

House District 14/15/16

Senate District 7

**THE TWENTY-FOURTH LEGISLATURE
HAWAII STATE LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES**

Log No: 139-C

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN)

DLIR/OCS

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Kauai Economic Opportunity, Inc.
Db:

Street Address: 2804 Wehe Road
Lihue, HI 96766

Mailing Address: 2804 Wehe Road
Lihue, HI 96766

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name CELIA MELCHOR-QUESTIN

Title Multi-Services Director

Phone # (808) 245-4077

Fax # (808) 245-7476

e-mail keo@keoinc.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
- FOR PROFIT CORPORATION
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL

4. FEDERAL TAX ID #: 99-0112851

5. STATE TAX ID #: W40397488-01

6. SSN (IF AN INDIVIDUAL): _____

7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

Purchase of the land for the Lihue Early Learning Center

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2008-2009 \$ 700,000

9. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ 0

FEDERAL \$ 0

COUNTY \$ 0

PRIVATE/OTHER \$ 0

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE

MABEL FERREIRO-FUJIUCHI/CEO

AUTHORIZED SIGNATURE

NAME & TITLE

1/30/08

DATE SIGNED

ORIGINAL

**Application for Grants and Subsidies
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Application for Grants and Subsidies

I. Background and Summary

Kauai Economic Opportunity, Incorporated (KEO) is a 501 (c) (3) private non-profit agency that was incorporated on March 16, 1965. The agency began as a local community action program under the support of the Office of Economic Opportunity (OEO). KEO is committed to promoting grassroots participation to create social and economic self-sufficiency among low-income families through an array of proven programs and services.

Over the past 42 years, the agency has generated and fiscally administered millions of dollars of Federal, State, County of Kauai, and private funds. KEO serves as a catalyst by encouraging effective local advocacy among the poor, enabling public officials and the general community to understand their needs and issues, and mobilizing resources to have an impact on poverty. KEO has aggressively sought a multitude of service programs to cater to the needs of its clients. The programs and services offered by KEO include two Early Learning Centers – one at Lihue and another at Kalaheo, after school program, transitional housing, weatherization assistance, low-income home energy assistance, elderly nutrition, employment services, conflict mediation, persons-in-need assistance, homeless outreach and horticulture. The main goal of the Early Learning Center is to help pre-school age children make a smooth transition from home to school. In addition, it provides childcare so that families can obtain or maintain employment.

The main goal of this request is to acquire the land where the Lihue ELC building is located. KEO acquired the building last May, 2001 and KEO leases the land thru Grove Farm. The lease is from July 15, 2001 until July 14, 2041 with an average increase of 35% every 5 years until 2021. The lease rate will be mutually agreed upon after 2021. KEO would like to maintain the affordability of its preschool services by lowering expenditures and one of the major expenditures of the center right now is for the land lease, which is approximately 10% of the income.

Parents need to work to become self-sufficient and need reliable childcare to complete that need. The target population includes working families who need affordable and dependable childcare. The geographic coverage includes the entire County of Kauai.

We are currently a very affordable childcare program on the Island of Kauai. With the proposed acquisition of the LELC land, we are hoping to ensure the affordability that we are currently able to provide in a secure environment for the children and families in our community that attend our childcare program.

II. Service Summary and Outcomes

A. Scope of work, tasks, and responsibilities

As the Community Action Agency on Kauai, KEO, Inc. is held to high standard of Performance and Measures consisting of 6 National Goals and 12 National Performance Indicators. In addition to program specific outcomes, KEO's performance is measured according to the National Indicators and Outcomes:

Goal 1. Low-income people become more self-sufficient. (Family)

National Performance Indicator 1.1 – Employment

National Performance Indicator 1.2 – Employment Supports

National Performance Indicator 1.3 – Economic Asset Enhancement and Utilization

Goal 2. The conditions in which low-income people live are improved. (Community)

National Performance Indicator 2.1 – Community Improvement and Revitalization

National Performance Indicator 2.2 – Community Quality of Life and Assets

Goal 3. Low-income people own a stake in their community. (Community)

National Performance Indicator 3.1 – Civic Investment

National Performance Indicator 3.2 – Community Empowerment through Maximum Feasible Participation

Goal 4. Partnerships among supporters and providers of services to low-income people are achieved. (Agency)

National Performance Indicator 4.1 – Expanding Opportunities through Community-Wide Partnerships

Goal 5. Agencies increase their capacity to achieve results. (Agency)

National Performance Indicator 5.1 – Broadening the Resource Base

Goal 6. Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems. (Family)

National Performance Indicator 6.1 – Independent Living

National Performance Indicator 6.2 – Emergency Assistance

National Performance Indicator 6.3 – Child and Family Development

For this project specifically, the National Goals and Performance Indicators are:

Goal 1. Low-income people become more self-sufficient. (Family)

National Performance Indicator 1.2 – Employment Supports

Through our Early Learning Centers, families can obtain child care in order to maintain employment.

Goal 6. Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems. (Family)
National Performance Indicator 6.3 – Child and Family Development

Children enrolled in KEO's Early Learning Centers participate in pre-school activities to develop school readiness skills. Graduates are developmentally ready to enter Kindergarten.

B. Timeline

Projected timeline will be as follows:

First Quarter: Preparation of all necessary paperwork

Fourth Quarter: Acquisition of the LELC land

C. Quality Assurance and Evaluation

KEO's internal reporting procedures require monthly reporting of program progress towards performance goals and objectives. The report includes statistical and narrative sections. Actual accomplishments can be compared with the performance goals and any deviation or problems could be worked out to ensure quality and timely accomplishments of the project. KEO will also comply with any additional reporting requirements of the funding agency such as quarterly and final program reports. Reports will follow standards and time frame as measure of program management. In house, KEO conducts a weekly management meeting for program evaluation and update and to share information on accomplishments, upcoming events within KEO and with other community agencies. In addition, KEO-CEO and Fiscal Officer hold monthly financial meetings with program directors to review program operation and financial status. Private and government audits are also conducted on a yearly basis.

KEO will follow reporting guidelines specially in identifying realistic and achievable goals for the program. The guidelines will serve as an output performance or measurement of progress thereby meeting the need and proper delivery of services.

D. Measure of Effectiveness

Through this grant, KEO will be able to acquire the land where the LELC is built and will be able to reduce expenditures and maintain the affordability that we are currently providing to the parents of the children enrolled at our pre-school. Most of the parents of the children are working and they will be able to maintain employment with our childcare services. In addition, 48 students will be able to be nurtured to make them ready for higher education.

III. Financial

Budget

See attached.

Anticipated Quarterly Funding Requirement

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
		\$700,000.00		\$700,000.00

IV. Experience and Capability

A. Necessary Skills and Experience

As an agency, KEO has administered a variety of community service programs such as: Emergency Food Pantry, Elderly Nutrition Congregate Program, Food Services, Emergency Food and Shelter Program, Transitional Housing, Housing Placement Program, Child Care, Alcohol and Drug Abuse Prevention After School Program, Employment Core Services for Immigrants and for Low-Income, Horticulture, Persons-In-Need Grants, Mediation Program, Group Homes for the Physically Challenged Adults, LIHEAP, WAP, and other programs

For over 26 years KEO has successfully provided daily, quality childcare year-round for children ages 2 years and 9 months to 8 years old, for low income and working families. There are currently 48 children enrolled at our LELC. We provide childcare Monday through Friday from 7:00 a.m. to 5:00 p.m. that includes breakfast, lunch, and an afternoon snack for a low monthly fee of \$500.

The Program Director has the skills, abilities and knowledge to deliver the requested services. She joined KEO almost two years ago and she had extensive experience in managing projects in her previous jobs.

She is supervised by the Administrative Officer who also has such abilities and experience and who has been with KEO for several years. She is also backed-up by a Head Teacher at the Center who has been in the teaching business for years and with three teachers who have a combined teaching experience of over 20 years.

B. Facilities

KEO Administration office is located at 2804 Wehe Road, Lihue, Kauai HI 96766. Located in the office is the central intake where the preliminary process is done for all KEO service program applicants. Lihue is the main town on Kauai and it is the central location for other special resources to meet the needs of the community. The building meets Americans with Disabilities Act (ADA) requirements.

The office hours are 7:45 a.m. to 4:30 p.m. Monday to Friday except when closed in observance of State and Federal holidays.

KEO operates two childcare centers: KEO Kalaheo Early Learning Center (KELC), located at 22370 Kaunualii Hwy and the KEO Lihue Early Learning Center (LELC) located at 4360 Pahee Street. The LELC was built in 1993 and it was purchased by KEO last May, 2001. Both centers are wheelchair accessible and meet ADA requirements.

V Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

At the LELC there is one (1) Head Teacher/Director; one (1) Teacher; one (1) Teacher's Assistant; and one (1) Teacher's Aide.

The Head Teacher/Director possesses a B.A. degree in education. Staff at the teacher level posses B.A. degrees as well. Staff at the teacher assistant and teacher's aide level possesses high school diplomas.

At the LELC, the Head Teacher/Director has over 22 years of teaching experience; the additional staff has a combined experience of over 25 years.

Additional substitutes staff have a combined 33 years of employment for the KEO ELC's.

The ELC staff attends USDA trainings to comply with the Hawaii Child Nutrition Programs guidelines. In addition, staff also receives training in CPR and First Aid.

The Chief Executive Officer (CEO) is responsible for the administration of the over-all legal, financial and program operations of the agency. The Fiscal Officer, Administrative Office and most of the Program Directors report directly to the CEO.

The Fiscal Officer is responsible for the administration of all financial operations of the agency., providing the fiscal support for all KEO programs and the supervision of the fiscal staff. All financial transactions are approved by the Fiscal officer and the CEO.

The Administrative Officer supervises the human resources operation of the agency and along with the administrative staff, provides administrative support to KEO programs.

The Multi-Services Program Director oversees LELC. Previous to joining KEO, she held supervisory and managerial positions in other agencies she worked with.

Attached are job descriptions of key program staff that includes other essential duties.

Plan for essential staff training for proper program management will include KEO's monthly evaluation, planning, and in-service training. In addition, the staff will attend training for job-related subjects such as Word, Excel, Access and other computer programs through the Work Force Development Center and the Kauai Community College.

B. Organization Chart

Attached please find the "Organization-wide" and "Program" organization charts.

VI. Other

A. Litigation



Kauai Economic Opportunity, Inc. is not currently involved in any litigation nor are any actions anticipated.

B. Licensure or Accreditation

Attached is the license for the Lihue Early Learning Center.

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2008 to June 30, 2009)

Applicant: Kauai Economic Opportunity, Inc.

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9. Administrative (1%)				
10				
11				
12				
13				
14				
15				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	700,000			
TOTAL (A+B+C+D+E)	700,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	700,000	 Brigitte Correia Name (Please type or print)		
(b)		808-2454077	Phone	
(c)		 Signature of Authorized Official		
(d)		12/5/08	Date	
TOTAL REVENUE	700,000	MaBel Ferreiro-Fujiuchi, CEO Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Kauai Economic Opportunity, Inc.

Period: July 1, 2008 to June 30, 2009

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
N/A				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				\$ -
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Kauai Economic Opportunity, Inc.

Period: July 1, 2008 to June 30, 2009

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Kauai Economic Opportunity, Inc.

Period: July 1, 2008 to June 30, 2009

TOTAL PROJECT COST	ANY OTHER SOURCE OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED		FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2006-2007	FY: 2007-2008	FY:2008-2009	FY:2009-2010	FY:2010-2011	FY:2011-2012
PLANS						
LAND ACQUISITION			\$700,000.00			
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:			\$700,000.00			

JUSTIFICATION/COMMENTS:

Acquisition of the LELC land would reduce the expenditure for the rent and would maintain the affordability of services.

**DECLARATION STATEMENT
APPLICANTS FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAII 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.

Kauai Economic Opportunity, Inc

(Typed Name of Individual or Organization)

Mabel Ferreiro-Fujiuchi
(Signature)

11/25/08

(Date)

MaBel Ferreiro-Fujiuchi

(Typed Name)

Chief Executive Officer

(Title)

**KAUAI ECONOMIC OPPORTUNITY, INCORPORATED
JOB DESCRIPTION**

JOB/POSITION TITLE: Multi-Services Director
STATUS: Exempt **DATE:** 02/20/02

PRIMARY PURPOSE: Direct and supervise the Multi-Services component for the agency which includes administering Intake, WAP, Liheap, PIN and Child Care Programs. Reports to the Chief Executive Officer.

ESSENTIAL DUTIES/FUNCTIONS:

- Supervise, train, evaluate, and interview program staff.
- Direct the Intake process and programs that provide support services to economically disadvantaged families and individuals towards achieving self-sufficiency.
- Review and approve reports, forms, recommendations, and activities.
- Prepare and analyze reports, forms, grants, budgets, contracts, and program manuals.
- Coordinate with funding sources, community agencies and programs in assisting clients and achieving programs goals and objectives.
- Assist, inform, and consult with CEO in developing, maintaining, and implementing program policies and procedures.
- Plan, organize, and attend training classes, workshops, and meetings.
- Plan, search for, organize, and implement new programs and special grants.

OTHER DUTIES/FUNCTIONS:

- Establish, promote, and maintain good public and staff relations.
- Perform other duties as required.

**KAUAI ECONOMIC OPPORTUNITY, INCORPORATED
JOB DESCRIPTION**

JOB POSITION/TITLE: Head Teacher/Director

STATUS: Exempt

DATE: 4/07/98

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Primary Purpose: Under the supervision of the CEO, direct and manage the classroom operations for the Child Care Center.

Essential Duties/Function:

- Supervise, train, and evaluate center staff, children and volunteers.
- Plan, organize, and implement a developmentally appropriate program that includes daily activities in education, such as language arts, music, art, science, manipulative exercises, and outdoor play.
- Prepare, maintain, and file monthly reports, children's records, lesson plans, and daily breakfast and snack production guides.
- Assist in preparing and analyzing reports, forms, grants budgets, contracts, and program manuals.
- Coordinate with funding sources and community agencies and programs in achieving program goals and objective.
- Assist, inform, and consult with the Chief Executive Officer in developing, maintaining, and implementing program policies and procedures.
- Plan, organize, and attend training classes, workshops, and meetings.
- Maintain a safe and sanitary center environment.
- Conduct developmental assessments.

Other Duties/Functions:

- Recruit clients.
- Establish, promote, and maintain good public and staff relations.
- Perform other duties as required.

Working Conditions: Both indoors and outdoors.

Equipment Use: Daily use of usual office and classroom equipment and supplies is required.

Work Hours: Monday-Friday, 8 hours per day, as scheduled.

Mental Demands: Duties require continuous alertness occasional use of judgment, and attention to detail.

Physical Demands: Duties require occasional sitting and standing, some stooping and running, and pushing and pulling up to 25 lbs. and lifting and carrying up to 40 lbs. (classroom equipment and supplies and children).

KAUAI ECONOMIC OPPORTUNITY, INCORPORATED
JOB DESCRIPTION

JOB/POSITION TITLE: Teacher (Child Care)

STATUS: Non Exempt DATE: 5/1/93

PRIMARY PURPOSE: Under the supervision of the Head Teacher, assist in managing the classroom operations for the Child Care Program.

ESSENTIAL DUTIES/FUNCTIONS:

- Assist in supervising and training children and volunteers.
- Assist in planning, organizing, and implementing a developmentally appropriate program that includes daily activities in education, such as language arts, music, art, science, manipulative exercises, and outdoor play.
- Assist in preparing, maintaining, and filing reports, children's records, lesson plans, and daily breakfast and snack production guides.
- Plan, organize, and attend training classes, workshops, and meetings.
- Assist in maintaining a safe and sanitary center environment and program equipment and supplies.
- Conduct developmental assessments.

OTHER DUTIES/FUNCTIONS:

- Recruit clients.
- Manage classroom operations in the absence of the Head Teacher.
- Perform other duties as required.

WORKING CONDITIONS: Both indoors and outdoors.

Equipment Use: Daily use of usual office and classroom equipment and supplies is required.

Work Hours: Monday-Friday, 8 hours per day, as scheduled. Some overtime may be required.

MENTAL DEMANDS: Duties require continuous alertness. Some attention to detail and use of judgement is required.

PHYSICAL DEMANDS: Duties require occasional sitting and

standing, some stooping and running, and pushing and pulling up to 25 lbs., and lifting and carrying up to 40 lbs. (classroom equipment and supplies and children).

COMMUNICATION DEMANDS: Duties require some communication with immediate supervisor and co-workers, frequent communication with children, and occasional communication with parents.

QUALIFICATION REQUIREMENTS: Must be able to meet Department of Human Services (DHS) licensing requirements (TB every two years, First Aid, Criminal Check, and Employment History).

Education/Experience: BA degree in early childhood education or related field and one year of experience in an early childhood program, or any comparable combination of education and experience which would provide the knowledge, skills, and abilities to perform the essential duties of this position.

KAUAI ECONOMIC OPPORTUNITY, INCORPORATED
JOB DESCRIPTION

JOB/POSITION TITLE: Assistant Teacher (Child Care)

STATUS: Non Exempt DATE: 5/1/93

PRIMARY PURPOSE: Under the supervision of the Head Teacher, assist in managing the classroom operations for the Child Care Program.

ESSENTIAL DUTIES/FUNCTIONS:

- Assist in supervising and training children.
- Assist in implementing a developmentally appropriate program that includes daily activities in education, such as language arts, music, art, science, manipulative exercises, and outdoor play.
- Assist in preparing, maintaining, and filing monthly reports, children's records, lesson plans, and daily breakfast and snack production guides.
- Attend training classes, workshops, and meetings.
- Assist in maintaining a safe and sanitary center environment.
- Order, purchase, and maintain program equipment and supplies.
- Order and pick up meal supplies.
- Conduct daily meal services (prepare, serve, and clean up).
- Assist in conducting developmental assessments.

OTHER DUTIES/FUNCTIONS:

- Recruit clients.
- Manage classroom operations in the absence of the Head Teacher on a short term basis.
- Perform other duties as required.

WORKING CONDITIONS: Both indoors and outdoors.

Equipment Use: Daily use of usual office, classroom, and kitchen equipment and supplies is required.

Work Hours: Monday-Friday, 8 hours per day as scheduled. Some overtime may be required.

MENTAL DEMANDS: Duties require continuous alertness. Some use of judgement is required.

PHYSICAL DEMANDS: Duties require occasional sitting and standing, some stooping and running, and pushing and pulling up to 25 lbs., and lifting and carrying up to 40 lbs. (classroom equipment and supplies and children).

COMMUNICATION DEMANDS: Duties require some communication with immediate supervisor, co-workers, and parents, and frequent communication with children.

QUALIFICATION REQUIREMENTS: Must be able to meet Department of Human Services (DHS) licensing requirements (TB every two years, First Aid, Criminal Check, and Employment History).

Education/Experience: AA degree in early childhood education or related field, or any comparable combination of education and experience which would provide the knowledge, skills, and abilities to perform the essential duties of this position.

KAUAI ECONOMIC OPPORTUNITY, INCORPORATED
JOB DESCRIPTION

JOB/POSITION TITLE: Teacher's Aide (Child Care)

STATUS: Non Exempt DATE: 5/1/93

PRIMARY PURPOSE: Under the supervision of the Head Teacher, assist in managing the classroom operations for the Child Care Program.

ESSENTIAL DUTIES/FUNCTIONS:

- Assist in supervising and training children.
- Assist in implementing a developmentally appropriate program that includes daily activities in education, such as language arts, music, art, science, manipulative exercises, and outdoor play.
- Assist in preparing, maintaining, and filing monthly reports, children's records, lesson plans, and daily breakfast and snack production guides.
- Attend training classes, workshops, and meetings.
- Assist in maintaining a safe and sanitary center environment.
- Order, purchase, and maintain program equipment and supplies.
- Order and pick up meal supplies.
- Conduct daily meal services (prepare, serve, and clean up).
- Assist in conducting developmental assessments.

OTHER DUTIES/FUNCTIONS:

- Recruit clients.
- Perform other duties as required.

WORKING CONDITIONS: Both indoors and outdoors.

Equipment Use: Daily use of usual office, classroom, and kitchen equipment and supplies is required.

Work Hours: Monday-Friday, up to 8 hours per day, as scheduled. Some overtime may be required.

MENTAL DEMANDS: Duties require frequent alertness. Some mathematical ability is required.

PHYSICAL DEMANDS: Duties require occasional sitting and standing, some stooping and running, and pushing and pulling up to 25 lbs., and lifting and carrying up to 40 lbs. (classroom equipment and supplies and children).

COMMUNICATION DEMANDS: Duties require some communication with immediate supervisor, co-workers, and parents, and frequent communication with children.

QUALIFICATION REQUIREMENTS: Must be able to meet Department of Human Services (DHS) licensing requirements (TB every two years, First Aid, Criminal Check, and Employment History).

Education/Experience: High school diploma or equivalent required.

KAUAI ECONOMIC OPPORTUNITY, INCORPORATED

Board of Directors

Chief Executive Officer MaBel Fujiuchi

Fiscal Officer
Brigitte Correia

- Accountant (1)
- Account Clerk (1)

Administrative Officer
Lynn Kua

- Administrative Clerks (1 1/2)
- Janitor (1)

Afterschool Program

Director
Alfred Nebre

- Coordinator (3)
- PT Program Asst. (3)

Employment Core Services for Low-Income

Director
Kerrilyn Villa

- Coordinator (1 1/2)

Mediation

Director
Jessie Basquez

- Intake Worker (1 1/2)

Elderly Nutrition & Food Service

Director
Fred Maximo

- Food Service Coordinator (1)
- Case Manager (1)
- Meals Manager (1)
- Cooks (3)
- Prep Cooks (2)
- Meal Deliverer (9)

Homeless & Housing Programs

Director
Stephanie Fernandes

- CHDO Coordinator (1)
- Homeless & Housing Coordinator II (1)
- Homeless Coordinator (1 1/2)
- Housing Coordinator (2)
- Homeless Case Mgr. (1)

Emergency Shelter

Director
Vacant

- Emergency Shelter Coordinator(s)
- Maintenance Worker(2)

Planning

Director
Leo Trinidad

Multi-Services
Intake, WAP, PIN, LIHEAP, Child Care, Horticulture Training

Director
Celia Melchor-Questin

- Intake Worker (1)
- Coordinator (1/2)

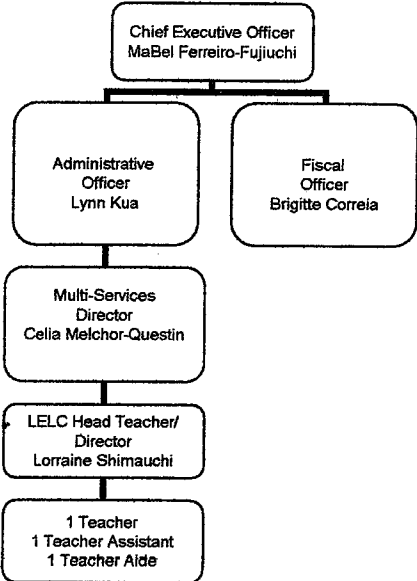
Child Care

Head Teacher/Director

Irene Tuzon
Kalaheo ELC
Lorraine Shimauchi
Lihue ELC

- Teachers Aide (4)
- Assistant Teachers (2)
- Teacher (1)

Child Care Program Chart



STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
BENEFIT, EMPLOYMENT AND SUPPORT SERVICES DIVISION
KALAHEO EARLY LEARNING CENTER

is hereby granted a

Certificate of Approval

014668

to operate a GCC - Preschool Program at
22370 KAUMUALII HWY, KALAHEO, HI 96741
for children not to exceed 36 in number. Said children shall be over 2 yrs. & 9 mos. of age and
under 8 years of age. This certificate is issued in accordance with Section 346-161, Hawaii
Revised Statutes, 1985, for the period beginning September 3, 2007, and ending September 2,
2008, unless sooner revoked for cause.



LILLIAN B. KOLLER, ESQ.
Director, Department of Human Services

Administrator

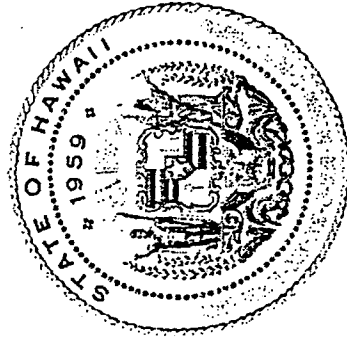
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
BENEFIT, EMPLOYMENT AND SUPPORT SERVICES DIVISION
LIHUE EARLY LEARNING CENTER

is hereby granted a

Certificate of Approval

014267

to operate a GCC - Preschool Program at
4360 PAHEE ST, LIHUE, HI 96766
for children not to exceed 48 in number. Said children shall be over 2 yrs & 9 mos of age and
under 9 years of age. This certificate is issued in accordance with Section 346-161, Hawaii
Revised Statutes, 1985, for the period beginning March 5, 2007, and ending March 4, 2008, unless
sooner revoked for cause.



LILLIAN B. KOLLER, ESQ.
Director, Department of Human Services

Lillian B. Koller
Administrator