Hawaii's oldest and is one of the largest early education providers in the State. KCAA led the effort to establish kindergartens in the public school system and initiated Hawaii's first teacher training program which later evolved into the University of Hawaii's first teacher training program. The mission of KCAA is to build a solid foundation for Hawaii's children through excellent early education programs.

Today KCAA operates 7 nationally accredited preschools on Oahu for children ages 18-months to five years. Fifty percent of the nearly 1000 children KCAA serves annually have incomes below the State Median Income and 40% of enrolled children receive some form of tuition assistance to enable them to attend preschool. KCAA operates one of the largest private preschool tuition assistance programs distributing an average of \$160,000 annually to income eligible families. Approximately 80% of KCAA's students attend public school kindergartens.

2. The goals and objectives related to the request;

KCAA Preschools of Hawaii requests a \$1,000,000 Grant-in-Aid for the implementation of Phase II "Excellence in Education" Campaign, which includes: the planning and design of a new 6,000 square foot facility on the Mother Rice property on King Street that will house the **Center for Early Education and Development (CEED)** designed to increase the number and quality of early childhood professionals in the state and to improve parents' abilities to maximize their child's learning potential; and house the expansion of the "Virtual Training Institute" (VTI) program to KCAA and non-KCAA professionals and the

community at large. The initial phase of this project was the establishment of the VTI which has been in operation at KCAA since 2006.

The Center will provide a comprehensive recruitment and training program and credit-bearing classes that will support the professional development needs of both KCAA and non-KCAA professionals to meet state and national education standards and increase the number of qualified teachers in Hawaii, thereby improving the quality of early childhood education and outcomes in the State.

CEED Project Goals

- To close the achievement gap and increase high quality preschool programs for young children through ongoing professional development of early learning professionals;
- To develop a workforce recruitment program for early childhood providers to address current staffing shortages and enable early childhood providers to continue to deliver high quality early education programs; and
- To provide quality early education to additional four-year-olds in the Moilili community.

CEED Project Objectives

- To create a state-of-the-art facility to house what is currently KCAA's "Virtual Training Institute" (VTI), enabling KCAA to serve the broader early learning community;
- To create a Pre-Kindergarten lab classroom to model best practices;
- To establish partnerships with public and private institutions of higher education as an integral part of the Center;
- To establish a formal partnership with Teaching Strategies, Inc., publishers of the Creative Curriculum®, designating KCAA as the Model Learning Center and authorized source of training for programs and trainers wanting to implement or deliver trainings related to Creative Curriculum®;
- To develop a cadre of trainers and mentors to support the professional growth of participants; and
- To establish a media center/lending library to facilitate the work of the CEED.
- Expand existing partnerships with local high schools to provide more community service sties, utilizing locations in a variety of early childhood settings, and formalizing a student orientation program to include basic early childhood information with the intent that these students will be encouraged to enter the early childhood workforce.
- 3. State the public purpose and need to be served;

- To provide all children and in particular at risk children (low income, English Language Learners) with access to high quality early education programs by improving the attitudes, skills and knowledge of the individuals that work with them
- To identify and implement strategies which are most cost-effective and results-oriented which will improve both the number and quality of early childhood professionals in Hawaii.
- To work in partnership with Department of Education to develop and deliver targeted early childhood coursework designed to strengthen K-2 teachers' knowledge and implementation of developmentally appropriate teaching techniques related to early literacy which also enable them to meet Continuing Education Units requirements

KCAA Preschools is primed to meet the needs of quality early childhood education in Hawaii now and in the future. KCAA's strategic plan is aligned with the proposals of the Hawaii Early Childhood Education Task Force to Hawaii's legislators in 2008. Should the State institute a publicly funded four-year-old program, KCAA's Center for Early Education and Development (CEED) will help to prepare both currently employed and new teachers to participate in the program by supporting their efforts to obtain the additional early education courses that will be required and/or to move participating teachers from a two-year to a four-year degree as required to help ensure a high quality program with positive child outcomes. Due to the online component, combined with an interactive website, the Center will be available to not only KCAA staff, but to anyone in the community at large seeking a degree and/or upgraded training in early childhood education, fulfilling a statewide need.

4. Describe the target population to be served; and

<u>High School and college-aged students</u> will benefit from the orientation programs and semester-long opportunities to volunteer or intern in a variety of early childhood settings

<u>Currently-employed early childhood practitioners from all</u> <u>settings</u> will benefit from the career counseling and actual support for distance education provided through the ELCC

<u>Parents of young children</u> will benefit from both parenting classes that will focus on early literacy and parent education

<u>Early Childhood Employers</u> (i.e. licensed preschools, including but not limited to KCAA, Family Child Interaction Programs, and Department of Education) will benefit from an increased pool of qualified current and potential employees

<u>Institutions of Higher Education</u> will benefit from increased student enrollment and a strong community partner who can offer off-site classroom space and/or online support

5. Describe the geographic coverage.

Early Childhood Educators from Oahu and the Neighbor Islands will benefit from this new Center.

The Center will be built on property owned by KCAA on the Mother Rice Preschool campus at 2707 South King Street in the Moililli district of Honolulu. The location is also ideal because of its close proximity to the University of Hawaii and Chaminade University.

Due to its location in urban Honolulu, the facility also has the capacity to support substantial revenue growth from fee-based services that, in turn, finance its mission-based programs.

II. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request.

1. Describe the scope of work, tasks and responsibilities;

Christina Cox, President of KCAA Preschools of Hawaii will oversee the project and report to the board and the KCAA Building Committee regarding the progress of the project. She is responsible for hiring an architect for the planning and design of the Center. In addition, a contractor would be hired to conduct the construction of the Center.

2. The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service;

Please see attached - Appendix A

3. The applicant shall describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and

KCAA's Center for Early Education and Development (CEED) will be monitored and evaluated through the systems that currently evaluate KCAA's seven preschools: 1) the Department of Human Services, State of Hawaii; and 2) national accrediting bodies including the National Association for the Education of Young Children (NAEYC) and the National Early Childhood Program Accreditation (NECPA), both of which conduct rigorous quality reviews of educational programs, faculty qualifications and facilities requirements.

The Student Advisor that currently manages KCAA's "Virtual Training Institute" (VTI) will track the progress of professional students at the new Center.

Additionally, each KCAA preschool has a director supported by two program staff whose responsibility it is to see that all licensing and accreditation standards are met and maintained. Preschool student outcomes are monitored bi-annually to ensure that all children are achieving to a high standard. Teachers are required to assess children twice a year and to enter results into an online assessment program that analyzes and tracks results. Program staff monitor children's progress and if needed, can provide faculty training and support to work to improve child outcomes. Outcomes should be enhanced through increased training and coursework available at the Center for Early Education and Development. The CEED Student Advisor would actively seek funding to support continuing education scholarships for early educators who are currently employed and who are required to improve their levels of education to meet increased education requirements as defined by both national accrediting bodies and, should it develop, a State-funded four-year-old program.

4. The applicant shall list the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

Measures of effectiveness to assess achievement and accomplishment are:

- Review and approval of all design and construction plans by the City Department of Planning and Permit
- Inspection by the City Building Department upon completion of construction
- Successful licensing of the pre-k classroom by the Department of Human Services

III. Financial

Budget

- 1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
- 2. The applicant shall provide its anticipated quarterly funding requirements for the fiscal year 2008-2009.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
	\$100,000	\$400,000	\$500,000	\$1,000,000

IV. Experience and Capability

A. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

KCAA Preschools of Hawaii offered Hawaii's first teacher training program in the early 1900's and has since continued to focus on teacher education as a critical component of program quality and successful child outcomes. KCAA has served over 100,000 children since 1895. Since 2004 KCAA has obtained grants from local trusts and foundations totaling \$170,000 specifically to support innovations in curriculum, assessment. As a direct result of this support, KCAA students have made measurable gains in kindergarten readiness skills.

\$95,000 in local foundation grant awards has been obtained to establish KCAA's Virtual Training Institute in partnership with Chaminade University. An additional \$150,000 has been raised from

the board of trustees for the project. An 18 member board of trustees comprised of key business and education leaders governs KCAA Preschools of Hawaii. KCAA is pleased that Servco CEO Mark Fukunaga and McNaughton Group Partner Jeffrey C. Dinsmore are serving as Chairs of the current fund development campaign.

B. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable.

KCAA owns all seven of its preschool facilities. In addition, KCAA owns the Moiliili property on which the Center for Early Education and Development is to be built. Plans call for the preschool and Main Office buildings to remain and for the facility currently rented out to a commercial kitchen operation to be demolished so that the new 6,000 square foot, ADA compliant facility can be erected.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

Christina Cox, M.S. Ed. President of KCAA Preschools of Hawaii is responsible for the leadership, strategic planning, development and overall management of the organization. Since assuming her position at KCAA in 2000 she has successfully increased enrollment by over 100 children annually, maintained national accreditation at all seven schools, and with over \$900,000 in funding from local trusts and foundations has led a re-branding effort, instituted an new curriculum and assessment program, and completed a number of facilities upgrades at all seven preschools. In addition she launched the innovative and highly successful online learning program in partnership with Chaminade University to assist 20 employees and community partners such as PACT Head Start employees (4) in completing coursework required to become teacher qualified while remaining employed full-time. Ms. Cox was recognized with the 2006 Ho'okele

non-profit leadership award and currently serves as the Programs and Workforce Development Co-Chair of the Act 259 Early Childhood Taskforce.

Mark Lum, Controller, has the overall responsibility for staff and functions pertaining to accounting and finance at KCAA's seven preschools and other support departments. He has held this position since August 2004. Prior to joining KCAA Preschools, Mr. Lum was the Controller at Hawaii Coffee Company, the manufacturer of Lion and Royal Kona coffee brands. Mark has a BBA degree in Accounting, from the University of Portland (OR) and is a graduate of Punahou School.

Amy Hedricks, Human Resources Manager, is responsible for the development, implementation, and coordination of policies and practices relating to all aspects of Human Resources for the organization's 130 employees. This includes recruitment, benefits and compensation, safety and health, labor relations, and programs for regulatory compliance with federal and state laws. Ms Hedricks has served in this capacity with KCAA Preschools of Hawaii since 2001 and has over 25 years of experience in the Human Resources field. She has a Bachelors in Business Administration degree, majoring in Human Resources Management from the University of Hawaii, Manoa.

Michelle Kuamoo, Ph. D. Vice President of Programs is responsible for the management of all program operations and curriculum initiatives at all seven preschools of KCAA Preschools of Hawaii. In addition, Ms. Kuamoo supervises and maintains accreditation efforts for all schools through two accreditation bodies: NAEYC and NECPA. Prior to serving in capacity of Vice President of Programs, Ms. Kuamoo has served as KCAA's Curriculum Specialist in charge of implementing all curriculum initiatives and online instructor for KCAA's Virtual Training Institute in partnership with Chaminade University of Honolulu. Ms. Kuamoo has a doctorate in Educational Administration from Capella University and an MA in Elementary Education and ESL from Northern Arizona University. In addition, she holds a BA in Early Childhood Education from Chaminade University of Honolulu. Ms. Kuamoo holds administrative and teaching credentials in administration, elementary and early education in both Arizona and California.

Kathleen Yamashiroya, Student Advisor is responsible for coordinating KCAA's Virtual Training Institute, by working with KCAA employees, PACT/ Head Start employees and other agencies and higher education institutions. Kathy has experience as an instructional designer for the University of Hawaii's distance learning program. She was also a member of the Professional Development Team that worked

with teachers on standards-based curriculum at Moanalua High School. Ms. Yamashiroya has a B.Ed. in Elementary Education and a M.Ed. in Educational Communications & Technology.

B. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organizational chart that illustrates the placement of this request.

Project Organization and Staffing for the KCAA Center for Early Education and Development President

- Manages KCAA Early Learning Community Center Plan and Budget
- Manages bidding and negotiates design and constructions contracts
- Manages development of KCAA Professional Development Program, Workforce Recruitment Program, and Family Literacy Programs

	Reports to KC	CAA Board of Trustees	
Controller Reviews all	Vice President of Programs	Student Advisor	Facilities and Property
contracts Reconciles receipts and disbursements Manages audit and reporting Responsibilities	 Assists President with management of project plan and budget Assists President with development of Professional Development, Work Force Recruitment Program, and Family Literacy Program. 	Provides student advisement for KCAA Professional Development Program and Work Force Recruitment Program Serves as program liaison to partnering institutions	Management Responsible for logistics and planning of construction project
Capital Campaign Specialist Works with Capital Campaign Committee to secure external funding Oversees management of donor database		Technology Support Specialist Designs technology infrastructure for the early learning center Responsible for ordering, installation, and maintenance of IT equipment for new facility	

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

None

B. Licensure or Accreditation

Specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.

All seven KCAA preschools are duly licensed by the State of Hawaii Department of Human Services. In addition, all seven preschools are nationally accredited by the National Association for the Education of Young Children (NAEYC) and five of the seven hold an additional accreditation from the National Early Childhood Program Accreditation (NECPA).

BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2008 to June 30, 2009)

App

KCAA Preschools of Hawaii

BUDGET	Total State		 	
CATEGORIES	Funds Requested			
	(a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries				·
2. Payroll Taxes & Assessments				
Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
Airfare, Inter-Island				
2. Insurance	ļ			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training 6. Supplies	 			
7. Telecommunication				
8. Utilities			· · · · · · · · · · · · · · · · · · ·	
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TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES.				
E. CAPITAL	3,500,000			
TOTAL (A+B+C+D+E)	3,500,000			
		Pudget Present !	210	
COURCES OF FUNDING		Budget Prepared I	⊃y.	
SOURCES OF FUNDING				
(a) Total State Funds Requested	 	Christina Cox		808-941-9414
(b) Trusts and Foundations	1,900,000	Name (Please type or pr	rint)	Phone
c) Corporations	250,000		560	1/29/08
(d) Individuals	350,000	Signature of Authorized	Official	Dáte
		Christina Cox, President	•	
TOTAL REVENUE	3,500,000	Name and Title (Please		
TOTAL NEVEROL	,,,,,,,,,,	manie and Title (Flease	type or printy	

Page 7 Application for Grants and Subsidies

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: KCAA Preschools of Hawaii

Period: July 1, 2008 to June 30, 2009

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	HER SOURCE OF FUNDS RECEIVED IN PRIOR YEARS	FUNDS	STATE FUNDS REQUESTED	FU S	FUNDING REQUIRED IN SUCCEEDING YEARS	≥
	FY: 2005-2006	FY: 2006-2007	FY:2007-2008	FY:2008-2009	FY:2009-2010	FY:2010-2011
PLANS			\$ 275,000	\$ 200,000		
LAND ACQUISITION						
DESIGN			\$ 225,000	\$ 150,000		
CONSTRUCTION			\$ 50,000	\$ 650,000	\$1,000,000	\$ 900,000
EQUIPMENT						\$ 50.000
TOTAL:			550,000	550,000 \$1,000,000	1,000,000	0
JUSTIFICATION/COMMENTS:						

DECLARATION STATEMENT APPLICANTS FOR GRANTS AND SUBSIDIES CHAPTER 42F, HAWAI'I REVISED STATUTES

The undersigned authorized representative of the applicant acknowledges that said applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to section 42F-103, Hawai'i Revised Statutes:

- (1) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
- (2) Comply with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and assuring the proper expenditure of the grant or subsidy.

In addition, a grant or subsidy may be made to an organization only if the organization:

- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

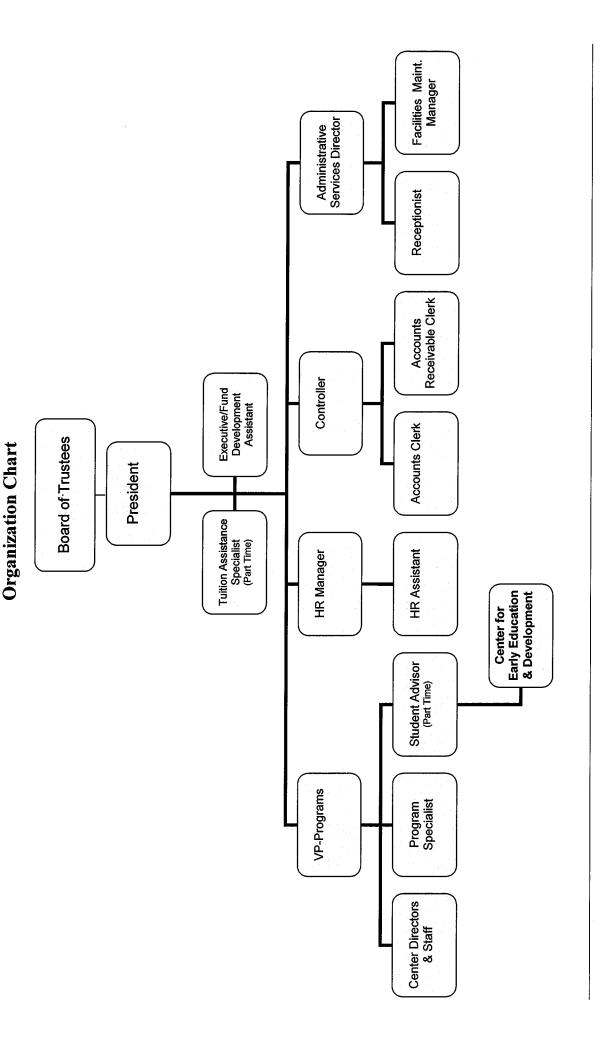
Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

KCAA Preschools of Hawaii	
(Typed Name of Individual or Organization)	
	1/29/08
(Signature)	(Date)
Christina Cox	President & CEO
(Typed Name)	(Title)

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conceptual planning		×	×	×						-					İ	
retain architect			×													
evaluation of planning alternatives				×		T					ļ		ļ	ļ	1	
conditional Use permit for existing use				×	×	×	×				-		-			<u> </u>
selection of preferred plan					×		ļ			-				<u> </u>		
construction documents							×									-
conditional use permit for new use (?)							×	ļ								
interview and select contractors							×			<u> </u>		-			!	
permit submittal							×	İ							-	-
financing in place									ļ	×	<u>.</u>					
award contract								-		×						
civil permit approved											×					
building permit approved											×					<u> </u>
demolition									<u></u>		×		! -	<u> </u>		
construction									-	ļ.,	>	>	;	;		;



KCAA Prescols of Hawai'i

F:\FORMS\HR Forms\Organization Chart\KCAA org chart with CEED 1.08.doc Revised 1.08

Wai-Kahala Preschool

Na Lei Preschool

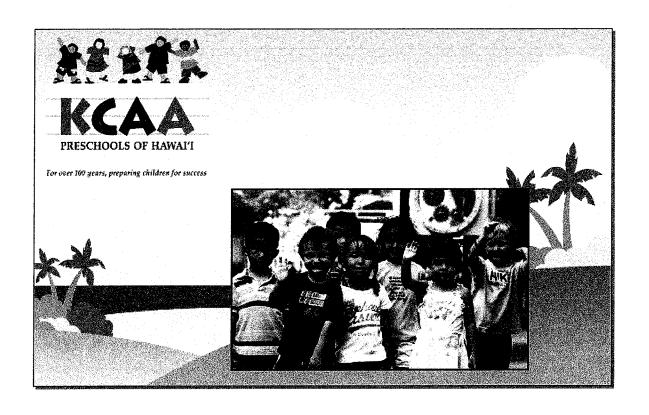
Preschool Muriel

Mother Rice Preschool

Laura Morgan Preschool

Preschool Kuapa

Preschool Atherton



The 24th Hawai'i State Legislature Application for Grants-In-Aid

KCAA Preschools of Hawaii January 31, 2008