

**State of Maine**  
**Master Score Sheet**

<b>RFA# 202212204</b>						
<b>Pre-K Expansion Grant</b>						
<b>Bidder Name:</b>		<b>Community Regional Charter School</b>	<b>MSAD 6</b>	<b>RSU 89</b>	<b>South Portland School Department</b>	
<b>Proposed Cost:</b>		<b>\$132,600.00</b>	<b>\$288,242.80</b>	<b>\$184,208.07</b>	<b>\$354,830.00</b>	
<b>Scoring Sections</b>		<b>Points Available</b>				
Criteria A: General Information		Pass/Fail	Pass	Pass	Pass	Pass
Criteria B: Specifications of the Work to Be Performed		60	32	38	46	36
Criteria C: Budget Forms and Budget Narrative		25	23	4	10	13
Criteria D: Priority Points		15	0	0	0	0
<b>TOTAL</b>		<b><u>100</u></b>	<b><u>55</u></b>	<b><u>42</u></b>	<b><u>56</u></b>	<b><u>49</u></b>
<b>Bidder Name:</b>		<b>Brunswick School Department</b>	<b>MSAD 46</b>			
<b>Proposed Cost:</b>		<b>\$155,000.00</b>	<b>\$155,000.00</b>			
<b>Scoring Sections</b>		<b>Points Available</b>				
Criteria A: General Information		Pass/Fail	Pass	Pass		
Criteria B: Specifications of the Work to Be Performed		60	39	30		
Criteria C: Budget Forms and Budget Narrative		25	8	6		
Criteria D: Priority Points		15	0	0		
<b>TOTAL</b>		<b><u>100</u></b>	<b><u>47</u></b>	<b><u>36</u></b>		



**STATE OF MAINE  
DEPARTMENT OF EDUCATION**

**Janet T. Mills  
Governor**

**A. Pender Makin  
Commissioner**

Date: 1/31/2023

Travis Works, Superintendent  
Community Regional Charter School  
48 South Factory Street  
Skowhegan, ME 04976

**SUBJECT: Notice of Conditional Contract Award(s) under RFA #202212204  
Pre-K Expansion Grant**

Dear Superintendent Works:

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Education for RFA #202212204. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract award(s) to the following bidder(s):

- Community Regional Charter School
- MSAD 6
- RSU 89
- South Portland School Department
- Brunswick School Department
- MSAD 46

The bidder(s) listed above received enough points to achieve acceptable proposal(s). The Department will be contacting the aforementioned bidder(s) soon to negotiate a contract. As provided in the RFA, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor. The vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.

As stated in the RFA, following announcement of this award decision, all submissions in response to the RFA are considered public records available for public inspection pursuant to

the State of Maine Freedom of Access Act (FOAA). 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).

This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract. A Statement of Appeal Rights has been provided with this letter; see below.

Thank you for your interest in doing business with the State of Maine.

Sincerely,

DocuSigned by:

*Lee Anne Larsen*

Lee Anne Larsen

Early Learning Team Coordinator

Maine Department of Education

[leeann.larsen@maine.gov](mailto:leeann.larsen@maine.gov)

207-624-6628

### STATEMENT OF APPEAL RIGHTS

Any person aggrieved by an award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Division of Purchases, Chapter 120, § (2) (2).



**STATE OF MAINE  
DEPARTMENT OF EDUCATION**

**Janet T. Mills  
Governor**

**A. Pender Makin  
Commissioner**

Date:1/31/2023

Clay Gleason, Superintendent  
MSAD 6  
94 Main Street  
Buxton, ME 04093

**SUBJECT: Notice of Conditional Contract Award(s) under RFA #202212204  
Pre-K Expansion Grant**

Dear Superintendent Gleason:

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Education for RFA #202212204. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract award(s) to the following bidder(s):

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Sincerely,

DocuSigned by:  
*Lee Anne Larsen*  
B8AA98943D564FD  
Lee Anne Larsen  
Early Learning Team Coordinator  
Maine Department of Education  
[leeann.larsen@maine.gov](mailto:leeann.larsen@maine.gov)  
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**STATE OF MAINE  
DEPARTMENT OF EDUCATION**

**Janet T. Mills  
Governor**

**A. Pender Makin  
Commissioner**

Date: 1/31/2023

Marie Robinson, Superintendent  
RSU 89  
805 Station Road  
Stacyville, ME 04777

**SUBJECT: Notice of Conditional Contract Award(s) under RFA #202212204  
Pre-K Expansion Grant**

Dear Superintendent Robinson:

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Education for RFA #202212204. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract award(s) to the following bidder(s):

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Lee Anne Larsen  
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Maine Department of Education  
[leeann.larsen@maine.gov](mailto:leeann.larsen@maine.gov)  
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**STATE OF MAINE  
DEPARTMENT OF EDUCATION**

**Janet T. Mills  
Governor**

**A. Pender Makin  
Commissioner**

Date: 1/31/2023

Timothy Matheney, Superintendent  
South Portland School Department  
130 Wescott Avenue  
South Portland, ME 04106

**SUBJECT: Notice of Conditional Contract Award(s) under RFA #202212204  
Pre-K Expansion Grant**

Dear Superintendent Matheney:

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Education for RFA #202212204. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract award(s) to the following bidder(s):

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**STATE OF MAINE  
DEPARTMENT OF EDUCATION**

**Janet T. Mills  
Governor**

**A. Pender Makin  
Commissioner**

Date: 1/31/2023

Phillip J. Potenziano, Superintendent  
Brunswick School Department  
46 Federal Street  
Brunswick, ME 04011

**SUBJECT: Notice of Conditional Contract Award(s) under RFA #202212204  
Pre-K Expansion Grant**

Dear Superintendent Potenziano:

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Education for RFA #202212204. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract award(s) to the following bidder(s):

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DocuSigned by:  
*Lee Anne Larsen*

B8C99943DB64AD...  
Lee Anne Larsen  
Early Learning Team Coordinator  
Maine Department of Education  
[leeann.larsen@maine.gov](mailto:leeann.larsen@maine.gov)  
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**STATE OF MAINE  
DEPARTMENT OF EDUCATION**

**Janet T. Mills  
Governor**

**A. Pender Makin  
Commissioner**

Date: 1/31/2023

Kevin Jordan, Superintendent  
MSAD 46  
175 Fern Road  
Dexter, ME 04930

**SUBJECT: Notice of Conditional Contract Award(s) under RFA #202212204  
Pre-K Expansion Grant**

Dear Superintendent Jordan:

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Education for RFA #202212204. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract award(s) to the following bidder(s):

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B3CA98843D864AD1  
Lee Anne Larsen  
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### STATEMENT OF APPEAL RIGHTS

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**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:202212204**  
**RFA TITLE:** Pre-K Expansion Grant  
**BIDDER:** Community Regional Charter School  
**DATE:** 1.27.2023

**SUMMARY PAGE**

**Department Name:** Department of Education  
**Name of RFA Coordinator:** Jane Kirsling  
**Names of Evaluators:** Stephanie Clark, Marcy Whitcomb, Ana Hicks, Jacquelyn Hersom, Ruey Yehle, Jessica Gerrish

<b><u>Pass/Fail Criteria</u></b>	<b><u>Pass</u></b>	<b><u>Fail</u></b>
Criteria A: General Information		
• Application Cover Page & General Assurances	<b>x</b>	
• Debarment, Performance and Non-Collusion Certification	<b>x</b>	
• Partner Listing with Letters of Intent from each partner (if applicable)	<b>x</b>	
<b><u>Scoring Sections</u></b>	<b><u>Points Available</u></b>	<b><u>Points Awarded</u></b>
Criteria B: Specifications of the Work to be Performed	<b>60</b>	<b>32</b>
Criteria C: Budget Forms and Budget Narrative	<b>25</b>	<b>23</b>
Criteria D: Priority Points	<b>15</b>	<b>0</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>55</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:202212204**  
**RFA TITLE:** Pre-K Expansion Grant  
**BIDDER:** Community Regional Charter School  
**DATE:** 1.27.2023

**OVERVIEW OF SECTION I  
General Information**

Criteria A: General Information

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**Evaluation Team Comments:**

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:202212204**  
**RFA TITLE:** Pre-K Expansion Grant  
**BIDDER:** Community Regional Charter School  
**DATE:** 1.27.2023

**EVALUATION OF SECTION II  
Specifications of the Work to be Performed**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria B: Specifications of the Work to be Performed	<b>60</b>	<b>32</b>

**Evaluation Team Comments:**

- Project Overview **(4)**: After care and staffing for after care are not allowable costs for these grant funds.
- Needs Assessment and Community Coordination **(3)**: Missing demographic information. Missing evidence of coordination with early childhood programming and agencies serving children. Missing public notice regarding the public has been notified. Missing how SAU will re-evaluate public pre-k on a regular basis. Missing evidence of identified needs of SAU related to public pre-k and how needs were identified.
- Project Description
  - High-Quality Program Design **(18)**: Limited evidence of multi-tiered system of supports for tier 1 and tier 2 and plans for inclusion. Limited evidence of how the noted assessments/screenings result in an evidence-based, whole child assessment system and align to MELDS. Limited evidence of how staff will be certified. Limited evidence of administrative management plan. Limited evidence of accessible communication for families that do not have access to technology.
  - Recruitment and Enrollment **(1)**: Missing enrollment policy and/or plan. Missing explanation of how recruitment strategies will be utilized.
  - Evaluation **(5)**: Limited evidence of methods/strategies for informing program improvements. Missing evidence of tools for measuring students' learning/development. Limited evidence of how strategies for actionable feedback are used for evaluation.
  - Sustainability **(1)**: Limited evidence of detail of strategies for sustaining programming beyond the period of grant funding. Missing evidence of strategies for continuing to meet Chapter 124 program standards.
  - Partnership(s) (Optional): No partnerships.



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:202212204**  
**RFA TITLE:** Pre-K Expansion Grant  
**BIDDER:** Community Regional Charter School  
**DATE:** 1.27.2023

**EVALUATION OF SECTION III  
Budget Forms and Budget Narrative**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria C: Budget Forms and Budget Narrative	<b>25</b>	<b>23</b>

**Evaluation Team Comments:**

- Budget Narrative & Budget Forms: Clarification is needed on the space leasing costs.
- Capacity for Success and Sustainability:

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:202212204**

**RFA TITLE:** Pre-K Expansion Grant

**BIDDER:** Community Regional Charter School

**DATE:** 1.27.2023

**EVALUATION OF SECTION IV  
Priority Points**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria D: Priority Points	<b>15</b>	<b>0</b>

- Level of economic disadvantage (max 5 points):
- Partnership with community provider(s) (max 5 points):
- Full day/full week programming (max 5 points):

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:202212204**

**RFA TITLE:** Pre-K Expansion Grant

**BIDDER: MSAD 6**

**DATE: 1.27.2023**

**SUMMARY PAGE**

**Department Name:** Department of Education

**Name of RFA Coordinator:** Jane Kirsling

**Names of Evaluators:** Stephanie Clark, Marcy Whitcomb, Ana Hicks, Jacquelyn Hersom, Ruey Yehle, Jessica Gerrish

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<b><u>Pass/Fail Criteria</u></b>	<b><u>Pass</u></b>	<b><u>Fail</u></b>
Criteria A: General Information		
• Application Cover Page & General Assurances	<b>x</b>	
• Debarment, Performance and Non-Collusion Certification	<b>x</b>	
• Partner Listing with Letters of Intent from each partner (if applicable)	<b>x</b>	
<b><u>Scoring Sections</u></b>	<b><u>Points Available</u></b>	<b><u>Points Awarded</u></b>
Criteria B: Specifications of the Work to be Performed	<b>60</b>	<b>38</b>
Criteria C: Budget Forms and Budget Narrative	<b>25</b>	<b>4</b>
Criteria D: Priority Points	<b>15</b>	<b>0</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>42</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:202212204**  
**RFA TITLE:** Pre-K Expansion Grant  
**BIDDER: MSAD 6**  
**DATE: 1.27.2023**

**OVERVIEW OF SECTION I  
General Information**

Criteria A: General Information

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**Evaluation Team Comments:**

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:202212204**  
**RFA TITLE:** Pre-K Expansion Grant  
**BIDDER: MSAD 6**  
**DATE: 1.27.2023**

**EVALUATION OF SECTION II  
Specifications of the Work to be Performed**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria B: Specifications of the Work to be Performed	<b>60</b>	<b>38</b>

**Evaluation Team Comments:**

- Project Overview **(5)**:
- Needs Assessment and Community Coordination **(8)**: Limited evidence of outreach to and coordination with childcare providers.
- Project Description
  - High-Quality Program Design **(12)**: Identification of assessment tools or of a plan for selection is missing. Limited evidence of multi-tiered systems of supports, particularly tiers 1 and 2. Limited evidence of administrative coordination and management plan. Much of the description of this section is copied from Chapter 124, more detail is needed on how this plan will be implemented (i.e., who will be providing home visits and family events). Limited evidence of transition strategies.
  - Recruitment and Enrollment **(3)**: Missing detail of how selection criteria will be applied.
  - Evaluation **(5)**: Missing evidence of tools or strategies to measure students' learning/development. Limited detail of how actionable feedback will be obtained and utilized to inform program improvement.
  - Sustainability **(5)**: Missing evidence of strategies for continuing to meet Chapter 124 program standards.
  - Partnership(s) (Optional): No partnership.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:202212204**

**RFA TITLE: Pre-K Expansion Grant**

**BIDDER: MSAD 6**

**DATE: 1.27.2023**

**EVALUATION OF SECTION III  
Budget Forms and Budget Narrative**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria C: Budget Forms and Budget Narrative	<b>25</b>	<b>4</b>

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**Evaluation Team Comments:**

- Budget Narrative & Budget Forms: Budget Tables 1, 2 and 3 are not filled out correctly. It is unclear whether the budget is supporting 2 classrooms or 6 classrooms. Budget narrative only addresses sustainability, not a detailed explanation of project expenses.
- Capacity for Success and Sustainability:

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:202212204**

**RFA TITLE:** Pre-K Expansion Grant

**BIDDER: MSAD 6**

**DATE: 1.27.2023**

**EVALUATION OF SECTION IV  
Priority Points**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria D: Priority Points	<b>15</b>	<b>0</b>

- Level of economic disadvantage (max 5 points):
- Partnership with community provider(s) (max 5 points):
- Full day/full week programming (max 5 points):

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:202212204**

**RFA TITLE:** Pre-K Expansion Grant

**BIDDER:** RSU 89

**DATE:** 1.27.2023

**SUMMARY PAGE**

**Department Name:** Department of Education

**Name of RFA Coordinator:** Jane Kirsling

**Names of Evaluators:** Stephanie Clark, Marcy Whitcomb, Ana Hicks, Jacquelyn Hersom, Ruey Yehle, Jessica Gerrish

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Criteria A: General Information		
• Application Cover Page & General Assurances	<b>x</b>	
• Debarment, Performance and Non-Collusion Certification	<b>x</b>	
• Partner Listing with Letters of Intent from each partner (if applicable)	<b>x</b>	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Criteria B: Specifications of the Work to be Performed	<b>60</b>	<b>46</b>
Criteria C: Budget Forms and Budget Narrative	<b>25</b>	<b>10</b>
Criteria D: Priority Points	<b>15</b>	<b>0</b>
<u>Total Points</u>	<u>100</u>	<u>56</u>



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:202212204**  
**RFA TITLE:** Pre-K Expansion Grant  
**BIDDER:** RSU 89  
**DATE:** 1.27.2023

**OVERVIEW OF SECTION I  
General Information**

Criteria A: General Information

---

**Evaluation Team Comments:**

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:202212204**

**RFA TITLE:** Pre-K Expansion Grant

**BIDDER:** RSU 89

**DATE:** 1.27.2023

**EVALUATION OF SECTION II  
Specifications of the Work to be Performed**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria B: Specifications of the Work to be Performed	<b>60</b>	<b>46</b>

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**Evaluation Team Comments:**

- Project Overview **(5)**:
- Needs Assessment and Community Coordination **(9)**: Limited evidence of public notice.
- Project Description
  - High-Quality Program Design **(20)**: Limited evidence of how the space in which the program will operate aligns with Chapter 124 requirements. Clarification needed on whether one space will serve all pre-k students or if 2 spaces will be utilized. Limited evidence of a plan for staffing. Limited evidence of management plan for program. Limited evidence of transition strategies.
  - Recruitment and Enrollment **(3)**: Clarification needed on enrollment policy and/or plan.
  - Evaluation **(6)**: Limited evidence of how outlined strategies will result in an overall program evaluation.
  - Sustainability **(3)**: Missing strategies for continuing to meet Chapter 124 Program standards.
  - Partnership(s) (Optional): No partnership.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:202212204**  
**RFA TITLE:** Pre-K Expansion Grant  
**BIDDER: RSU 89**  
**DATE: 1.27.2023**

**EVALUATION OF SECTION III  
Budget Forms and Budget Narrative**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria C: Budget Forms and Budget Narrative	<b>25</b>	<b>10</b>

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**Evaluation Team Comments:**

- Budget Narrative & Budget Forms: Clarification needed on whether the costs of enhancing the outdoor space is solely for Pre-K programming. Budget Table 3 is not filled out correctly. Clarification needed on the number of students served in the pre-k program. Budget Table 2 doesn't appear to account for all the costs associated with running two classrooms.
- Capacity for Success and Sustainability: Limited evidence of sustainability in budget narrative.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:202212204**

**RFA TITLE:** Pre-K Expansion Grant

**BIDDER:** RSU 89

**DATE:** 1.27.2023

**EVALUATION OF SECTION IV  
Priority Points**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria D: Priority Points	<b>15</b>	<b>0</b>

- Level of economic disadvantage (max 5 points):
- Partnership with community provider(s) (max 5 points):
- Full day/full week programming (max 5 points):

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:202212204**  
**RFA TITLE:** Pre-K Expansion Grant  
**BIDDER:** South Portland School Department  
**DATE:** 1.27.2023

**SUMMARY PAGE**

**Department Name:** Department of Education  
**Name of RFA Coordinator:** Jane Kirsling  
**Names of Evaluators:** Stephanie Clark, Marcy Whitcomb, Ana Hicks, Jacquelyn Hersom, Ruey Yehle, Jessica Gerrish

<b><u>Pass/Fail Criteria</u></b>	<b><u>Pass</u></b>	<b><u>Fail</u></b>
Criteria A: General Information		
• Application Cover Page & General Assurances	<b>x</b>	
• Debarment, Performance and Non-Collusion Certification	<b>x</b>	
• Partner Listing with Letters of Intent from each partner (if applicable)	<b>x</b>	
<b><u>Scoring Sections</u></b>	<b><u>Points Available</u></b>	<b><u>Points Awarded</u></b>
Criteria B: Specifications of the Work to be Performed	<b>60</b>	<b>36</b>
Criteria C: Budget Forms and Budget Narrative	<b>25</b>	<b>13</b>
Criteria D: Priority Points	<b>15</b>	<b>0</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>49</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:202212204**  
**RFA TITLE:** Pre-K Expansion Grant  
**BIDDER:** South Portland School Department  
**DATE:** 1.27.2023

**OVERVIEW OF SECTION I  
General Information**

Criteria A: General Information

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**Evaluation Team Comments:**

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:202212204**  
**RFA TITLE:** Pre-K Expansion Grant  
**BIDDER:** South Portland School Department  
**DATE:** 1.27.2023

**EVALUATION OF SECTION II  
Specifications of the Work to be Performed**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria B: Specifications of the Work to be Performed	<b>60</b>	<b>36</b>

**Evaluation Team Comments:**

- Project Overview **(5)**:
- Needs Assessment and Community Coordination **(3)**: Missing evidence of coordination with early childhood programming and agencies serving children and families in the community. Missing evidence of childcare needs of working parents. Missing evidence of coordination with CDS. Missing evidence of how SAU will re-evaluate public pre-k needs on regular basis. Missing evidence of public notice.
- Project Description
  - High-Quality Program Design **(18)**: Limited evidence of multi-tiered systems of supports for tier 1 and tier 2. The plan for staffing outlined indicates staffing for 4 classrooms but the project is only supporting the addition of 1 classroom. Clarification needed on professional learning for curriculum and assessment with newly hired teachers. Limited evidence of transition strategies.
  - Recruitment and Enrollment **(3)**: Missing evidence of enrollment policy and/or plan.
  - Evaluation **(5)**: Missing evidence of how strategies will inform program improvements. Missing evidence of how actionable feedback will be applied.
  - Sustainability **(2)**: Missing strategies for continuing to meet Chapter 124 program standards. Limited description of sustainability strategies.
  - Partnership(s) (Optional): No partnership.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:202212204**  
**RFA TITLE:** Pre-K Expansion Grant  
**BIDDER:** South Portland School Department  
**DATE:** 1.27.2023

**EVALUATION OF SECTION III  
Budget Forms and Budget Narrative**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria C: Budget Forms and Budget Narrative	<b>25</b>	<b>13</b>

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**Evaluation Team Comments:**

- Budget Narrative & Budget Forms: Budget Tables 1 and 2 are filled out incorrectly. Project should be based on 16 total students, not 64. Ed Techs are an allowable cost for full/day full /week programs but only one Ed Tech per every 16 students. It's unclear if the budgeted amounts are actual costs.
- Capacity for Success and Sustainability: Missing evidence of capacity for success and sustainability.



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:202212204**

**RFA TITLE:** Pre-K Expansion Grant

**BIDDER:** South Portland School Department

**DATE:** 1.27.2023

**EVALUATION OF SECTION IV  
Priority Points**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria D: Priority Points	<b>15</b>	<b>0</b>

- Level of economic disadvantage (max 5 points):
- Partnership with community provider(s) (max 5 points):
- Full day/full week programming (max 5 points):

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:202212204**  
**RFA TITLE:** Pre-K Expansion Grant  
**BIDDER:** Brunswick School Department  
**DATE:** 1.27.2023

**SUMMARY PAGE**

**Department Name:** Department of Education  
**Name of RFA Coordinator:** Jane Kirsling  
**Names of Evaluators:** Stephanie Clark, Marcy Whitcomb, Ana Hicks, Jacquelyn Hersom, Ruey Yehle, Jessica Gerrish

<b><u>Pass/Fail Criteria</u></b>	<b><u>Pass</u></b>	<b><u>Fail</u></b>
Criteria A: General Information		
• Application Cover Page & General Assurances	<b>x</b>	
• Debarment, Performance and Non-Collusion Certification	<b>x</b>	
• Partner Listing with Letters of Intent from each partner (if applicable)	<b>x</b>	
<b><u>Scoring Sections</u></b>	<b><u>Points Available</u></b>	<b><u>Points Awarded</u></b>
Criteria B: Specifications of the Work to be Performed	<b>60</b>	<b>39</b>
Criteria C: Budget Forms and Budget Narrative	<b>25</b>	<b>8</b>
Criteria D: Priority Points	<b>15</b>	<b>0</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>47</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:202212204**  
**RFA TITLE:** Pre-K Expansion Grant  
**BIDDER:** Brunswick School Department  
**DATE:** 1.27.2023

**OVERVIEW OF SECTION I  
General Information**

Criteria A: General Information

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**Evaluation Team Comments:**

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:202212204**  
**RFA TITLE:** Pre-K Expansion Grant  
**BIDDER:** Brunswick School Department  
**DATE:** 1.27.2023

**EVALUATION OF SECTION II  
Specifications of the Work to be Performed**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria B: Specifications of the Work to be Performed	<b>60</b>	<b>39</b>

**Evaluation Team Comments:**

- **Project Overview (2):** Clarification needed regarding whether the 8 additional slots will be added to the existing special purpose classroom or an additional general ed classroom.
- **Needs Assessment and Community Coordination (6):** Limited evidence of coordination with all early childhood programming and agencies servicing children in the community. Missing evidence of public notice. Limited evidence of how the extended childcare needs of working parents have been considered.
- **Project Description**
  - **High-Quality Program Design (18):** Clarification needed regarding whether the 8 additional slots will be added to the existing special purpose classroom or an additional general ed classroom. Missing evidence of whole child assessment beyond identification of a screener. Limited evidence of plan for new staffing for program. Limited evidence of administrative management plan.
  - **Recruitment and Enrollment (4):** Missing evidence of how the enrollment policy will work.
  - **Evaluation (6):** Limited detail of methods/strategies for offering actionable feedback.
  - **Sustainability (3):** Missing evidence of strategies for continuing to meet Chapter 124 Program standards.
  - **Partnership(s) (Optional):** Partnership with Mid Coast Community Action.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:202212204**  
**RFA TITLE:** Pre-K Expansion Grant  
**BIDDER:** Brunswick School Department  
**DATE:** 1.27.2023

**EVALUATION OF SECTION III  
Budget Forms and Budget Narrative**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria C: Budget Forms and Budget Narrative	<b>25</b>	<b>8</b>

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**Evaluation Team Comments:**

- Budget Narrative & Budget Forms: Budget Table 1 should indicate 24 total students. Budget Tables 1, 2, and 3 are filled out incorrectly. Clarification needed on whether the costs for outfitting spaces is for new or existing spaces. Clarification needed on the fee paid to community partners. Clarification needed on the location of the outdoor space. It's unclear if the budgeted amounts are actual costs. Clarification needed on amount requested for pre-k program.
- Capacity for Success and Sustainability:

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:202212204**  
**RFA TITLE:** Pre-K Expansion Grant  
**BIDDER:** Brunswick School Department  
**DATE:** 1.27.2023

**EVALUATION OF SECTION IV  
Priority Points**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria D: Priority Points	<b>15</b>	<b>0</b>

- Level of economic disadvantage (max 5 points):
- Partnership with community provider(s) (max 5 points):
- Full day/full week programming (max 5 points):

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:202212204**  
**RFA TITLE:** Pre-K Expansion Grant  
**BIDDER: MSAD 46**  
**DATE: 1.27.2023**

**SUMMARY PAGE**

**Department Name:** Department of Education  
**Name of RFA Coordinator:** Jane Kirsling  
**Names of Evaluators:** Stephanie Clark, Marcy Whitcomb, Ana Hicks, Jacquelyn Hersom, Ruey Yehle, Jessica Gerrish

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Criteria A: General Information		
• Application Cover Page & General Assurances	<b>x</b>	
• Debarment, Performance and Non-Collusion Certification	<b>x</b>	
• Partner Listing with Letters of Intent from each partner (if applicable)	<b>x</b>	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Criteria B: Specifications of the Work to be Performed	<b>60</b>	<b>30</b>
Criteria C: Budget Forms and Budget Narrative	<b>25</b>	<b>6</b>
Criteria D: Priority Points	<b>15</b>	<b>0</b>
<u>Total Points</u>	<u>100</u>	<u>36</u>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:202212204**  
**RFA TITLE:** Pre-K Expansion Grant  
**BIDDER: MSAD 46**  
**DATE: 1.27.2023**

**OVERVIEW OF SECTION I  
General Information**

Criteria A: General Information

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**Evaluation Team Comments:**



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:202212204**  
**RFA TITLE:** Pre-K Expansion Grant  
**BIDDER: MSAD 46**  
**DATE: 1.27.2023**

**EVALUATION OF SECTION II  
Specifications of the Work to be Performed**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria B: Specifications of the Work to be Performed	<b>60</b>	<b>30</b>

**Evaluation Team Comments:**

- **Project Overview (2):** Clarification is needed about whether the existing half day full week program is serving one half day session or two (a morning and an afternoon session) and how many students are attending. If there is only one session of half day programming being offered currently it is unclear why another classroom space would be necessary.
- **Needs Assessment and Community Coordination (2):** Missing evidence of demographics. Missing evidence of coordination with early childhood programming and agencies serving children and families. Missing evidence of public notice. Missing evidence of coordination with CDS. Missing evidence of how SAU will re-evaluate public pre-k on a regular basis. Missing evidence of details on extended childcare needs of working parents.
- **Project Description**
  - **High-Quality Program Design (19):** Missing evidence of evidence-based whole child assessment system. Clarification needed on the plan for staffing. Limited evidence of administrative management. Clarification needed on how teachers will be trained in curriculum. Limited details on transition strategies.
  - **Recruitment and Enrollment (3):** Missing evidence of inclusive enrollment policy and/or plan.
  - **Evaluation (2):** Missing evidence of tools for measuring students' learning/development. Missing evidence of methods/strategies for informing program improvements.
  - **Sustainability (2):** Missing evidence of strategies for sustaining programming beyond the period of grant funding.
  - **Partnership(s) (Optional):** No partnership.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:202212204**  
**RFA TITLE:** Pre-K Expansion Grant  
**BIDDER: MSAD 46**  
**DATE: 1.27.2023**

**EVALUATION OF SECTION III  
Budget Forms and Budget Narrative**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria C: Budget Forms and Budget Narrative	<b>25</b>	<b>6</b>

**Evaluation Team Comments:**

- Budget Narrative & Budget Forms: Budget Tables 1, 2, and 3 filled out incorrectly. Clarification needed on transportation costs. It's unclear if the budgeted amounts are actual costs. Missing state/local allocation information from School Finance. What is currently estimated for supplies on Budget Table 2 doesn't fit the proposed project.
- Capacity for Success and Sustainability:

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:202212204**  
**RFA TITLE:** Pre-K Expansion Grant  
**BIDDER: MSAD 46**  
**DATE: 1.27.2023**

**EVALUATION OF SECTION IV  
Priority Points**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria D: Priority Points	<b>15</b>	<b>0</b>

- Level of economic disadvantage (max 5 points):
- Partnership with community provider(s) (max 5 points):
- Full day/full week programming (max 5 points):

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** Community Region Charter School

**DATE:** 1/26/2023

**EVALUATOR NAME:** Ana Hicks

**EVALUATOR DEPARTMENT:** Governor's Office of Policy Innovation and the Future

\*\*\*\*\*

**Instructions:** *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

\*\*\*\*\*

**Individual Evaluator Comments:**

**Criteria A: General Information**

SAUs must complete the following documents as part of their application:

- Application Cover Page & General Assurances
- Debarment, Performance and Non-Collusion Certification
- Partner Listing with Letters of Intent from each partner (if applicable)

**Criteria B: Specifications of Work to be Performed**

- **Project Overview**

- Another full day full week pre-K program in their school
- 37 hours per week
- Existing programs have waitlist
- Serve 22 towns in area
- Adding 2 teachers?
- Ed tech for Friday afternoons?
- Free bussing
- After school programming already provided on every day but Friday
- MELDS and CDS plans

- **Identification of Need and Community Coordination**

- No assessment, but have students on waitlist and have extended programming to meet needs of working parents. Come from A LOT of districts.

- No demographic information

- **Project Description**

- **High-Quality Program Design**

- Portable?
- Tools of the Mind
- MELDS
- Work with CDS on IEPs,

## STATE OF MAINE INDIVIDUAL EVALUATION NOTES

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** Community Region Charter School

**DATE:** 1/26/2023

**EVALUATOR NAME:** Ana Hicks

**EVALUATOR DEPARTMENT:** Governor's Office of Policy Innovation and the Future

- training for staff on Friday afternoons
- may have one teacher, will post for others
- NAEYC and Tools of the Mind books, professional learning with K teachers, what about Friday afternoons?
- SeeSaw and family literacy night in addition to regular parent teacher meetings
- Traditional transition events
  
- **Partnerships (Optional)**
  - no
  
- **Recruitment and Enrollment**
  - Community events, social media, case managers
  
- **Evaluation**
  - Parent feedback, continued enrollment, comparison of pre-K and non pre-K students, evaluate teachers with M
  
- **Sustainability**
  - Have sustained other programs, has led to enrollment in K.

### Criteria C: Budget Proposal

- **Budget Forms & Budget Narrative**
  - Cost for modular, paying for 2 rooms? less in second year?
  - Less federal and state school nutrition funds?
  - Not including ed tech in pre-k grant
  - Do seem to be start up funds
  
- **Capacity for Success and Sustainability**

Say it will be included in next year's budget to maintain programming

### Criteria D: Priority Points

- **Level of economic disadvantage**
  
- **Partnership with community provider(s) No**
  
- **Full day/full week programming Yes**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**  
**RFP TITLE:** Pre-K Expansion Grant  
**BIDDER NAME:** Community Regional Charter School  
**DATE:** 1/25/2023  
**EVALUATOR NAME:** Jacquelyn Hersom  
**EVALUATOR DEPARTMENT:** Child Development Services

\*\*\*\*\*

**Instructions:** *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

\*\*\*\*\*

**Individual Evaluator Comments:**

**Criteria A: General Information**

SAUs must complete the following documents as part of their application:

- Application Cover Page & General Assurances- completed
- Debarment, Performance and Non-Collusion Certification- completed
- Partner Listing with Letters of Intent from each partner (if applicable)- None

**Criteria B: Specifications of Work to be Performed**

- **Project Overview**
  - One additional classroom of 16 students
  - Currently has 2 full day/full week classrooms enrolling 32 students, would increase to 3 classrooms, 48 students
  - Funding needed for space, 2 staff, 1 ed. tech for afterschool program
  
- **Identification of Need and Community Coordination**
  - Students enrolling from over 20 towns
  - Parent's needs for programming are identified and listed
  - **What are the demographics?**
  - **What efforts have been made to coordinate with local agencies and the community?**
  - **How has public notice regarding this project been provided?**
  - **How will grant funding overcome barriers to students in the catchment area?**
  - **How will public pre-K needs be re-evaluated?**
  
- **Project Description**
  - Program would be in a portable unit on the property of an existing program portable
  - Space would align with Chapter 124 requirements
    - **High-Quality Program Design**
    - Currently using Tools of the Mind curriculum, MELDS are also used.
    - Assessments: Dial 4, PALS and EMDI

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** Community Regional Charter School

**DATE:** 1/25/2023

**EVALUATOR NAME:** Jacquelyn Hersom

**EVALUATOR DEPARTMENT:** Child Development Services

- Collaborates with CDS for supports for children
- Work with administrative team and special education staff on intervention plans
- Scheduled professional development time weekly for staff
- **What specifically is in place for multilingual learners?**
- Designated coordinator, district-wide staff coordination
- Family engagement: 2x/year conferences and family themed nights, SeeSaw
- Transitions: screening with Dial assessment, open house and events for students and families
  
- **Partnerships (Optional)**
  
- None provided.
  
- **Recruitment and Enrollment**
  
- Social media, community events and open houses
  
- **What is the inclusive enrollment policy/plan?**
  
- **Evaluation**
  
- Tracking is mentioned, and positive results, but not the method.
  
- Parent feedback is obtained, including a survey
  
- Staff are evaluated using the Marzano Framework
  
- **Sustainability**
  
- **Success with sustainability over 7 years, but how is not shared.**
  
- **How will it continue to meet standards of Chapter 124?**

**Criteria C: Budget Proposal**

- **Budget Forms & Budget Narrative**
- **Plan to sustain after funding period**
- **Narrative has reasonable goals and considerations**
  
- **Capacity for Success and Sustainability**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** Community Regional Charter School

**DATE:** 1/25/2023

**EVALUATOR NAME:** Jacquelyn Hersom

**EVALUATOR DEPARTMENT:** Child Development Services

**Criteria D: Priority Points**

- **Level of economic disadvantage**
- **Partnership with community provider(s)**
- **Full day/full week programming**



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**  
**RFP TITLE:** Pre-K Expansion Grant  
**BIDDER NAME:** Community Regional Charter School (CRCS)  
**DATE:** 1/26/2023  
**EVALUATOR NAME:** Jessica Gerrish  
**EVALUATOR DEPARTMENT:** DHHS/OCFS

\*\*\*\*\*  
**Instructions:** *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*  
\*\*\*\*\*

**Individual Evaluator Comments:**

**Criteria A: General Information**

SAUs must complete the following documents as part of their application:

- Application Cover Page & General Assurances *provided*
- Debarment, Performance and Non-Collusion Certification *provided*
- Partner Listing with Letters of Intent from each partner (if applicable) *not provided (not applicable)*

**Criteria B: Specifications of Work to be Performed**

- **Project Overview**

*Create physical space to continue providing pre-k access in 22 towns in rural Maine for school year 2023-2024. Wants to add additional classroom of 16 students for full week, total pre-k total would be 48, up to 37 hrs per week, includes extended day and free transport. Adding 2 staff, an Ed-Tech, adding classroom space, additional space for special ed, continue offering high-quality programming and alignment of curriculum, providing aftercare on Fridays from 1-4PM. Currently provides free bussing to over 20 towns, aftercare M-T 3-4PM and Fridays 12:15-1PM.*

- **Identification of Need and Community Coordination**

*Students enrolling from 10 SAUs. Servicing over 20 towns.*

- **Project Description**

- **High-Quality Program Design**

*Meets requirements in Chapter 124, located in Cornville, ME (Somerset County). Utilizing Tools of the Mind curriculum. Also utilizing MELDS. CRCS uses the DIAL, PALS, and EMDI for assessments. Sends referrals to CDS and also has IEP meetings as appropriate. Two family conferences per year – one in fall and one in spring. Utilizes SeeSaw – a two way communication with families and engagement monitored by pre-k staff and admin – used almost daily. Will have a screening day and use DIAL, do a hearing and vision check, and talk with families about questions. Has a welcome back open house even before the new school year.*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** Community Regional Charter School (CRCS)

**DATE:** 1/26/2023

**EVALUATOR NAME:** Jessica Gerrish

**EVALUATOR DEPARTMENT:** DHHS/OCFS

- **Partnerships (Optional)**

*N/A - none*

- **Recruitment and Enrollment**

*Will utilize Facebook, community events, open houses, word of mouth, etc.*

- **Evaluation**

*Tracks retention between pre-k and kindergarten. Tracks academic and behavioral performance of elementary learners. Staff are evaluated using the Marzano framework.*

- **Sustainability**

*Indicates that they have been able to sustain but doesn't specifically say how...*

*Reviewed budget narrative and found: CRCS to budget in the General Budget to sustain and maintain the pre-k program beyond the grant period.*

### **Criteria C: Budget Proposal**

- **Budget Forms & Budget Narrative**

*Provided. Total number of pre-k students is 16, 1 new classroom. Requesting \$132,600 in grant funds with includes personnel, materials and supplies, meals/snacks, etc. CRCS to budget in the General Budget to sustain and maintain the pre-k program beyond the grant period.*

- **Capacity for Success and Sustainability**

*Currently operates two classrooms full day/full week model for 32-34 students. Serving over 20 towns and 10 public school districts in Somerset County.*

### **Criteria D: Priority Points**

- **Level of economic disadvantage**

*Lunch percentage not provided.*

- **Partnership with community provider(s)**

*N/A*

- **Full day/full week programming**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** Community Regional Charter School (CRCS)

**DATE:** 1/26/2023

**EVALUATOR NAME:** Jessica Gerrish

**EVALUATOR DEPARTMENT:** DHHS/OCFS

*Provided with extras: Currently provides free bussing to over 20 towns, aftercare M-T 3-4PM and Fridays 12:15-1PM.*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** Community Regional Charter School/CRCS

**DATE:** January 24, 2023

**EVALUATOR NAME:** Marcy Whitcomb

**EVALUATOR DEPARTMENT:** DOE/Early Learning

\*\*\*\*\*

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**Individual Evaluator Comments:**

**Criteria A: General Information**

SAUs must complete the following documents as part of their application:

- Application Cover Page & General Assurances
- Debarment, Performance and Non-Collusion Certification
- Partner Listing with Letters of Intent from each partner (if applicable)

**Criteria B: Specifications of Work to be Performed**

- **Project Overview** Adding one FD/FW classroom, additionally adding an Ed tech for aftercare; offers transportation; add classroom space for the program in the form of a portable classroom following ch. 124
  
- **Identification of Need and Community Coordination** Has current waitlist with new students historically applying in the spring; aftercare is a huge need in the area; no discussion of how the need information was found, or discussion of community coordination; serve 20 towns across multiple districts
  
- **Project Description**
  - **High-Quality Program Design:** Program utilizes Tools of the Mind, aligns to MELDS, offers screening and assessment tools (PALS, EMDI and DIAL); MTSS/RTI and child find utilized in conjunction with CDS referrals and evals; Friday afternoons are utilized for PD as this is a ½ child day; PD with curricula and embedded with K teachers ( on same site); family nights and 2x/year conferences with take home materials; use of SeeSaw (but what about accessibility for all families; limited transition into Pre-K plan, with visits to the classroom, screenings etc. but children engage with K students as part of the K transition
  - **Partnerships (Optional):** N/A
  - **Recruitment and Enrollment** social media, community events, WOM, open houses and meetings with families; no discussion of enrollment procedure, how children are chosen to enroll if there are too many applicants etc.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** Community Regional Charter School/CRCS

**DATE:** January 24, 2023

**EVALUATOR NAME:** Marcy Whitcomb

**EVALUATOR DEPARTMENT:** DOE/Early Learning

- **Evaluation** Tracking of K retention, academic and behavior performances through elementary students of those who attended the pre-k program and children who did not attend the pre-k program; use of family surveys for feedback both formally and informally; Marzano used for staff eval
- **Sustainability** Have evidence of sustainability for current (2 classroom FD/FW) programming, are committed to sustaining current and future programming and continuing to grow as a program as the need grows; CRCS will include the new pre-k programming in their general budget after the grant runs out, and most of the grant funding is for one-time purchases/purposes excluding PD

**Criteria C: Budget Proposal**

- **Budget Forms & Budget Narrative** Yes
- **Capacity for Success and Sustainability** Yes

**Criteria D: Priority Points**

- **Level of economic disadvantage** Not discussed in detail
- **Partnership with community provider(s)** N/A
- **Full day/full week programming** Yes

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** Community Regional Charter School - CRCS

**DATE:** January 26, 2023

**EVALUATOR NAME:** Ruey B. Yehle

**EVALUATOR DEPARTMENT:** Department of Education

\*\*\*\*\*

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**Criteria B: Specifications of Work to be Performed**

- **Project Overview**  
Increase PK slots by 16 students by creating a space for the additional classroom.
  
- **Identification of Need and Community Coordination**  
No documentation of meetings or surveys or information collecting from community organizations. Currently CRCS serves students from 20 towns in their K – 12 schools. There are 32 PK students in full day/full week/extended day program. They reference a wait list but there currently are a few available slots as they are “near our maximum of 32”. Free transportation is provided.
  
- **Project Description**
  - **High-Quality Program Design**  
The new program will be housed in a four classroom portable with the PK program using two of the classrooms. The budget includes funds to alter the two classrooms so they meet Chapter 124 standards. The existing PK classrooms use Tools of the Mind curriculum which as ratings from minimal evidence to full evidence. They state that CRCS also “follows MELDS”. They use Dial, PALS, and EDM I for assessments. Multi-tiered System of Support response focuses on working with Sp Ed and CDS to develop interventions and make referrals. No reference to Tier 1 or 2. Plan for staffing is to transfer an internal candidate and to advertise. No reference to credentials. Professional learning opportunities referenced are the Tools of the Mind professional development materials, NAEYC books regarding Developmentally Appropriate Practices, virtual attendance at ASCD young child conferences, and collaboration with the K staff. Administration and coordination is headed by the building administrator for this campus and a Skowhegan campus. Reference is made to district wide

## STATE OF MAINE INDIVIDUAL EVALUATION NOTES

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** Community Regional Charter School - CRCS

**DATE:** January 26, 2023

**EVALUATOR NAME:** Ruey B. Yehle

**EVALUATOR DEPARTMENT:** Department of Education

staff such as homeless liaison, sp ed director and others. Refers to having access to special education staff as necessary. Family engagement includes two family conferences a year which include a family math night and a family literacy night where families can bring home materials. CRCS uses the SeeSaw communication tool which allows for two way daily communications which is monitored by PK staff and administration. Transition strategies consist of a spring screening day consisting of DIAL, vision and hearing screening, and meeting with family. The week before school starts an open house is held to meet teachers, decorate cubbies, get paperwork and ask questions. In the spring of PK year 2 events are held for transition to K. Throughout the year PK and families participate in K – 7 and K – 12 activities as appropriate.

- **Partnerships (Optional)** None
- **Recruitment and Enrollment**  
Listed the following: Facebook ads, parades and community events, personal experiences with case managers and foster care parents, open houses and word of mouth.
- **Evaluation**  
Track retention from PK to K, track academic and behavioral performance of elementary learners and see positive correlations regarding students who participated in PK, parent feedback through informal and formal means including Panorama Survey. Staff formative and summative evaluations are based on Marzano Framework and at times results in movement of staff.
- **Sustainability**  
States that they have been able to sustain the current PK program for six years, anticipate that they will be able to do the same with this third classroom.

### Criteria C: Budget Proposal

- **Budget Forms & Budget Narrative**  
Budget Table 1 – 16 new students full day/full week/extended day  
Budget Table 2 – part-time ed tech is for extended day on Friday, not sure if other positions are used for extended day throughout the week  
Budget Table 2 – filled out correctly
- **Capacity for Success and Sustainability**  
As noted above CRCS has been able to sustain 2 PK classrooms over the past six years. Not sure about the need for 16 more seats based on their need statements.

### Criteria D: Priority Points

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** Community Regional Charter School - CRCS

**DATE:** January 26, 2023

**EVALUATOR NAME:** Ruey B. Yehle

**EVALUATOR DEPARTMENT:** Department of Education

- **Level of economic disadvantage** - No data regarding economic disadvantage, special education rate, or multilingual rate
  
- **Partnership with community provider(s)** No partnerships
  
- **Full day/full week programming** Full day/full week/extended day



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** Community Regional Charter School

**DATE:** 1/24/2023

**EVALUATOR NAME:** Stephanie Clark

**EVALUATOR DEPARTMENT:** Education, School Finance

\*\*\*\*\*

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**Individual Evaluator Comments:**

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- Partner Listing with Letters of Intent from each partner (if applicable)

**Criteria B: Specifications of Work to be Performed**

- **Project Overview**
  - Additional classroom for 16 students
  - Total PreK 48 students
  - 37 hours per week
  - Serves 20 towns
  - Wait list
  - 2 additional staff
  - 1 Ed Tech
  - Classroom space
  - Additional space for Special Ed (CDS)
  - MELDS
  - Provide aftercare on Friday's 1-4 p.m.
- **Identification of Need and Community Coordination**
  - They provide transportation and pick up from a wide range of districts
- **Project Description**
  - Add space and 16 students
  - **High-Quality Program Design**
    - Existing portable classroom
    - Tools of the Mind curriculum
    - MELDS, CRCS, DIAL, PALS, EMDI for assessment
    - Works closely with CDS

## STATE OF MAINE INDIVIDUAL EVALUATION NOTES

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** Community Regional Charter School

**DATE:** 1/24/2023

**EVALUATOR NAME:** Stephanie Clark

**EVALUATOR DEPARTMENT:** Education, School Finance

- Friday afternoon as professional development time
- Potential internal transfer to hold position
- Family conferences twice a year
- Family math night or reading night
- Internal communication See Saw
- Screening before school year starts  
Welcome back week before schools starts
  
- **Partnerships (Optional)**  
None
- **Recruitment and Enrollment**
  - Facebook ads
  - Parades and community events
  - Personal experiences w/case managers and Foster Care parents
  - Open house
  - Word of mouth
  
- **Evaluation**
  - Retention is 85% or higher
  -
  
- **Sustainability**
  - Received grant and have sustained the expansion
  -

### **Criteria C: Budget Proposal**

- **Budget Forms & Budget Narrative**
  - Table 1 ok
  - Table 2 Reasonable
  - Table 3 Seems reasonable and well thought out
  
- **Capacity for Success and Sustainability**

### **Criteria D: Priority Points**

- **Level of economic disadvantage**  
n/a
- **Partnership with community provider(s)**  
None
- **Full day/full week programming**
  - Full day/full week

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** MSAD 6

**DATE:** 1/26/2023

**EVALUATOR NAME:** Ana Hicks

**EVALUATOR DEPARTMENT:** Governor's Office of Policy Innovation and the Future

\*\*\*\*\*

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**Individual Evaluator Comments:**

**Criteria A: General Information**

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- Debarment, Performance and Non-Collusion Certification
- Partner Listing with Letters of Intent from each partner (if applicable)

**Criteria B: Specifications of Work to be Performed**

- **Project Overview**
  - Two new classrooms
  - Four classrooms go from 4 to 5 days
  - All full day, full week
  
- **Identification of Need and Community Coordination**
  - Provided demographic info
  - Lack of child care
  - Park and Rec provide after care
  - Televised meetings
  - Administrators met with child care programs
  
- **Project Description**
  - **High-Quality Program Design**
    - Indoor and outdoor spaces updated
    - Curriculum will align with MELDS, OWL
    - Extra curriculars offered
    - Description of day provided
    - Screenings and assessments
    - IEPs, no mention of tiers
    - Home visits, family events, variety of ways to engage parents
    - "already part of elementary building" for transition
  
  - **Partnerships (Optional)**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** MSAD 6

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**EVALUATOR NAME:** Ana Hicks

**EVALUATOR DEPARTMENT:** Governor's Office of Policy Innovation and the Future

- **Recruitment and Enrollment**
  - Multiple sources, social and other media, public notice, individual outreach for at risk students
  - Demographic is here
- **Evaluation**
  - Assessments aligned with MELDS? Monitor three times per year, track data over time
  -
- **Sustainability**
  - Start up costs
  - Then in local budget

**Criteria C: Budget Proposal**

- **Budget Forms & Budget Narrative**
  - Got number from Paula
  - 6 ed techs
  - 2 teachers
- **Capacity for Success and Sustainability**

**Criteria D: Priority Points**

- **Level of economic disadvantage**
- **Partnership with community provider(s)**
- **Full day/full week programming**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**  
**RFP TITLE:** Pre-K Expansion Grant  
**BIDDER'S NAME: MSAD 6**  
**DATE:** 1/26/2023  
**EVALUATOR NAME:** Jacquelyn Hersom  
**EVALUATOR DEPARTMENT:** Child Development Services

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

**Criteria A: General Information**

SAUs must complete the following documents as part of their application:

- Application Cover Page & General Assurances- Completed
- Debarment, Performance and Non-Collusion Certification- Completed
- Partner Listing with Letters of Intent from each partner (if applicable)- None

**Criteria B: Specifications of Work to be Performed**

- **Project Overview**
  - Expanding from currently 4 classrooms serving 64 students 4 days/week to 2 additional classrooms and all attending 5 days/week with 32 additional students- 6 hour school days
  - Funds needed for classroom renovations, furniture and playground and outdoor equipment, curriculum and classroom materials, assessments, meals, professional development for staff, an additional (2) Ed. Tech. positions
  
- **Identification of Need and Community Coordination**
  - Demographics of the SAU discussed, including free and reduce rate and multilingual student population
  - Needs of the SAU and community shared
  - Coordination with CDS
  - Childcare needs of parents considered
  - Public notice of the proposal provided by televised meetings and meetings with individual childcare providers
  - Screenings and monitoring for re-evaluation
  
- **Project Description**
  - **High-Quality Program Design**
  - Two new classrooms in separate towns, within existing elementary schools
  - Detailed description of how programs will meet Chapter 124 requirements
  - Curriculum: OWL and Building Blocks, aligns with MELDS
  - Screening and assessment tools not specified, but detailed plan

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER'S NAME: MSAD 6**

**DATE:** 1/26/2023

**EVALUATOR NAME:** Jacquelyn Hersom

**EVALUATOR DEPARTMENT:** Child Development Services

- MTSS to be used, multilingual learners plan discussed
- Plan for staff credentials shared
- Plan for Pre-K staff PD discussed
- Pre-k -5 Coordinator and Special Ed. Director will provide oversight and management
- Family engagement described: home visits, program events, conferences
- **Open houses, visits or step-up days for transitions?**
  
- **Partnerships (Optional) N/A**
  
- **Recruitment and Enrollment**
- Notices dispersed through social media, on SAU website, televised meetings
- Community outreach activities
- Enrollment strategy discussed, mirrors the demographic
  
- **Evaluation**
- Assessment tools not specified but based on MELDS and children's IEP goals
- Parent survey given for actionable feedback
  
- **Sustainability**
- Community resources, agencies and local budget process will aid in sustainability
- Will continue to align with Chapter 124 standards

**Criteria C: Budget Proposal**

- **Budget Forms & Budget Narrative**
- **Narrative is brief, repeats much of the sustainability plan**
  
- **Capacity for Success and Sustainability**

**Criteria D: Priority Points**

- **Level of economic disadvantage**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER'S NAME: MSAD 6**

**DATE:** 1/26/2023

**EVALUATOR NAME:** Jacquelyn Hersom

**EVALUATOR DEPARTMENT:** Child Development Services

- **Partnership with community provider(s)**
- **Full day/full week programming**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**  
**RFP TITLE:** Pre-K Expansion Grant  
**BIDDER NAME:** MSAD 6  
**DATE:** 1/26/2023  
**EVALUATOR NAME:** Jessica Gerrish  
**EVALUATOR DEPARTMENT:** DHHS/OCFS

\*\*\*\*\*

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- Application Cover Page & General Assurances *provided – but did not complete 100%*
- Debarment, Performance and Non-Collusion Certification *provided*
- Partner Listing with Letters of Intent from each partner (if applicable) *N/A*

**Criteria B: Specifications of Work to be Performed**

- **Project Overview**

*Located in Buxton, ME (York County). Is considered part of the Portland metropolitan area. Currently operates a 4-day/week pre-k, serving 64 students. Would like to add two 5-day pre-k classroom serving 32 additional students and to expand the current existing 4 classrooms to 5-days per week. Result in 96 students receiving pre-k for 5 full days per week. Students will attend full 6-hour schools days for full year. Current 4-day program is full time. With funds – will be completing classroom renovations, adding furniture, new playground and outdoor equipment, materials/supplies, OWL curriculum and Building Blocks for Math, etc.*

- **Identification of Need and Community Coordination**

*Students are selected based on screening assessment results, special ed status, etc. Have accepted about half of the student who have applied in the past two years in towns of Buxton and Standish. For that reason – adding classroom in each down. Intends to match needs of special education rate and the multilingual pop. Will also mirror free & reduced lunch percentage. Currently limited child care options – parents wait 12-18 months to get a child into daycare or preschool, therefore significant need.*

- **Project Description**

- **High-Quality Program Design** *(very detailed section provided around screening, assessment, etc.)*

*Will meet requirements specified in Chapter 124. Have curriculum aligned with the Early Learning and Development Standards. Pre-k will use OWL and Building Block for Mathematics. Daily schedules will be posted to include individual, small and whole group*



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**EVALUATOR NAME:** Jessica Gerrish

**EVALUATOR DEPARTMENT:** DHHS/OCFS

*activities. Children will be screened within the first 30 days of school year. Programs will provide periodic assessment of each child's learning and development. Assessment and screening info is published on provider's website and available during open houses and parent/teacher conferences. Advertises pre-k and K screening in at least 3 locations. Utilizes IEP and has an IEP Team. Utilizes a home language survey. Multilingual students are overseen and supported by an ML-endorsed teacher. Teachers hold the required DOE Early childhood 081 endorsement. All staff will join MRTQ registry. Multilingual teacher will hold appropriate certs. Programs will have written policies and procedures around strong reciprocal relationships with families including app info, family orientation, parent conferences, newsletters, home visits, family events, etc.*

○ **Partnerships (Optional)**

*N/A*

○ **Recruitment and Enrollment**

*Published widely – on website, during televised school board meetings, on social media, etc. published in multiple locations re: screening. Advertise during community outreach activities, parent teacher conferences, etc. Priority is given to McKinney-Vento students and students in extreme poverty situations.*

○ **Evaluation**

*All students assessed on the Maine Early Learning Standards and on IEP goals. Progress sent home each trimester. Individual, classroom, and cohort data will be monitored for efficacy and inform program development and adjustment. Students will be monitored 3x per year in literacy, numeracy, and social/emotional learning.*

○ **Sustainability**

*On-going costs will be supported through local budget process. Ongoing per pupil costs will be supported through EPS funding formula, local budget allocations and CDS. Professional development will be supported through Title II and local budget. Provider appears to have accounted for all sustainability funding needs in narrative.*

**Criteria C: Budget Proposal**

● **Budget Forms & Budget Narrative**

*Provided. With grant funds, will be able to utilize for start up funding needed for 2 additional pre-k classrooms and expand 4 existing pre-k classroom to 5-day/week. Number of new students – 32. Number of students shifting from part time to full time – 64. Requesting \$288,242.80.*

● **Capacity for Success and Sustainability**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

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**BIDDER NAME:** MSAD 6

**DATE:** 1/26/2023

**EVALUATOR NAME:** Jessica Gerrish

**EVALUATOR DEPARTMENT:** DHHS/OCFS

*Based on detailed narrative and continued support via various streams of funding, it appears this provider could sustain this program and that there is a need.*

**Criteria D: Priority Points**

- **Level of economic disadvantage**

*Free & reduced lunch percentage as of June 2022 is 35.64% - district wide and mirrored in pre-k.*

- **Partnership with community provider(s)**

*N/A*

- **Full day/full week programming**

*Not currently – currently 4 days per week/full day*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** MSAD #6

**DATE:** January 25, 2023

**EVALUATOR NAME:** Marcy Whitcomb

**EVALUATOR DEPARTMENT:** DOE/Early Learning

\*\*\*\*\*

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**Criteria B: Specifications of Work to be Performed**

- **Project Overview** Expansion of 2 new 5-day/week classrooms (Buxton and Standish) and expanding current programming from 4 days to 5 days/week
- **Identification of Need and Community Coordination** recent applications resulted in half of the students who applied being accepted into the program; televised public board meetings, principal outreach to childcares (many children on waitlists, no impact perceived), and future monitoring of birthrates and enrollment projections
- **Project Description**
- **High-Quality Program Design:** All classrooms will be/are full day programs (total of 4 current and 2 new classrooms, equaling 96 students total); Funding for renovations, furniture, playground, materials curricula (OWL and BB) assessments and screening materials (DIAL listed) PD, and Ed Techs; enrollment mirrors economic, IEPs, DLL, and dev. Gaps; working with CDS for service reimbursement; indoor/outdoor spaces adhere to Ch. 124; OWL and BB which align to MELDS; ongoing PD; program oversight is sufficient as outlined by Cur. Coord., and Asst. and director of special service; there is a written family engagement policy and procedure in place; limited transition plans;
  - **Partnerships (Optional):** No
  - **Recruitment and Enrollment** Multiple outreach avenues; enrollment selected based on established criteria to mirror k-12, but discussion of waitlist, universal, first-come, first-serve, etc.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** MSAD #6

**DATE:** January 25, 2023

**EVALUATOR NAME:** Marcy Whitcomb

**EVALUATOR DEPARTMENT:** DOE/Early Learning

- **Evaluation** Individual, classroom and cohort data will ensure the program effectiveness, development and ongoing changes needed. Family surveys will be utilized for feedback
  
- **Sustainability** Local budget will support ongoing educator, ed tech costs and EPS, CDS reimbursement and Title II funding will support other associated costs ongoing

**Criteria C: Budget Proposal**

- **Budget Forms & Budget Narrative** Narrative mirrors sustainability paragraph; meals and snacks listed as part of the grant ask; instructional materials and classroom equipment line items seem high
  
- **Capacity for Success and Sustainability** With different funding sources listed, this piece seems to have been visited by district

**Criteria D: Priority Points**

- **Level of economic disadvantage** FRL 35.64%
  
- **Partnership with community provider(s)** No
  
- **Full day/full week programming** Yes

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** MSAD #6 Bonny Eagle School District

**DATE:** January 26, 2023

**EVALUATOR NAME:** Ruey B. Yehle

**EVALUATOR DEPARTMENT:** Department of Education

\*\*\*\*\*

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**Individual Evaluator Comments:**

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- Debarment, Performance and Non-Collusion Certification
- Partner Listing with Letters of Intent from each partner (if applicable)

**Criteria B: Specifications of Work to be Performed**

- **Project Overview**  
PreK expansion of two additional full day/full week classes (one in Standish and 1 in Buxton) and increase existing 4 classes from 4 days a week to 5 days a week. Full day = 6 hours a day.
  
- **Identification of Need and Community Coordination**  
Currently there are 4 classrooms of 16 students each in Standish, Buxton, Hollis, and Limington. Over the past two years about half of the students who applied were served in Buxton and Standish. The special education rate is 21%, multilingual rate is less than 1%, and F/R lunch rate is 35.64. The plan is to mirror those rates in situations where more students apply than capacity allows. The district as a whole has limited childcare options. The Community Recreation Departments will work to provide before and after school care for these students. The expansion has been discussed during two, televised public school board meetings. Principals have contacted local child care providers to ensure that this expansion would not adversely affect them. Each year MSAD #6 monitors the number of applicants and their needs, attend to birthrates and enrollment projections, and remain informed about local childcare options.
  
- **Project Description**
  - **High-Quality Program Design**  
The two classrooms (one in Buxton, one in Standish) will meet the requirements specified in Chapter 124 as will the outdoor play areas. The PK classrooms use the OWL curriculum for literacy and Building Blocks for mathematics. Descriptions of the activity areas and daily schedule were provided. Screening will take place within the first 30 days of the school year and will include: early language and literacy/numeracy/cognitive; gross and fine motor,

## STATE OF MAINE INDIVIDUAL EVALUATION NOTES

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** MSAD #6 Bonny Eagle School District

**DATE:** January 26, 2023

**EVALUATOR NAME:** Ruey B. Yehle

**EVALUATOR DEPARTMENT:** Department of Education

person/social; social/emotional development and Child Find policy will be followed as needed. DIAL 4 is one of the assessments used during the school year. No specific assessments other than DIAL4 has been noted so far. The multi-tiered system of support section addresses students with IEPs, Child Find policy requirements and administration of a home language survey. No information was given about Tier 1 and Tier 2. The plan indicates that appropriately credentialed individuals will be available and that the district will provide professional development opportunities that will help staff with recertification. The district indicates that ongoing professional development will be provided and math, literacy, and instructional coaches will provide support and PD. Coordination and management for all PK classrooms will be provided by PK – 5 curriculum coordinator, the Director and Ass't Director of Special Education and building principals. Family engagement strategies identify how they will engage in partnership-building and programs have written policies and procedures of those practices. Individual meetings occur a minimum of 2 times a year. Transition are not addressed particularly except ones associated with students with IEPs, 504 plans or are multilingual learners.

- **Partnerships (Optional)** No partners
- **Recruitment and Enrollment**  
Recruitment strategies are the use of publications, social media and school and community events. Principals and school counselors reach out to hard to reach families and priority is given to McKinney-Vento students and students in extreme poverty. Students are selected based on established criteria which includes students with disabilities, students in poverty, and multilingual students.
- **Evaluation**  
All students will be assessed on the Maine Early Learning Standards and on their IEP goals if applicable. Reports will be sent home each trimester and students will be assessed in literacy, numeracy, and social emotional development three times a year each year in elementary school, this longitudinal data will be used individually and collectively to assess effectiveness of programs. Parents will be surveyed for actionable feedback.
- **Sustainability**  
Grant money will provide MSAD #6 the funds to address the start-up costs. The EPS formula, Title II, and local funds will sustain the PK program in the future.

### **Criteria C: Budget Proposal**

- **Budget Forms & Budget Narrative**

The narrative provides a broad overview of the budget.

Table 1 – indicates that 32 new students will enroll in part-time program (not sure about this), 32 new students will participate in a full-day/full-week program and 64 will move from part-time to full time programming. I thought that all six classrooms were going to be full day/full week and 96 students would be served.

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INDIVIDUAL EVALUATION NOTES**

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Table 2 – Complete – materials and supplies at \$19,500 per room and furniture and equipment \$15,500 per room. Why 6 educational technicians? Should it be two new full-time and 4 with one additional day?

Table 3 – Does not provide State/Local Allocation FY 24 or any other state/local funds

- **Capacity for Success and Sustainability**

Already exiting PK program will improve the capability of success. The plan is to use the grant money primarily for start-up costs and then EPS, Title II, and local funds in subsequent years which seems to be sustainable.

### **Criteria D: Priority Points**

- **Level of economic disadvantage** – 35.64%
- **Partnership with community provider(s)** No partners
- **Full day/full week programming** – yes ? see Table 1

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**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** MSAD 6

**DATE:** 1/25/2023

**EVALUATOR NAME:** Stephanie Clark

**EVALUATOR DEPARTMENT:** Education, School Finance

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

**Criteria A: General Information**

SAUs must complete the following documents as part of their application:

- Application Cover Page & General Assurances
- Debarment, Performance and Non-Collusion Certification
- Partner Listing with Letters of Intent from each partner (if applicable)

**Criteria B: Specifications of Work to be Performed**

- **Project Overview**
  - 2 full day/full week classrooms
  - Expansion of existing 4 day to 5 day
  
- **Identification of Need and Community Coordination**
  - 35% Free and reduced
  - 21% Special Ed rate
  - Coordinates with CDS
  - Significant need for early childhood options
  - Community rec dept for before and after care
  
- **Project Description**
  - **High-Quality Program Design**
    - Chapter 124
    - Water source for drinking and hand washing
    - Supervise children by sight and sound
    - Toilets within 40 ft of classroom
    - Natural light
    - 75 square feet of playground
    - Mulch sand or bark
    - Recess by themselves
    - OWL
    - Building Blocks (math)
    - Variety of activities



## STATE OF MAINE INDIVIDUAL EVALUATION NOTES

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**EVALUATOR NAME:** Stephanie Clark

**EVALUATOR DEPARTMENT:** Education, School Finance

All children will be screened  
Uses child find  
Periodic and ongoing research based assessment of children's learning  
IEP's will be overseen by the IEP team & Sped staff  
Home language survey to identify English learners  
Teachers to hold 081 endorsement  
Maine Roads  
Multilingual will hold appropriate certification  
Summer retreats workshops, onsite professional development  
Led by PreK-5 curriculum coordinator  
Family Orientation, Parent conferences, newsletters, PTA, home visits, family events  
Meet with teacher twice a year

- **Partnerships (Optional)**  
n/a
- **Recruitment and Enrollment**  
Website, public locations, reach out individual families, Priority to McKinney Vento students and extreme poverty  
Coordinate with CDS
- **Evaluation**  
Assessed on the MELS and IEP  
Progress reports sent each trimester  
Monitored three times a year  
Parent survey
- **Sustainability**  
Local budget process  
EPS funding, local budget  
CDS  
Professional Development thru title II & local budget  
124

### **Criteria C: Budget Proposal**

- **Budget Forms & Budget Narrative**  
Table 1 seems off  
Table 2 OK  
Table 3 OK
- **Capacity for Success and Sustainability**

### **Criteria D: Priority Points**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

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**EVALUATOR NAME:** Stephanie Clark

**EVALUATOR DEPARTMENT:** Education, School Finance

- **Level of economic disadvantage**  
35%
- **Partnership with community provider(s)**  
n/a
- **Full day/full week programming**
  - Full day full week

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** RSU 89

**DATE:** 1/26/2023

**EVALUATOR NAME:** Ana Hicks

**EVALUATOR DEPARTMENT:** Governor's Office of Policy Innovation and the Future

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

**Criteria A: General Information**

SAUs must complete the following documents as part of their application:

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- Debarment, Performance and Non-Collusion Certification
- Partner Listing with Letters of Intent from each partner (if applicable)

**Criteria B: Specifications of Work to be Performed**

- **Project Overview**  
Move from 3 to 5 day per week for 23 students and add classroom
  
- **Identification of Need and Community Coordination**  
Some demographic info  
Some discussion with child care programs  
Needs of parents
  
- **Project Description**
  - **High-Quality Program Design**
    - Focus on K1?
    - Talk about tier 1 and inclusive classroom
    - Have preK PD for all Pre-K teachers in district
    - Member of ME AEYC
    - Principal is coordinator already
    - Number of family events throughout the year
    - Pre-K graduation
    -
  
  - **Partnerships (Optional)**
  
  - **Recruitment and Enrollment**
    - Child Find

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**EVALUATOR DEPARTMENT:** Governor's Office of Policy Innovation and the Future

- Advertise at a Central location where families in the area gather
- **Evaluation**
  - Student assessments
  - Family survey
- **Sustainability**
  - Esser funds
  - Local budget
  - Foundation help for before and after care

**Criteria C: Budget Proposal**

- **Budget Forms & Budget Narrative**
  - 1 new teacher and new ed tech
  - playground
- **Capacity for Success and Sustainability**

**Criteria D: Priority Points**

- **Level of economic disadvantage**
- **Partnership with community provider(s)**
- **Full day/full week programming**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**  
**RFP TITLE:** Pre-K Expansion Grant  
**BIDDER NAME:** RSU 89  
**DATE:** 1/26/2023  
**EVALUATOR NAME:** Jacquelyn Hersom  
**EVALUATOR DEPARTMENT:** Child Development Services

\*\*\*\*\*  
**Instructions:** *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*  
\*\*\*\*\*

**Individual Evaluator Comments:**

**Criteria A: General Information**

SAUs must complete the following documents as part of their application:

- Application Cover Page & General Assurances-Completed
- Debarment, Performance and Non-Collusion Certification- Completed
- Partner Listing with Letters of Intent from each partner (if applicable) Not provided

**Criteria B: Specifications of Work to be Performed**

- **Project Overview**
  - Part time Pre-K Classroom enrolling 23 students, 2-3 days/week within the elementary school
  - Proposal is to increase to 5 days/week, 8:25- 2 pm, retrofit the space, add a teacher, provide materials, equipment and professional development as well as an outdoor learning space.
  
- **Identification of Need and Community Coordination**
  - Demographics of the SAU provided including community need, free and reduced lunch rate
  - Coordination with early childhood programming and agencies discussed and resources established
  - Extended childcare needs of families considered
  - Public notice shared through Child Find and schoolboard meetings
  - Coordination with CDS is discussed
  - Grant funding will overcome barriers like space and staffing
  - Needs of community assessed by survey
  
- **Project Description**
  - **High-Quality Program Design**
  - Program housed in elementary school, will meet standards set by Chaoter124
  - Curriculum not specified but aligns with MELDS and is whole child based
  - Focus K-1 and Math for ME will be added with funding
  - Assessment: Houghton Mifflin Readiness assessment tool
  - MTSS progressive plan
  - Cross-grade collaboration
  - Plan for staffing shared

## STATE OF MAINE INDIVIDUAL EVALUATION NOTES

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** RSU 89

**DATE:** 1/26/2023

**EVALUATOR NAME:** Jacquelyn Hersom

**EVALUATOR DEPARTMENT:** Child Development Services

- Contract with consultants for ongoing PD
- Managed by Principal
- Family engagement: community events, student-led conferences, family theme nights
- Transitions: Sneak peek to Pre-k, visits, Pre-K graduation
- 
- **Partnerships (Optional)**
- **Recruitment and Enrollment**
- Child Find, flyers, website, social media and community outreach.
- **Enrollment policy/plan?**
- **Evaluation**
- Family surveys 3x/year, employee evaluations, student assessments.
- **Sustainability**
- Scaffolded approach utilizing ESSR, then local funding and support from community organizations
- **Strategies for continuing to meet Chapter 124?**

### **Criteria C: Budget Proposal**

- **Budget Forms & Budget Narrative**
- Budget narrative is detailed, includes justifications for requests.
- 
- **Capacity for Success and Sustainability**

### **Criteria D: Priority Points**

- **Level of economic disadvantage**
- **Partnership with community provider(s)**
- **Full day/full week programming**

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INDIVIDUAL EVALUATION NOTES**

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**BIDDER NAME:** RSU 89

**DATE:** 1/26/2023

**EVALUATOR NAME:** Jacquelyn Hersom

**EVALUATOR DEPARTMENT:** Child Development Services

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**RFP #:202212204**  
**RFP TITLE:** Pre-K Expansion Grant  
**BIDDER NAME:** RSU 89  
**DATE:** 1/26/2023  
**EVALUATOR NAME:** Jessica Gerrish  
**EVALUATOR DEPARTMENT:** DHHS/OCFS

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

**Criteria A: General Information**

SAUs must complete the following documents as part of their application:

- Application Cover Page & General Assurances *provided*
- Debarment, Performance and Non-Collusion Certification *provided*
- Partner Listing with Letters of Intent from each partner (if applicable) *N/A*

**Criteria B: Specifications of Work to be Performed**

- **Project Overview**

*Located in Staceyville, ME (Penobscot County). Currently have a 3-day week program. Completed a family survey this past fall, which indicated 70% of families would benefit from an increase in pre-k program. Would like to expand from 3 days to 5 days. Current hours are 8:25-2PM with the option of before school care. Need funding to retrofit space in the school to support pre-k students and an additional ed tech and pre-k teacher. They do have a partner which isn't indicated in an letter of intent – Katahdin Children and Families Foundation which provide after care for student in pre-k program 2-4PM, 4 days a week.*

- **Identification of Need and Community Coordination**

*According to their survey, 70% of families would benefit from a full day/full week of pre-k program. Continued coordination with CDS will ensure early identification and services. New partnership with Katahdin Children and Families Foundation and will support aftercare. Identified barriers are space and staffing – grant to assist.*

- **Project Description**

- **High-Quality Program Design**

*Housed in elementary school – current location of existing program. Have a part-time pre-k program that incorporates whole child emergent curriculum. With expansion of pre-k will incorporate the Focus on K1 and Math for Me curricula. Assessments used – Houghton Mifflin. Uses MTSS. Family engagement strategies include back to school bbq, field trips, student led conferences, lantern walk, and family trail night.*



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**EVALUATOR NAME:** Jessica Gerrish

**EVALUATOR DEPARTMENT:** DHHS/OCFS

- **Partnerships (Optional)**

*None is mentioned in this section but they do mention a partnership with Katahdin Children and Families Foundation in other sections.*

- **Recruitment and Enrollment**

*Will recruit through Child Find process. Also share flyer each spring about enrollment, etc. Shares flyer at other locations as well.*

- **Evaluation**

*Family survey will provide effective implementation. Conducted 3x a year. Student assessment will track children's growth across domains of development and provide feedback for teachers to make modifications as needed.*

- **Sustainability**

*Will sustain the pre-k expansion with a scaffolded approach. First year – incorporate teaching position in ESSER project. Second year moving forward – will shift in the local budget.*

### **Criteria C: Budget Proposal**

- **Budget Forms & Budget Narrative**

*Provided. Requesting \$184,208.07 from grant for personnel, materials & supplies, playground equipment, etc.*

- **Capacity for Success and Sustainability**

*23 students transitioning from part time to full time. Appears to have an established program with curriculum, staffing, etc.*

### **Criteria D: Priority Points**

- **Level of economic disadvantage**

*Current pre-k population consists of 45% qualifying for free and reduced lunch.*

- **Partnership with community provider(s)**

*Indicated none in the designated section but do partner with Katahdin Children and Families Foundation.*

- **Full day/full week programming**

**STATE OF MAINE  
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**EVALUATOR NAME:** Jessica Gerrish

**EVALUATOR DEPARTMENT:** DHHS/OCFS

*Currently does not provide this. Currently 3 days but is looking to do 5 day with grant expansion funds.*

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**RFP #:202212204**  
**RFP TITLE:** Pre-K Expansion Grant  
**BIDDER NAME:** RSU 89  
**DATE:** January 25, 2023  
**EVALUATOR NAME:** Marcy Whitcomb  
**EVALUATOR DEPARTMENT:** DOE/Early Learning

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

**Criteria A: General Information**

SAUs must complete the following documents as part of their application:

- Application Cover Page & General Assurances
- Debarment, Performance and Non-Collusion Certification
- Partner Listing with Letters of Intent from each partner (if applicable)

**Criteria B: Specifications of Work to be Performed**

- **Project Overview** Expand from part day to full day programming, by retrofitting a space to add an additional classroom, and renovating/adding a substantial outdoor learning space
  
- **Identification of Need and Community Coordination** Working with Katahdin Children and Families Foundation for after care, put out a fall 2022 family survey, and discussed the expansion with local childcares who noted no negative impact should be seen
  
- **Project Description**
  - **High-Quality Program Design:** Curricula will be Focus on K1 and Math for ME; curricula and assessments are aligned with MELDS; assessments include Houghton Mifflin reading assessment and teacher developed assessments and are completed year-long; MTSS is detailed, and the classroom is inclusive; PD is a good plan, family engagement includes multiple family nights and conferences
  
  - **Partnerships (Optional):**
  
  - **Recruitment and Enrollment** District puts out a flier via alert system, website and social media, and posting in communities; recruitment through Child Find; There is no discussion of enrollment procedures
  
  - **Evaluation** Family surveys will be conducted 3x/year; student assessments to track students and inform teachers o modifications needed; frequent principal walk-throughs and a bi-annual formal assessment for teachers all to determine effectiveness and the need for changes

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**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** RSU 89

**DATE:** January 25, 2023

**EVALUATOR NAME:** Marcy Whitcomb

**EVALUATOR DEPARTMENT:** DOE/Early Learning

- **Sustainability** Scaffold approach to funding with the first year using ESSER funding and then shifting the teaching and additional positions into the local budget; much of the grant ask is for one-time purchases and space renovations

**Criteria C: Budget Proposal**

- **Budget Forms & Budget Narrative** 100K for outdoor space – is this just for pre-k programming (does it need to be?); the new classroom renovations a little confusing as to if the existing classroom stays in the existing space and a giant space is being renovated for the new classroom or will house both classrooms; they did go through finance (DEO); budget table 3 was confusing with no local allocations broken out
- **Capacity for Success and Sustainability** Grant funding is mainly for renovations, furniture, outdoor space and other one-time purchases and the district details a plan for covering the additional Ed Tech and Educator costs with state and local funding, ESSER and other sources, so the sustainability and success seems strong; one question is who will uphold and maintain the outdoor learning space, gardens etc., and how is this budgeted?

**Criteria D: Priority Points**

- **Level of economic disadvantage** 45% FRL
- **Partnership with community provider(s)** N/A
- **Full day/full week programming** Yes

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INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**  
**RFP TITLE:** Pre-K Expansion Grant  
**BIDDER NAME:** RSU #89 Katahdin Schools  
**DATE:** January 26, 2023  
**EVALUATOR NAME:** Ruey B. Yehle  
**EVALUATOR DEPARTMENT:** Department of Education

\*\*\*\*\*  
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\*\*\*\*\*

**Individual Evaluator Comments:**

**Criteria A: General Information**

SAUs must complete the following documents as part of their application:

- Application Cover Page & General Assurances
- Debarment, Performance and Non-Collusion Certification
- Partner Listing with Letters of Intent from each partner (if applicable)

**Criteria B: Specifications of Work to be Performed**

- **Project Overview**  
Expand a part-time PK program to a full-time (5 days a week/5.5 hours a day with child care offered from 7:30 to 8:30 AM)
- **Identification of Need and Community Coordination**  
In 2022-2023 enrollment is 23 and students attend two days a week (in two groups) and on Wednesdays all 23 attend, giving each student 3 days of PK. A family survey, Kathadin Schools Early Learning Needs, indicates that 70% of the parents indicated that they would benefit from a full day/full week PK program. Two existing childcare facilities in the community indicated that the expansion of PK would help them serve more children. A newly formed non-profit, Katahdin Children and Families Foundation, will be supporting 8 hours a week of after-school care (2 – 4 PM M – Th) for PK students. A barrier to the expansion is the need to retrofit a classroom and outdoor area to meet Chapter 124 requirements.
- **Project Description**
  - **High-Quality Program Design**  
The expanded program will be housed in the elementary school. Continued coordination with CDS will take place. Curriculum and assessments are guided by Maine Early Learning and Development Standards and with the expansion they will incorporate Focus on K1 and Math for ME curricular. Assessments include a Houghton Mifflin readiness assessment and relies heavily on teacher observation records based on MELDS. The MTSS has a number of tiers which include classroom instruction and interventions, student assistance team intervention strategies, and screening for special education. All children go to specials at the same time so teachers are able to collaborate each afternoon. Advertising for new staff will note the

## STATE OF MAINE INDIVIDUAL EVALUATION NOTES

**RFP #:202212204**

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**BIDDER NAME:** RSU #89 Katahdin Schools

**DATE:** January 26, 2023

**EVALUATOR NAME:** Ruey B. Yehle

**EVALUATOR DEPARTMENT:** Department of Education

need for proper certification and internally there are staff members who are interested in transferring to these positions. Professional learning plan for the district is ongoing around curriculum integration and highly effective instructional strategies that incorporate significant time learning outdoors and beyond the classroom. Recently they became members of the Maine Association of the Education of Young Children that provides additional PD and resources. The management and coordination of the PK program will be the responsibility of the elementary principal. Family engagements activities include back to school BBQ, field trips, student led conferences, winter lantern walk, spring family trail night. Informally student progress will be shared via email, phone calls, and private social media groups. Transition activities include sneak peek to PK (a spring meeting), PK graduation where students “perform” and 100% parental participation is the norm, activities in the spring leading to K are coordinated between PK and K.

- **Partnerships (Optional)** No partners
- **Recruitment and Enrollment**  
Child Find is used for recruit children, flyers via alert system, website, social media, local self-directed learning center (The Orchard) that works with home-school families, local stores, and the non-profit Katahdin Children and Families Foundation.
- **Evaluation**  
Looking at implementation and effectiveness/success of the program. Family survey 3x a year for actionable feedback and timely response. Student assessments will track children’s growth. Building principal frequent walk-throughs and bi-annual formal assessments.
- **Sustainability**  
Scaffolded approach: Year 1 PK teacher in ESSER, 2<sup>nd</sup> year and beyond incorporate into the local budget. Non-profit organization, Katahdin Children and Families Foundation, will aid in the after-school wrap-around services and will access other non-profit funds.

### **Criteria C: Budget Proposal**

- **Budget Forms & Budget Narrative**  
Detailed narrative is helpful in understanding the budget.  
Table 1 – Not sure I understand some of the numbers – 23 students shifting from part-time to full-time and two new students. Capacity is probably up to 32?  
Table 2 - \$100,000 seems a lot for outdoor play space. Need more understanding of PK administrator’s salary and benefits. Are there federal reimbursements for snacks and meals of \$31,193.75?  
Table 3 – Need \$ in teacher costs in state/local allocation. Where is meal snack costs in columns?

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**RFP #:202212204**

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**EVALUATOR DEPARTMENT:** Department of Education

- **Capacity for Success and Sustainability**  
Existing experience with PK programming helps with probability of success. It seems as if the plan for sustainability is good.

**Criteria D: Priority Points**

- **Level of economic disadvantage** - 45% F/R lunch
- **Partnership with community provider(s)** - No Partners
- **Full day/full week programming** - Yes

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** RSU 89

**DATE:** 1/25/2023

**EVALUATOR NAME:** Stephanie Clark

**EVALUATOR DEPARTMENT:** Education, School Finance

\*\*\*\*\*

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**Individual Evaluator Comments:**

**Criteria A: General Information**

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- Debarment, Performance and Non-Collusion Certification
- Partner Listing with Letters of Intent from each partner (if applicable)

**Criteria B: Specifications of Work to be Performed**

- **Project Overview**
  - Full Day full week
  - Retrofit space to create a classroom
  - Add Ed Tech
  - Purchase supplies, equipment, prof development, outdoor space
  - Aftercare by Katahdin Children and Families Foundation
- **Identification of Need and Community Coordination**
  - 45% Free & reduced lunch
  - 70% of families would benefit from this program
  - Child find
- **Project Description**
  - **High-Quality Program Design**
    - Current space does not allow for all enrolled to participate 5 days a week
    - Focus on K1 and Math for Me
    - Assessment-Houghton Mifflin
    - Screening
    - Teachers weekly/biweekly lunch meeting to collaborate
    - Add certified early childhood educator
    - Manged by principal
    - Back to school BBQ
    - Field trips
    - Student led conferences
    - Lantern walk
    - Family trail night



## STATE OF MAINE INDIVIDUAL EVALUATION NOTES

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** RSU 89

**DATE:** 1/25/2023

**EVALUATOR NAME:** Stephanie Clark

**EVALUATOR DEPARTMENT:** Education, School Finance

Each spring fall students visit in the spring  
Families are invited to PreK graduation

- **Partnerships (Optional)**  
n/a
- **Recruitment and Enrollment**  
Child Find  
Flyers via alert system, website, and social media, post flyers at local stores
- **Evaluation**  
Family surveys 3 times a year  
Student assessment
- **Sustainability**  
Teaching position with ESSR project. Then local budget  
KCFF aftercare

### **Criteria C: Budget Proposal**

- **Budget Forms & Budget Narrative**  
Table 1- 2 new students?  
Table 2 10,000 for instruction materials?  
Table 3 Grant paying for it all
- **Capacity for Success and Sustainability**

### **Criteria D: Priority Points**

- **Level of economic disadvantage**  
45% free and reduced lunch
- **Partnership with community provider(s)**  
n/a
- **Full day/full week programming**  
Full day full week

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** South Portland

**DATE:** 1/26/2023

**EVALUATOR NAME:** Ana Hicks

**EVALUATOR DEPARTMENT:** Governor's Office of Policy Innovation and the Future

\*\*\*\*\*

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- Partner Listing with Letters of Intent from each partner (if applicable)

**Criteria B: Specifications of Work to be Performed**

- **Project Overview**
  - One new classroom
  - Five days per week, 25 hours
  - Fund more ed techs?
  
- **Identification of Need and Community Coordination**
  - Lottery shows need for more seats
  - Demographics
  - Nothing about child care providers
  
- **Project Description**
  - **High-Quality Program Design**
    - OWL and MELDS
    - TSG assessment
    - Inclusionary classroom, not much on MTSS,
    - Multilingual
    - PD provided through school based teams, comprehensive?
    - Fund pre-K coordinator
    - Tools for reaching parents who speak other languages
    - Direct communication and progress reports 3 times per year, family community nights
    - 
    -

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** South Portland

**DATE:** 1/26/2023

**EVALUATOR NAME:** Ana Hicks

**EVALUATOR DEPARTMENT:** Governor's Office of Policy Innovation and the Future

- **Recruitment and Enrollment**  
Newsletter and local paper  
Pre-K coordinator and multiingual staff help
- **Evaluation**
  - Data on students and annual parent survey
- **Sustainability**
  - Local budget will support, local community understands importance

**Criteria C: Budget Proposal**

- **Budget Forms & Budget Narrative**  
Used info from prior year for local/state match  
5 teachers and 8 ed techs listed  
Detailed narrative
- **Capacity for Success and Sustainability**

**Criteria D: Priority Points**

- **Level of economic disadvantage**
- **Partnership with community provider(s)**
- **Full day/full week programming**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**  
**RFP TITLE:** Pre-K Expansion Grant  
**BIDDER NAME:** South Portland School District  
**DATE:** 1/26/2023  
**EVALUATOR NAME:** Jacquelyn Hersom  
**EVALUATOR DEPARTMENT:** Child Development Services

\*\*\*\*\*

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**Individual Evaluator Comments:**

**Criteria A: General Information**

SAUs must complete the following documents as part of their application:

- Application Cover Page & General Assurances-Completed
- Debarment, Performance and Non-Collusion Certification-Completed
- Partner Listing with Letters of Intent from each partner (if applicable)-None

**Criteria B: Specifications of Work to be Performed**

- **Project Overview**
  - Currently have 3 Pre-K programs, 16 children in each classroom, classes run 8:30-1:30, 5 days/week
  - Grant proposal for 1 more classroom, additional Ed. Tech. positions
  - Enrollment increase from 48 students to 64 students. Instructional time would remain 25 hours/week
- **Identification of Need and Community Coordination**
  - Demographics of the SAU and enrollment process indicate high need for more programming
  - Coordination with CDS discussed
- **Extended childcare needs of parents?**
- **How has public notice regarding this proposal been shared?**
- **How will grant funding overcome barriers in this catchment area?**
- Public pre-k needs assessed annually based on community outreach and enrollment process.
- **Project Description**
  - **High-Quality Program Design**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** South Portland School District

**DATE:** 1/26/2023

**EVALUATOR NAME:** Jacquelyn Hersom

**EVALUATOR DEPARTMENT:** Child Development Services

- New classrooms would be in two separate schools and would meet standards set by Chapter 124.
- Curriculum: OWL
- Assessment aligns with Teaching Strategies Gold and MELDS
- MTSS- Pillars and Priorities work
- Inclusion strategies shared
- Plan for professional learning is detailed
- Pre- K coordinator/MTSS Coordinator for management
- Family engagement: is extensive and inclusive
- Plan for transitions shared
  
- **Partnerships (Optional)**
  
- **Recruitment and Enrollment**
  
- Recruitment is adequate and inclusive, plan is to become more so with the work of the Pre-k Coordinator
  
- **Enrolment plan/policy?**
  
- **Evaluation**
  
- Multiple means and ongoing
  
- **Sustainability**
  
- Plan is shared including partnership support, local funding, EPS formula and ED 279.
  
- **How will program will continue to meet standards set by Chapter 124?**

**Criteria C: Budget Proposal**

- **Budget Forms & Budget Narrative**
- **Detailed description of what the proposal is for.**
  
- **Capacity for Success and Sustainability**

**Criteria D: Priority Points**

- **Level of economic disadvantage**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** South Portland School District

**DATE:** 1/26/2023

**EVALUATOR NAME:** Jacquelyn Hersom

**EVALUATOR DEPARTMENT:** Child Development Services

- **Partnership with community provider(s)**
- **Full day/full week programming**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**  
**RFP TITLE:** Pre-K Expansion Grant  
**BIDDER NAME:** South Portland School Department (SPSD)  
**DATE:** 1/26/2023  
**EVALUATOR NAME:** Jessica Gerrish  
**EVALUATOR DEPARTMENT:** DHHS/OCFS

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

**Criteria A: General Information**

SAUs must complete the following documents as part of their application:

- Application Cover Page & General Assurances *provided*
- Debarment, Performance and Non-Collusion Certification *provided*
- Partner Listing with Letters of Intent from each partner (if applicable) *N/A*

**Criteria B: Specifications of Work to be Performed**

- **Project Overview**

*For school year 23-24. Currently have three pre-k classrooms with 16 children in each. Program runs 8:30-1:30/five days a week, total of 25 hrs per week of instructional times. With funds, looking to increase to 4 classrooms. A 4<sup>th</sup> classroom would allow to have 2 classrooms in 2 different buildings. Would hire an additional ed tech. would accomplish two goals – increase number of students served and increase intensity of special ed services for enrolled students.*

- **Identification of Need and Community Coordination**

*Enrollment done through lottery process. Historical data of that process shows more need than space. Showing growth in need of special ed services. Past year the group increased by 13% and are expecting more than 80 new kindergarten students with IEP plans.*

- **Project Description**

- **High-Quality Program Design** *(detailed section)*

*Will meet Chapter 124 guidelines. Utilize OWL. Current practices align with MELDS and utilize a checklist with subsequent dimensions to assess students. Assessment are done through year and information house in Teaching Strategies Gold software. Committed to MTSS work and is embedded in Pillars and Priorities work. 4<sup>th</sup> new classroom would be 50%mainstream/50% inclusion model. Classroom would be staffed with regular ed and special ed staff. Provide those on an IEP the least restrictive environment. Communicate with parents through print materials, ReachMyTeach and Talking Points, etc. Utilizes interpreter services for in person, video, and phone based services. Participate in family/community*

## STATE OF MAINE INDIVIDUAL EVALUATION NOTES

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** South Portland School Department (SPSD)

**DATE:** 1/26/2023

**EVALUATOR NAME:** Jessica Gerrish

**EVALUATOR DEPARTMENT:** DHHS/OCFS

*nights. Conferences held 2x per year. Family gatherings like potlucks and artwork events are held throughout the year.*

- **Partnerships (Optional)**

*Not seeking new partners through proposal but continue with CDS.*

- **Recruitment and Enrollment**

*Utilize print sources including newsletters and local paper. Uses website and in community communication. High emphasis on diversity and multilingual staff members and that connection with that portion of the community (great!)*

- **Evaluation**

*Going to formalize 2x a year reviews of program. Will include teachers, providers, etc. reviewing info. Data will include student progress info, RTI data, etc. Annual use of the Panorama survey.*

- **Sustainability**

*Initial start up costs supported by the grant. Investments from the community and local budget will help continued support.*

### **Criteria C: Budget Proposal**

- **Budget Forms & Budget Narrative**

*Proposing new students total: 16. Requesting \$354,830 to assist with personnel, materials/supplies, playground equipment, etc. Definitely provided a detailed budget narrative outlining each category they needed funding for and justification.*

- **Capacity for Success and Sustainability**

*Already successfully serving 48 children. They have been successful so would believe they would be able to continue.*

### **Criteria D: Priority Points**

- **Level of economic disadvantage**

*The district average for the percentage of students who qualify for Free and Reduced meals is 32%. Kaler School houses our PreK programs and according to the DOE SY 22 report. 68% of the students are eligible for Free and Reduced Lunch.*



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** South Portland School Department (SPSD)

**DATE:** 1/26/2023

**EVALUATOR NAME:** Jessica Gerrish

**EVALUATOR DEPARTMENT:** DHHS/OCFS

- **Partnership with community provider(s)**

*Not indicated but want to continue with CDS.*

- **Full day/full week programming**

*Current program runs 8:30-1:30/five days a week.*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** South Portland

**DATE:** January 26, 2023

**EVALUATOR NAME:** Marcy Whitcomb

**EVALUATOR DEPARTMENT:** DOE/Early Learning

\*\*\*\*\*

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- Partner Listing with Letters of Intent from each partner (if applicable)

**Criteria B: Specifications of Work to be Performed**

- **Project Overview** Expansion from 3 (8:30-1:30) classrooms to 4 and hire 2 additional ed techs/support staff and have 2 classrooms at 2 different schools (all 3 are now located in one school building)
- **Identification of Need and Community Coordination** Lottery application numbers with 109 children for 48 seats SY 22-23; MV, DLL and IEP student percentages are high, as well as growing number of K students enrolling each year
- **Project Description**
  - **High-Quality Program Design:** space meets Ch. 124; OWL curricula and year-long assessments using TSGold both of which align with MELDS; MTSS embedded in Pillars and Priorities work; new classroom would be inclusive with at 50/50 model; staffing is above ratio and focuses supports for IEP and SpEd students; PD plan is aligned to districts goals; family engagement plan seems strong; no discussion on transitions
  - **Partnerships (Optional):** N/A
  - **Recruitment and Enrollment** Multiple avenues for recruitment utilizing print, media and multilingual specialists; no discussion of enrollment procedures here, but in the overview, they say they utilize a lottery system. How do they ensure children/seats mirror the district?
  - **Evaluation** 2x/year program reviews include staff, admin and provider data and feedback and family surveys along with child level data

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** South Portland

**DATE:** January 26, 2023

**EVALUATOR NAME:** Marcy Whitcomb

**EVALUATOR DEPARTMENT:** DOE/Early Learning

- **Sustainability** Grant supports start up costs, community support and ongoing funding plan through EPS and ED 279 and local budgeting

**Criteria C: Budget Proposal**

- **Budget Forms & Budget Narrative** Yes, but did they reach to Paula?
- **Capacity for Success and Sustainability** Seems strong with community support and future funding plan

**Criteria D: Priority Points**

- **Level of economic disadvantage** District is at 32%; the school that houses the pre-k is at 68%; large number of M-V students (more than 20% of the states total M-V eligible) and DLL
- **Partnership with community provider(s)** N/A
- **Full day/full week programming** Yes

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** South Portland School Department (SPSD)

**DATE:** January 26, 2023

**EVALUATOR NAME:** Ruey B. Yehle

**EVALUATOR DEPARTMENT:** Department of Education

\*\*\*\*\*

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**Criteria B: Specifications of Work to be Performed**

- **Project Overview**

The project to expand the PK program from 3 classrooms (48 students) running 5 days a week for a total of 25 hours to 4 classrooms with 64 students running 5 days a week for a total of 25 hours.
- **Identification of Need and Community Coordination**

In 2022 – 23 109 students sought a spot within the 48 seats available. In the past two years there has been a steady increase of students who have been identified by CDC as requiring special education services. District average for free/reduced lunch is 32%. Of those students participating in PK I South Portland 68% were eligible for F/R lunch. McKinney-Vento eligible students have increased with 89% of them needing language support. South Portland educates more than 20% of the state's eligible McKinney-Vento eligible students. It is estimated that 35% of the incoming 2023-23 K students have IEPs. 40% of students are non-white, two schools have majority, minority students, 1 in 5 students are multilingual learners.
- **Project Description**
  - **High-Quality Program Design**

Currently there are 3 PK classrooms at one of five elementary schools, the expansion would provide two PK classrooms at two of the five schools. A middle school construction project will provide additional space in the 2023 – 24 school year for more expansion. The OWL curriculum is used in the existing PK classrooms. An explanation of activities during the day is included. Current practices are aligned with MELDS. Teaching Strategies Gold software is used. MTSS is embedded in SP Pillars and Priorities work. They are investing in resources

## STATE OF MAINE INDIVIDUAL EVALUATION NOTES

**RFP #:202212204**

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**BIDDER NAME:** South Portland School Department (SPSD)

**DATE:** January 26, 2023

**EVALUATOR NAME:** Ruey B. Yehle

**EVALUATOR DEPARTMENT:** Department of Education

to ensure they have resources to welcome multilingual learners. The 4<sup>th</sup> classroom will be 50% mainstream and 50% inclusion and will be staffed with a regular education teacher and a special education teacher, a regular education ed tech and a special education ed tech. A staffing pattern for the other 3 classrooms is explained. PD for PK teachers and educational technicians is provided in the same manner as other PK – 12 teachers and support staff. Additional dollars are for the topics such as: engaging all families, multilingual language development, whole child and emotional learning, play-based approaches to learning and exploring the outdoors. Existing PK administration and building administration will be responsible for supporting the PK program. The budget includes a stipend for a PK coordinator to be the liaison among all the program staff and administrators. That position will also coordinate the MTSS work and program quality survey results. Family engagement is a high priority for SP. Use print materials, communication software such as ReachMy Teach and Talking Points. Translated progress reports are utilized and are shared 3x a year. Shared classroom news and family/community nights (4x a year) and P/T conferences are held 2x a year. Family gatherings such as potluck and art shows are held during the year.

- **Partnerships (Optional)** No Partners
- **Recruitment and Enrollment**  
Information nights, videos, open houses, and welcome materials. Partnering with CDS is also effective. Print resources, materials online, multilingual specialists, and PK coordinator.
- **Evaluation**  
Multiple means used for evaluation. Twice a year reviews of the program including staff who review the data collected which includes student progress information, RTI intervention data, special education referrals, Panorama survey results, and on-going person to person dialogue.
- **Sustainability**

### Criteria C: Budget Proposal

- **Budget Forms & Budget Narrative**  
Table 1 – 16 new students enrolled | part-time programming. I'm confused, I thought that 5 days a week for 5 hours a day was considered full-time.  
Table 2 – Are existing positions (8 Ed Techs vs. 2 new Ed Techs) eligible for grant funds. An existing PK coordinator, ok for funding?  
Table 3 - Are transportation costs local/state allocation funds?  
Budget Narrative: Detailed narrative of categories. Some costs seem to be fluid and DOE should have some oversight.
- **Capacity for Success and Sustainability**  
Existing PK programs are good indicators of future success. Sustainability is predicated on EPS, federal funding and local funding.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** South Portland School Department (SPSD)

**DATE:** January 26, 2023

**EVALUATOR NAME:** Ruey B. Yehle

**EVALUATOR DEPARTMENT:** Department of Education

**Criteria D: Priority Points**

- **Level of economic disadvantage** - 32%
- **Partnership with community provider(s)** No Partners
- **Full day/full week programming** 24 hours a week/five days a week

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** South Portland

**DATE:** 1/26/2023

**EVALUATOR NAME:** Stephanie Clark

**EVALUATOR DEPARTMENT:** Education, School Finance

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**Criteria B: Specifications of Work to be Performed**

- **Project Overview**
  - Add a 4<sup>th</sup> classroom
  - Half time full week
- **Identification of Need and Community Coordination**
  - 109 students and 48 enrolled
  - 32% free and reduced lunch
  - 341 McKinney-Vento serving 113 students
  - 89% need language support
  - Growing population of multilingual students
- **Project Description**
  - **High-Quality Program Design**
    - OWL
    - Blocks, Water sand table, etc.
    - MELDS
    - Gold software
    - Pillars and Priorities
    - Staffed by regular educator and special ed educator
    - Progress communicated with families, conferences
    - Professional learning through Engaging all families, multilingual language development,
    - Stipend for a PreK coordinator
    - Reach My Teach and Talking Points to allow parents to get communication in their language
    - Conferences twice a year
    - Family gatherings i.e., Potlucks artwork events

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**BIDDER NAME:** South Portland

**DATE:** 1/26/2023

**EVALUATOR NAME:** Stephanie Clark

**EVALUATOR DEPARTMENT:** Education, School Finance

- **Partnerships (Optional)**  
n/a
- **Recruitment and Enrollment**  
Newsletters, local paper, website, use multilingual specialists
- **Evaluation**  
Twice a year reviews of the program  
Panorama Survey  
Annual family surveys
- **Sustainability**  
EPS  
Local budget

**Criteria C: Budget Proposal**

- **Budget Forms & Budget Narrative**  
Table 1-16 new students one new classroom  
Table 2-Seems reasonable  
Table 3-ok
- **Capacity for Success and Sustainability**

**Criteria D: Priority Points**

- **Level of economic disadvantage**  
32% F&R
- **Partnership with community provider(s)**  
n/a
- **Full day/full week programming**  
Half time full week



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** Brunswick

**DATE:** 1/26/2023

**EVALUATOR NAME:** Ana Hicks

**EVALUATOR DEPARTMENT:** Governor's Office of Policy Innovation and the Future

\*\*\*\*\*

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**Individual Evaluator Comments:**

**Criteria A: General Information**

SAUs must complete the following documents as part of their application:

- Application Cover Page & General Assurances
- Debarment, Performance and Non-Collusion Certification
- Partner Listing with Letters of Intent from each partner (if applicable)

**Criteria B: Specifications of Work to be Performed**

- **Project Overview**  
New partnership with head start for 16 students and 8 more students at Kate Furbish.
  
- **Identification of Need and Community Coordination**  
Waitlist and surveys.  
Good demographics
  
- **Project Description**
  - **High-Quality Program Design**
    - Pre-K for ME
    - Second Step
    - MELDS
    - Tier 1 instruction, ECCP, MRTQ, RTI model
    - Open family communication
    - Work with CDS
    - MRTQ, local trainings and put funds towards development of PD for pre-K teachers
    - Pre-K Strategists
    - Parent engagement – direct through email, calls and app, family nights and meet & greets, along with parent teacher conferences
    - Focus in classroom on prepping for transition, WIDA model kindergarten screening for the multilingual students

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** Brunswick

**DATE:** 1/26/2023

**EVALUATOR NAME:** Ana Hicks

**EVALUATOR DEPARTMENT:** Governor's Office of Policy Innovation and the Future

- **Partnerships (Optional)**
  - Yes, collaborate on PD, Partners hire their staff
- **Recruitment and Enrollment**
  - Plan for spreading the word and helping families access resources.
- **Evaluation**
  - Review data of students enrolled in pre-K.
- **Sustainability**
  - **Mostly start up costs, partnering will help with on-going costs**

**Criteria C: Budget Proposal**

- **Budget Forms & Budget Narrative**  
Put in 4 teachers and 4 ed techs.  
Materials for 2 classrooms  
Outside space for space with partners  
Coordinator
- **Capacity for Success and Sustainability**  
Already has a number of classrooms  
Already has one partnership in place  
Commitment to quality and all working together on PD

**Criteria D: Priority Points**

- **Level of economic disadvantage**
- **Partnership with community provider(s) Yes**
- **Full day/full week programming Yes**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**  
**RFP TITLE:** Pre-K Expansion Grant  
**BIDDER NAME:** Brunswick School Department  
**DATE:** 1/24/2023  
**EVALUATOR NAME:** Jacquelyn Hersom  
**EVALUATOR DEPARTMENT:** Child Development Services

\*\*\*\*\*  
**Instructions:** *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*  
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**Individual Evaluator Comments:**

**Criteria A: General Information**

SAUs must complete the following documents as part of their application:

- Application Cover Page & General Assurances-completed
- Debarment, Performance and Non-Collusion Certification- completed
- Partner Listing with Letters of Intent from each partner (if applicable)- partners listed

**Criteria B: Specifications of Work to be Performed**

- **Project Overview:**
  - Current status shared, 96 students enrolled, 6 gen. ed. classrooms, 1 special education classroom.
  - Overview of expansion provided (1 gen. ed. classroom, 8 slots to be added in special education classroom.
  - **Student enrollment number will increase to?** Number of classrooms proposed (1)
  - Proposed schedule shared (full day/full week, 8:30-3pm) from current half day.
  
- **Identification of Need and Community Coordination**
  - Demographics shared- Free and Reduced lunch rate shared, community needs survey conducted.
  - Efforts have been made to coordinate with partners and agencies, coordination with CDS continuing.
  - **Were extended childcare needs of working parents considered?**
  - **How was public notice regarding this project shared?**
  - Enrollment in Pre-k will increase due to new population of refugee resettlement.
  - Grant funding and how it will overcome barriers discussed.
  - **How will the SAU re-evaluate public pre-K needs regularly?**

- **Project Description**

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**EVALUATOR NAME:** Jacquelyn Hersom

**EVALUATOR DEPARTMENT:** Child Development Services

- High-Quality Program Design-
- Space is already accredited Head Start program, Licensed childcare facility
- Staff to be hired (1 teacher, 1 Ed. Tech.) will align with Chapter 124 requirements
- Pre-K for ME curriculum as well as identified social emotional curriculum
- Screening for pre-k : Dial 4, progress monitoring aligns with MELDS
- Multi-tiered system of support (RTI and CDS collaboration) shared, ESOL certified Teacher and Language Facilitator
- Staff would use grant funds to achieve full certifications and continued education opportunities
- Plan for professional development with MRTQ
- Currently utilizing a Pre-K Strategist
- Evidence of administrative and community coordination
- Evidence of family engagement Strategies
- Dial 4 screening for transitions in, Pre-Las for multilingual learners
- School visits and Kindergarten experiences offered
  
- **Partnerships (Optional)**
- Yes, Head Start and Family Focus partnerships
  
- **Recruitment and Enrollment**
- Enrollment application available on website, plan to work with community programs and community serving agencies for a wider outreach
  
- Slots available to mirror the district demographic
  
- **Evaluation**
- Universal screenings, work samples, formative and summative assessments
- Annual community and family survey for feedback
  
- **Sustainability**
- Utilize grant funding for high quality supplies, materials and equipment
- Utilize grant funding for professional development and alignment with Chapter 124
- Blending and braiding funds through partnerships

**Criteria C: Budget Proposal**

- **Budget Forms & Budget Narrative**
- Narrative is descriptive

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** Brunswick School Department

**DATE:** 1/24/2023

**EVALUATOR NAME:** Jacquelyn Hersom

**EVALUATOR DEPARTMENT:** Child Development Services

- Grant funding request for start-up costs: equipment, materials, 2 classrooms, playground equipment, staff professional development
- Forward planning for sustainability
  
- **Capacity for Success and Sustainability**
- Forward planning for sustainability

**Criteria D: Priority Points**

- **Level of economic disadvantage**
- **Partnership with community provider(s)**
- **Full day/full week programming**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**  
**RFP TITLE:** Pre-K Expansion Grant  
**BIDDER NAME:** Brunswick School Department  
**DATE:** 1/25/2023  
**EVALUATOR NAME:** Jessica Gerrish  
**EVALUATOR DEPARTMENT:** DHHS/OCFS

\*\*\*\*\*

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**Individual Evaluator Comments:**

**Criteria A: General Information**

SAUs must complete the following documents as part of their application:

- Application Cover Page & General Assurances *provided*
- Debarment, Performance and Non-Collusion Certification *provided*
- Partner Listing with Letters of Intent from each partner (if applicable) *provided*

**Criteria B: Specifications of Work to be Performed**

- **Project Overview**

*Expand pre-k opportunities by collaborating with Midcoast Maine Community Action (MMCA). Adding 1 gen ed classroom for 16 students and 8 gen ed slots to Kate Furbish Elementary. Located in Cumberland County, coastal Maine. Indicates school department anticipates 90-120 children from asylum seeking families to relocate to Brunswick in Spring 2023, funding will allow more staff to become certified with an ESOL 660 endorsement.*

- **Identification of Need and Community Coordination**

*50% gap in accessible high quality pre-k at no cost to families in community. Superintendent of Schools met with Maine DOE, Governor's Office, and real estate developer in December of 2022 – 90-120 children from asylum seeking families will be moving into units in Brunswick Spring 2023.*

- **Project Description**

- **High-Quality Program Design**

*Add 1 gen ed classroom with 16 students at MMCA – licensed by DHHS, step 4 on quality rating system and is accredited. Will continue to have 4 gen ed classrooms at KFS, 2 gen ed classrooms at Family Focus, and 1 pre-k spec ed at KFS. MMCA Pre-K will use the Pre-K for Me Curriculum. MMCA will use Second Step, Handwriting Without Tears, and the Heggerty phonics curriculum. New classroom will use progress report that is aligned with MELDS. Speed DIAL – 4 used as screener prior to start. RTI Model in place for students. Will consult MRTQ as needed. Will continue to work with CDS. Has Pre-K Strategist that works with teachers as a liaison for RTI*

## STATE OF MAINE INDIVIDUAL EVALUATION NOTES

**RFP #:202212204**

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**DATE:** 1/25/2023

**EVALUATOR NAME:** Jessica Gerrish

**EVALUATOR DEPARTMENT:** DHHS/OCFS

*process and referrals to CDS. Staff encouraged to attend MRTQ training and other early childhood training. BSD will hold family conferences 2x per year.*

- **Partnerships (Optional):**

- *Midcoast Maine Community Action (MMCA) – licensed through DHHS, has quality step 4, 20 years' experience, have space to add 16 public pre-k slots for 2023-2024 school year, would do an MOU*
- *Family Focus – serving since 1985, licensed by DHHS, quality step 4, national accredited by NAEYC, has 2 classrooms with 16 students in each, collab for school year 2023-2024*

*Will continue partnerships with CDS and Family Focus. Has current MOU with CDS and Family Focus. Intends to write MOU with MMCA.*

- **Recruitment and Enrollment**

*Section completed. Must live in Brunswick and have a child will be 4 yo on or before 10/15/23 can apply. Free to families. Applications will be online on their website. Will provide needed tech, assistance, and/or interpretation – BSD will provide. BSD will utilize social media outlets, work with WIC & SNAP to share info, & connect with The Welcome Center.*

- **Evaluation**

*Section completed. Data will be collected through universal screenings, work samples, formative and summative assessments, observation and RTI/Special Ed referrals. IEP's will be reviewed as well as ACCESS scores. Survey will completed each year to receive feedback.*

- **Sustainability**

*Section completed. Funds will be utilized for some one time start up costs. Will use funding for higher ed classes, professional development, etc.*

### **Criteria C: Budget Proposal**

- **Budget Forms & Budget Narrative**

*Provided budget and budget narrative. Total grant request amount: \$154K or \$1,063,073? Their budget is a bit confusing, and I am unsure if they completed it correctly? Total cost includes 4 FTE Lead Teachers, 4FTE Ed Techs, outfit and supply for 2 classrooms, professional development, etc.*

- **Capacity for Success and Sustainability**

*Plans to sustain program through state funds (EPS) combined with the local budget as done with K-12. Grant funding would allow for start up costs.*

### **Criteria D: Priority Points**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** Brunswick School Department

**DATE:** 1/25/2023

**EVALUATOR NAME:** Jessica Gerrish

**EVALUATOR DEPARTMENT:** DHHS/OCFS

- **Level of economic disadvantage**

*Could not locate lunch info.*

- **Partnership with community provider(s)**

*Provided three different potential partnerships with community providers*

- **Full day/full week programming**

*Will have an estimated 24 students enrolling in full day/week programming. Looking to serve a total of 120 pre-k students.*



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**  
**RFP TITLE:** Pre-K Expansion Grant  
**BIDDER NAME:** Brunswick School Department  
**DATE:** January 24, 2023  
**EVALUATOR NAME:** Marcy Whitcomb  
**EVALUATOR DEPARTMENT:** DOE/Early Learning

\*\*\*\*\*

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**Individual Evaluator Comments:**

**Criteria A: General Information**

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- Application Cover Page & General Assurances
- Debarment, Performance and Non-Collusion Certification
- Partner Listing with Letters of Intent from each partner (if applicable)

**Criteria B: Specifications of Work to be Performed**

- **Project Overview**  
Expansion of one 16 student classroom in collaboration with and in the Head Start facility and 8 general education spots in a special purpose classroom at KFS
  
- **Identification of Need and Community Coordination**  
**Yes; need and collaboration with community discussed**
  
- **Project Description**
  - **High-Quality Program Design:** Prek for ME, Dial-4, SEL curriculum, progress report aligned with MELDS and the BSD, phonics and HWT; MTSS model aligned throughout the RSU is detailed; pre-k strategist position utilized, MTSS discussed, family engagement looks good, transition plan including screening included
  - **Partnerships (Optional):** Yes; current partnership with Family Focus and expansion partnership with MMCA Head Start; CDS partnership with special purpose classroom
  - **Recruitment and Enrollment** Open to all families, but no recruitment plan; no discussion of what happens if more than the 120 students apply (waitlist, first come-first serve?) and how they place children in each program/classroom. There are spots held for children with IEP's. who are DLL, families with a socio-economic disadvantage and with transportation concerns. I would like to see how it is determined who enrolls into the SPP classroom, if there are more than 8 qualifying children

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** Brunswick School Department

**DATE:** January 24, 2023

**EVALUATOR NAME:** Marcy Whitcomb

**EVALUATOR DEPARTMENT:** DOE/Early Learning

- **Evaluation** family and community survey to be held annually for feedback and to review and adjust goals; K student outcome data utilized to evaluate program
- **Sustainability** Most of the funding will go to one-time purchases for start-up, discussion of blended funding with community partner programs; sustain by adding their funding (EPS) combined with local budget going forward

**Criteria C: Budget Proposal**

- **Budget Forms & Budget Narrative** Narrative, yes. I am confused with the numbers – first page says they are asking for \$154K, but budget sheet requests over \$1M – is this due to their not having the State/local allocation number from FY 24 yet?
- **Capacity for Success and Sustainability** Seems strong

**Criteria D: Priority Points**

- **Level of economic disadvantage** Yes
- **Partnership with community provider(s)** Yes
- **Full day/full week programming** Yes

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** Brunswick School Department

**DATE:** 1/25/23

**EVALUATOR NAME:** Ruey B. Yehle

**EVALUATOR DEPARTMENT:** Department of Education

\*\*\*\*\*

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**Individual Evaluator Comments:**

**Criteria A: General Information**

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- Application Cover Page & General Assurances
- Debarment, Performance and Non-Collusion Certification
- Partner Listing with Letters of Intent from each partner (if applicable)

**Criteria B: Specifications of Work to be Performed**

• **Project Overview:**

Grant Request: \$154,000. Expand full day/full week PK by adding 1 classroom for 16 students through a partnership with Head Start (MidCoast Maine Community Action – MMCA) and add 8 general education PK slots at Kate Furbish Elementary School (KFES) by creating a special purpose classroom for 8 CDS students. This will result in 7 “general purpose” PK classrooms between three sites (KFES, Head Start, and Family Focus) and 1 special purpose classroom at KFES. I'd like more information about this special purpose classroom, will the students access any general education situations, there is a reference that 20% of the PK students receive CDS services, does that mean there are 24 of the 120 students eligible for CDS services and of those 24 eight are/will be in a special purpose program?

• **Identification of Need and Community Coordination**

In 2018 BSD PK advisory committee did a community survey. 2019 4 part time PK classrooms were started at KFES with 96 students. 2022-23 BSD partnered with Family Focus so 4 classrooms were available for 96 full day/full week programming. Kindergarten numbers are around 200 so PK slots are 50% short. In 2022-2023 BSD hired a PK strategist/coordinator. In 2023 – 90 to 120 school-aged children in families of asylum seekers will be moving in to Brunswick. F/R lunch rate 22%, SpEd 18.99% and CDS 20% of PK students.

• **Project Description**

○ **High-Quality Program Design**

**Curriculum:** Head Start will use Pre K for ME as does BSD. MMCA will use Second Step Social Emotional, Handwriting w/o Tears, and the Heggerty phonics curriculum as

## STATE OF MAINE INDIVIDUAL EVALUATION NOTES

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**EVALUATOR DEPARTMENT:** Department of Education

supplements to their curriculum. Head Start will use the BSD Progress Report aligned with MELDS. Speed-Dial 4 will be used as a universal screening prior to start of PK.

**Multitiered System of Support:** States they have a strong Tier 1 and consult with Maine Early Childhood and Roads to Quality Technical Assistance. An RTI model is in place for Tiers 2 & 3. Literacy and language -rich programs based on PreK for ME. Multilingual learners receive support from ESOL Teacher and Language Facilitator. PK registration includes a family survey. Language Line is used as well as Talking Points app to text with families in their native language. BSD will work with CDS by PK staff meeting with providers for consultations and will attend meetings. All CDS students in LRE. PK Strategist assists with RTI processes and referrals to CDS. PK teams meet 1x a month with their immediate team and 1x a month as a collaborative team.

**Credentialing:** Grant \$\$ will be used for PD and for those who are conditionally credentialed.

**Professional Learning:** Staff is “encouraged” to attend high quality Early Childhood training. PD time is built into the school calendar.

**Administrative Coordination and Management Plan:** 2022-23 new position PK Strategist will coordinate within and outside of school with partners, CDS, local agencies. KFES PK teacher serves as a PK Team leader for all professionals. Family Focus and Head Start have directors and managers who ensure internal work is on-track and who work with BSD PK Strategist.

**Family Engagement:** Includes email, phone calls, apps, newsletters, family nights, meet and greet activities, Open House, can join a parent group or advisory board, and invited into classrooms to share career, family custom, etc. Family conferences 2x a year reviewing progress reports.

**Transition Strategies:** Speed Dial 4 prior to entering PK, multilingual learners also given the PreLAS. CDS transition meetings, Family Night prior to beginning of school. Before end of PK stories and lessons that focus on transition to K, visit a K classroom, have lunch in cafeterias, visit music, art, and or gym spaces. CDS has transition meetings, multilingual learners given WIDA screening. Family night before K starts.

- **Partnerships (Optional)**  
An existing partnership with Family Focus will continue with 2 classrooms totaling 32 PK students. The CDS partnership will continue. A new partnership with MidCoast Maine Community Action – MMCA – will have 1 classroom of 16 students.
- **Recruitment and Enrollment**  
Application is open to all families, available on the website. Families in need of technical assistance will receive it. Distribution of slots will mirror district’s demographics. Advertise through social media outlets. MMCA to connect with families needing assistance. Connect with The Welcome Center who works with new Mainers, also connect with food bank, library, and other agencies.
- **Evaluation**  
Review data of K students who participated in PK, universal screenings, work samples, formative and summative assessments, observations, RTI/SpEd referrals, yearly family and community survey.

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**EVALUATOR DEPARTMENT:** Department of Education

- **Sustainability**  
Materials and equipment will be purchased year 1. Funding for collaborative and individual PD will be year 1. Not clear about ongoing costs.

**Criteria C: Budget Proposal**

- **Budget Forms & Budget Narrative**  
24 new full time students  
Add 1 gen ed classroom at Head Start (7<sup>th</sup> teacher) and 1 special purpose classroom at KFES. But Table Two says 4 FTE teachers and 4 FTE Ed Techs, not sure what that means. Playground equipment is \$100,000 – seems excessive. What is the \$ per student? Meals and snacks say 144 students – thought it is 120 students. Coordination of programming – existing position? \$361,600 “fee” to Community Partners, need explanation. Table 3 – Total of the PreK Expansion Grant is \$266,000 but on the front of the application it indicates that \$154,000 is the request.
  
- **Capacity for Success and Sustainability**  
Indicate that they will sustain through EPS and the local budget. Have a history of PK programming. PK Specialist position would be helpful for success in coordination and partnership.

**Criteria D: Priority Points**

- **Level of economic disadvantage**  
F/R Lunch – 22%, Sp Ed – 18.99%
  
- **Partnership with community provider(s)**  
Existing with Family Focus and CDS, new with MMCA (Head Start)
  
- **Full day/full week programming**  
For all 120 students

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** Brunswick School Department

**DATE:** 1/24/2023

**EVALUATOR NAME:** Stephanie Clark

**EVALUATOR DEPARTMENT:** Education, School Finance

\*\*\*\*\*

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**Individual Evaluator Comments:**

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- Application Cover Page & General Assurances
- Debarment, Performance and Non-Collusion Certification
- Partner Listing with Letters of Intent from each partner (if applicable)

**Criteria B: Specifications of Work to be Performed**

- **Project Overview**
  - Collaborate with MMCA
  - 1 classroom add 16 students
  - 8 general ed at Brunswick elem.
  - Full day full week
- **Identification of Need and Community Coordination**
  - Waiting List
  - 86 multilingual learners with more expected to move to the community
  - Community Survey
- **Project Description**
  - **High-Quality Program Design**
    - Add 1 general ed classroom 16 students at MMCA
    - 081 certified teacher
    - ED Tech meets Ch. 124
    - Will continue to have 4 gen ed classrooms at KFS
    - 2 Gen ed classrooms at Family Focus
    - 1 PreK classroom at CDS
    - PreK for ME Brunswick school
    - MMCA Second Step, Handwriting without tears and Heggerty Phonics
    - Brunswick will use MELD
    - Speed dial-4 as a screener
    - Tier 1 instruction
    - Language Line used to communicate with families that speak another language than English
    - Grant Funds will be used to continuing education classes

# STATE OF MAINE INDIVIDUAL EVALUATION NOTES

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**EVALUATOR DEPARTMENT:** Education, School Finance

Staff Attend Maine Roads to Quality

Employs a PreK strategist

Email, Phone, Texting app, apps and website, family nights, meet and greets, open house

Family conferences twice a year.

Transition-visit K classroom have lunch in the cafeteria

- **Partnerships (Optional)**
  - Midcoast ME Community Action Head Start
  - Family Focus
- **Recruitment and Enrollment**
  - Slots will be held for children with disabilities, multilingual learners and eco disadvantaged
  - Recruit with social media, WIC, SNAP, HEAP, Brunswick Rec Dept. Foodbank, library, & other community services.
- **Evaluation**
  - Data will be collected through universal screenings, Assessments, progress on IEP's, ACCESS scores for multilingual learners.
  - Family and community survey for feedback
- **Sustainability**
  - Described what they would spend the grant money on.

## Criteria C: Budget Proposal

- **Budget Forms & Budget Narrative**

Table 120 students, 24 new 2 new classrooms  
Budget Table 2 Looks feasible  
Table 3 Looks good
- **Capacity for Success and Sustainability**

Seems like they have a good plan with the partners they have.

## Criteria D: Priority Points

- **Level of economic disadvantage**

25%
- **Partnership with community provider(s)**

Midcoast ME Community Action Head Start  
Family Focus
- **Full day/full week programming**

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**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** MSAD 46

**DATE:** 1/26/2023

**EVALUATOR NAME:** Ana Hicks

**EVALUATOR DEPARTMENT:** Governor's Office of Policy Innovation and the Future

\*\*\*\*\*

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- Partner Listing with Letters of Intent from each partner (if applicable)

**Criteria B: Specifications of Work to be Performed**

- **Project Overview**  
Expand existing part-time partnership into a full day, full week program
  
- **Identification of Need and Community Coordination**

Responding to parents' requests and needs  
No demographic info

- **Project Description**
  - **High-Quality Program Design**
    - Meet 124 guidelines
    - Pre-K for ME curriculum
    - 3 tiered MTSS
    - Work with parents to support children
    - Inclusive classroom
    - diversity
    - MRTQ, PD across grades, vertical team curriculum and assessment
    - Weekly progress updates, zoom, seesaw, reviewed and feedback from families
    - Transition meeting arrangements
    - 
    -
  
  - **Partnerships (Optional)**

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**EVALUATOR NAME:** Ana Hicks

**EVALUATOR DEPARTMENT:** Governor's Office of Policy Innovation and the Future

- **Recruitment and Enrollment**
- Outreach through administration, open houses and engaging families
- **Evaluation**
- Make revisions for better data keeping
- Staff and community input
- 
- **Sustainability**
  - Budget will cover expenses

**Criteria C: Budget Proposal**

- **Budget Forms & Budget Narrative**
  - Very detailed
  - Is state match correct?
- **Capacity for Success and Sustainability**

**Criteria D: Priority Points**

- **Level of economic disadvantage**
- **Partnership with community provider(s)**
- **Full day/full week programming**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**  
**RFP TITLE:** Pre-K Expansion Grant  
**BIDDER'S NAME: MSAD 46**  
**DATE:** 1/25/2023  
**EVALUATOR NAME:** Jacquelyn Hersom  
**EVALUATOR DEPARTMENT:** Child Development Services

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**Individual Evaluator Comments:**

**Criteria A: General Information**

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- Application Cover Page & General Assurances- completed
- Debarment, Performance and Non-Collusion Certification- completed
- Partner Listing with Letters of Intent from each partner (if applicable)- completed

**Criteria B: Specifications of Work to be Performed**

- **Project Overview**
  - Expanding half day/full week program to full day/full week program 8:15-2pm
  - Funding an Ed. Tech position, curriculum and materials
  - Retrofitting classroom
  - Updating and adding playground equipment
  - Funding transportation
  - Currently have 1 public Pre-K classroom and 1 Head Start classroom within the community school
- **What is the increase in student enrollment?**

- **Identification of Need and Community Coordination**
- **Demographics of the SAU?**
- **How were needs identified? (Other than parent request)**
- **Coordination with agencies and families in the community?**
  - Extended childcare needs of parents considered.
- **How has public notice regarding this proposal been provided?**
- **Coordination with CDS?**
- **How will SAU re-evaluate public pre-k needs regularly?**

- **Project Description**
  - Housed within community school

## STATE OF MAINE INDIVIDUAL EVALUATION NOTES

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER'S NAME: MSAD 46**

**DATE:** 1/25/2023

**EVALUATOR NAME:** Jacquelyn Hersom

**EVALUATOR DEPARTMENT:** Child Development Services

- Will adhere to Chapter 124 standards
  - **High-Quality Program Design**
  - Curriculum: Pre-K for ME.
  - Owl assessments
  - 3-tiered MTSS system
  - Staff and administration coordination in management discussed
  - Plan for hiring staffing (081 and Ed. Tech)
  - Family engagement is adequate
  - Transitions: screenings, transition meetings
  - 
  - **Partnerships (Optional)**
  - **Head Start partnership**
  - **Recruitment and Enrollment**
  - Community events, open houses, technology resources
  - **Enrollment strategies or plan?**
  - **Evaluation**
  - Evaluation plan and family outreach/feedback plan discussed
  - **Sustainability**
  - Budget sustainability plan presented in tables

### **Criteria C: Budget Proposal**

- **Budget Forms & Budget Narrative**
- Narrative is clear and reasonable
- List of materials and furniture is specific and detailed
  
- **Capacity for Success and Sustainability**

### **Criteria D: Priority Points**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER'S NAME: MSAD 46**

**DATE:** 1/25/2023

**EVALUATOR NAME:** Jacquelyn Hersom

**EVALUATOR DEPARTMENT:** Child Development Services

- **Level of economic disadvantage**
- **Partnership with community provider(s)**
- **Full day/full week programming**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**  
**RFP TITLE:** Pre-K Expansion Grant  
**BIDDER NAME:** MSAD #46  
**DATE:** 1/26/2023  
**EVALUATOR NAME:** Jessica Gerrish  
**EVALUATOR DEPARTMENT:** DHHS/OCFS

\*\*\*\*\*

**Instructions:** *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

\*\*\*\*\*

**Individual Evaluator Comments:**

**Criteria A: General Information**

SAUs must complete the following documents as part of their application:

- Application Cover Page & General Assurances *provided*
- Debarment, Performance and Non-Collusion Certification *provided*
- Partner Listing with Letters of Intent from each partner (if applicable) *provided*

**Criteria B: Specifications of Work to be Performed**

- **Project Overview**

*Located in Dexter (Penobscot County) and serving 4 towns. Expanding to full day/full week option for pre-k Access, for school year 23-24. Currently program is at half-day/full-week. Will be retrofitting existing classroom space in Ridge View Community School. School day will be from 8:15-2PM, running 5 days a week. Will provide Ed Tech, transportation, purchasing curriculum, and new or replacing playground equipment. Located in Dexter. Space will adhere to chapter 124. Will also abide by Section 9 protocol for School Facilities. Will use programming provided by Maine DOE. Pre-K program transitioning from the Opening the World of Learning (OWL) to Pre K for ME curriculum. Teachers have been using OWL for several years. Will use MTSS Interventions. MTSS is a three tiered system. Will schedule IEP meetings. Will hire 1 staff member with an early childhood ed B-5 certification and one Ed Tech III level. If unable to find staff then will work to provide funds for classes they needed to fulfill the certification requirements and ask for emergency certs for them through DOE.*

- **Identification of Need and Community Coordination**

*Several parents have requested full day/full week options – grant would allow for that.*

- **Project Description**

- **High-Quality Program Design**

*Pre-K program transitioning from the Opening the World of Learning (OWL) to Pre K for ME curriculum. Teachers have been using OWL for several years. Will use MTSS Interventions. MTSS is a three tiered system.*

## STATE OF MAINE INDIVIDUAL EVALUATION NOTES

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** MSAD #46

**DATE:** 1/26/2023

**EVALUATOR NAME:** Jessica Gerrish

**EVALUATOR DEPARTMENT:** DHHS/OCFS

- **Partnerships (Optional)**

*Partners with Pen CAP (head start chapter) to provide Pre-K access for families across the district. Teachers and staff in both programs collaborate and connect to share ideas, strategies, etc.*

- **Recruitment and Enrollment**

*Connect with families through communicative resources. Work in unison with admin, professional educators, office staff, school resource officers, etc. Open house events, offer tech resources, etc. will conduct screenings on each child to determine needs.*

- **Evaluation**

*Annual revisions of strategic visions as well as adaptations and modifications to curricular outcome, success criteria standards, enrollment procedures and staff observations and evals*

- **Sustainability**

*Reflected through annual budget implementation. Enrollment supported through outreach strategies to ensure sustainability. For budget – will have necessary staff and stakeholders. Looks like through their budget they intend to receive some state/local funds of 70K.*

### **Criteria C: Budget Proposal**

- **Budget Forms & Budget Narrative**

*Provided covers 4 towns in district. Funds would provide furniture, equipment, and other supplies needed. 15 children included in project for 1 classroom. Asking for 155K to cover personnel, materials/supplies, playground equipment, etc.*

- **Capacity for Success and Sustainability**

*Not seeing a ton of detail around sustainability moving forward. They have been successful in a half day/full week program.*

### **Criteria D: Priority Points**

- **Level of economic disadvantage**

*Could not locate free/reduced lunch percentage.*

- **Partnership with community provider(s)**

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** MSAD #46

**DATE:** 1/26/2023

**EVALUATOR NAME:** Jessica Gerrish

**EVALUATOR DEPARTMENT:** DHHS/OCFS

*Yes, Pen CAP Head Start.*

- **Full day/full week programming**

*Not currently – wants to provide through the grant.*



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**  
**RFP TITLE:** Pre-K Expansion Grant  
**BIDDER NAME:** MSAD #46  
**DATE:** January 25, 2023  
**EVALUATOR NAME:** Marcy Whitcomb  
**EVALUATOR DEPARTMENT:** DOE/Early Learning

\*\*\*\*\*

**Instructions:** *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

\*\*\*\*\*

**Individual Evaluator Comments:**

**Criteria A: General Information**

SAUs must complete the following documents as part of their application:

- Application Cover Page & General Assurances
- Debarment, Performance and Non-Collusion Certification
- Partner Listing with Letters of Intent from each partner (if applicable)

**Criteria B: Specifications of Work to be Performed**

- **Project Overview** Expansion to FD/FW programming; inclusive regular ed setting, providing transportation
  
- **Identification of Need and Community Coordination** Identified by inaccessibility of half day programs by families, answer food insecurity concerns in the community and by parent and family requests to the district for FD/FW programming to help families with current childcare concerns
  
- **Project Description**
  - **High-Quality Program Design:** FD/FW; adhering to chapter 124, providing transportation; will utilize Pre-K for ME learning program aligning with all public and head start classroom curricula; MTSS system well outlined; PD is outlined; Family engagement strategies are through multiple modalities and accessible with annual review and family feedback welcome; some transition plans outlined for students.
  - **Partnerships (Optional):** Penquis CAP – existing partnership will continue, but not partnering for this new classroom
  - **Recruitment and Enrollment** recruitment plan outlined with outreach through many modalities and outlines reaching families who may be a challenge to reach. There is not enrollment procedure outlined other than screenings will be completed on all children
  - **Evaluation** Included annual strategic plan review and revision, look at student outcome data, and feedback from staff, stakeholders, families and community outreach

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** MSAD #46

**DATE:** January 25, 2023

**EVALUATOR NAME:** Marcy Whitcomb

**EVALUATOR DEPARTMENT:** DOE/Early Learning

- **Sustainability** will be through implementation of funding through the annual budget and partnerships

**Criteria C: Budget Proposal**

- **Budget Forms & Budget Narrative** yes; question the items around OWL; no federal funding line item; did they reach to Paula for the state/local allocation?
- **Capacity for Success and Sustainability** Seems strong; majority of funding from grant is for one-time purchases, and the Ed Tech/teacher salary will be budgeted in annual budget after grant completion; some materials included in budget sheet will need to be replenished via annual budget

**Criteria D: Priority Points**

- **Level of economic disadvantage** Not discussed
- **Partnership with community provider(s)** Existing, but not partnering with the newly expanded classroom
- **Full day/full week programming** Yes

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**  
**RFP TITLE:** Pre-K Expansion Grant  
**BIDDER NAME:** MSAD #46  
**DATE:** January 26, 2023  
**EVALUATOR NAME:** Ruey B. Yehle  
**EVALUATOR DEPARTMENT:** Department of Education

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

**Criteria A: General Information**

SAUs must complete the following documents as part of their application:

- Application Cover Page & General Assurances
- Debarment, Performance and Non-Collusion Certification
- Partner Listing with Letters of Intent from each partner (if applicable)

**Criteria B: Specifications of Work to be Performed**

- **Project Overview**  
Expand PK in MSAD #46 to full day/full week. Currently MSAD #46 has a PK classroom and a HeadStart classroom in Ridge View Community School. The PK program is currently half day and full week. A classroom will be retrofitted to expand the program to full day/full week.
  
- **Identification of Need and Community Coordination**  
There have been "several parental requests for additional full-day/full-week Pre-Kindergarten in MSAD #46". District has looked at best practices for early childhood learning and also at the effects of the pandemic, food insecurity, and childcare needs. No systematic study of the need was identified.
  
- **Project Description**
  - **High-Quality Program Design**  
The classroom will be in the PK/K wing of Ridge View Community School, a PK – 8 building. The classroom will meet the requirements of Chapter 124 and the indoor and outdoor space will exceed the space requirements for PK. The curriculum used will be Pre-K for ME as the existing PK program is transitioning from OWL to Pre-K for ME, and the Head Start program already uses that curriculum. The Special Education department will continue to utilize components of OWL along with PreK for ME. They have a three tiered intervention system consisting of supports within the classroom, small group interventions through Title I and intensive, individualized support. Classrooms will provide instruction for all children, regardless of their disabilities. Note they will assess handwriting, preacademic, social-emotional development and regulation of bodies and emotions. They list a variety of

# STATE OF MAINE INDIVIDUAL EVALUATION NOTES

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** MSAD #46

**DATE:** January 26, 2023

**EVALUATOR NAME:** Ruey B. Yehle

**EVALUATOR DEPARTMENT:** Department of Education

classroom activities. References partnerships with parents, staff training, culturally diverse materials. Sped department will ensure that referrals, evaluations, and meetings will be carried out and that IEP goals and objectives are monitored. Staff “will meet regularly” to collaborate and review collected individual data. New staff will have required certifications but if unable to find that staff MSAD #46 will provide the funds needed for classes and work with DOE to attain an emergency certification. Professional development will consist of Maine Roads to Quality with MSAD #22 providing PD opportunities, peer support and a means to rate their credentials. Professional learning communities will be available with PK – primary staff and Head Start staff. The building principal will have daily oversight of the PK program and will coordinate with the PreK teachers, special education director and the curriculum coordinator. Family engagement strategies will include interactive open houses, communication options, individual weekly student updates, benchmark checklists each trimester, feedback from parents, and yearly engagement reviews. Transition strategies will consist of educational screenings, emotional support for students, organization tactics, help students navigate their classroom, utilize instructional supports, schedule transition meetings and activities for both entering the PK program and exiting to K.

- **Partnerships (Optional)**  
Penquis CAP
- **Recruitment and Enrollment**  
Will work with administration, educators, office staff, and school resource officers to recruit using community learning exercises, open houses, and technology. Nothing about enrollment, selection, wait lists, etc
- **Evaluation**  
Evaluation will consist of annual revisions of strategic vision, adaptations and modifications to curricular outcomes, success criteria for students, enrollment procedures, staff observations and evaluations. PreK screening will be used to evaluate students and develop plans.
- **Sustainability**  
Sustainability will be met through annual budget implementation and constant pursuit to recruit students and families.

## Criteria C: Budget Proposal

- **Budget Forms & Budget Narrative**

Detailed budget narrative with specific materials and equipment items and prices noted.

Table 1 – 15 new full day/full week students, unknown number of students moving from part-time to full-time at this point

Table 2 - \$75,000 seems high for playground (does one already exist?)

Table 3 – Would transportation be reimbursable from the State?

- **Capacity for Success and Sustainability**

Having existing PreK program will increase the success of an expansion. Many materials and equipment are one time costs covered by this grant. The annual budget should take care of the personnel expenses.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** MSAD #46

**DATE:** January 26, 2023

**EVALUATOR NAME:** Ruey B. Yehle

**EVALUATOR DEPARTMENT:** Department of Education

**Criteria D: Priority Points**

- **Level of economic disadvantage** Not provided
- **Partnership with community provider(s)** Penquis Cap
- **Full day/full week programming** Yes

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** MSAD 46

**DATE:** 1/25/2023

**EVALUATOR NAME:** Stephanie Clark

**EVALUATOR DEPARTMENT:** Education, School Finance

\*\*\*\*\*

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\*\*\*\*\*

**Individual Evaluator Comments:**

**Criteria A: General Information**

SAUs must complete the following documents as part of their application:

- Application Cover Page & General Assurances
- Debarment, Performance and Non-Collusion Certification
- Partner Listing with Letters of Intent from each partner (if applicable)

**Criteria B: Specifications of Work to be Performed**

- **Project Overview**
  - Expand to full day full week
  - Retrofit existing classroom
  - Ed tech position
  - Transportation
- **Identification of Need and Community Coordination**
  - Respond to behavior and academic needs of the community
  - Support child care needs
  - Expanding to full day will allow more students to attend
- **Project Description**
  - **High-Quality Program Design**
    - Housed at ridge view community school
    - Chapter 124
    - Prek for ME
    - Three tiered support
    - Provide instruction for all no matter exceptionality
    - Focus on child's IEP
    - Provide cultural diversity
    - Staff meet regularly to ensure appropriate programming is in place
    - Will hire 1 staff member with B-5 certificate one ED Tech III
    - Support staff with Maine Roads of Quality
    - Principal will have daily oversight of program
    - Open house, see saw, zoom, weekly updates per student, monthly newsletter home, parent teacher conferences.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:202212204**

**RFP TITLE:** Pre-K Expansion Grant

**BIDDER NAME:** MSAD 46

**DATE:** 1/25/2023

**EVALUATOR NAME:** Stephanie Clark

**EVALUATOR DEPARTMENT:** Education, School Finance

Will conduct screenings, provide emotional support,

- **Partnerships (Optional)**  
Penquis CAP
- **Recruitment and Enrollment**  
Open house,  
Technology resources  
Conduct Screenings
- **Evaluation**  
Annual revision to strategic vision  
PreK screening  
Staff meetings  
Family communication
- **Sustainability**  
Annual budget implementation  
Chapter 124

**Criteria C: Budget Proposal**

- **Budget Forms & Budget Narrative**  
Table 1 one new classroom  
15 new students full day/full week  
Table 2 Seems Reasonable  
Table 3 ok
- **Capacity for Success and Sustainability**

**Criteria D: Priority Points**

- **Level of economic disadvantage**  
n/a
- **Partnership with community provider(s)**  
Penquis CAP
- **Full day/full week programming**
  - Full day full week.



STATE OF MAINE  
DEPARTMENT OF Education

Janet T. Mills  
Governor

A. Pender Makin  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 202212204**  
**RFP TITLE: Pre-K Expansion Grant**

I, Ana Hicks accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Education. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

**I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.**

DocuSigned by:

Ana Hicks

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1.20.2023

Signature

Date





STATE OF MAINE  
DEPARTMENT OF EDUCATION

Janet T. Mills  
Governor

A. Pender Makin  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 202212204**  
**RFP TITLE: Pre-K Expansion Grant**

I, Jacquelyn Hersom accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Education. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

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1/17/2023

Signature

Date



STATE OF MAINE  
DEPARTMENT OF EDUCATION

Janet T. Mills  
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A. Pender Makin  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 202212204**  
**RFP TITLE: Pre-K Expansion Grant**

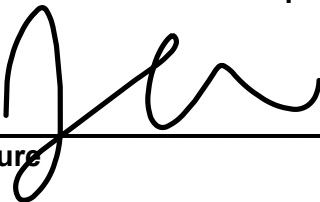
I, \_\_\_\_\_ Jessica Gerrish \_\_\_\_\_ accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Education. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

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\_\_\_\_\_  
Signature

1/24/2023  
\_\_\_\_\_  
Date





STATE OF MAINE  
DEPARTMENT OF Education

Janet T. Mills  
Governor

A. Pender Makin  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 202212204**  
**RFP TITLE: Pre-K Expansion Grant**

I, Ruey Yuhle accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Education. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

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**I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.**

DocuSigned by:

*Ruey Yuhle*

244C9867D6F04F0...

1.20.2023

Signature

Date



STATE OF MAINE  
DEPARTMENT OF EDUCATION

Janet T. Mills  
Governor

A. Pender Makin  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 202212204**  
**RFP TITLE: Pre-K Expansion Grant**

I, Stephanie Clark accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Education. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

**I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.**

Stephanie Clark \_\_\_\_\_  
Signature Date



STATE OF MAINE  
DEPARTMENT OF EDUCATION

Janet T. Mills  
Governor

A. Pender Makin  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 202212204**  
**RFP TITLE: Pre-K Expansion Grant**

I, Lee Anne Larsen, accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Education. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

**I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.**

DocuSigned by:  
*Lee Anne Larsen*  
B8CA99943DB64AD...

1/19/2023

**Signature**

**Date**



STATE OF MAINE  
DEPARTMENT OF EDUCATION

Janet T. Mills  
Governor

A. Pender Makin  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 202212204**  
**RFP TITLE: Pre-K Expansion Grant**

I, Jane Kirsling accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Education. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

**I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.**

DocuSigned by:  
*Jane Kirsling*  
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1/24/2023

**Signature**

**Date**