

**STAMFORD SCHOOL READINESS COUNCIL  
BY-LAWS**

**ARTICLE I**

**GENERAL**

- 1.1** The name of the council shall be the “Stamford School Readiness Council” (hereinafter the “Council”).
- 1.2** The prime objective of the Council shall be to carry out School Readiness initiative requirements as defined in Section 10-16o of the Connecticut General Statutes (CGS). School Readiness (hereinafter the “program”) is a state funded initiative administered by the Connecticut Office of Early Childhood. The purpose of the Stamford School Readiness Program pursuant to CGS 10-16p to 10-16r, inclusive, 10-16u and 17b-749a is to:
- (1)** Provide open access for children to quality programs that promote the health and safety of children and prepare them for formal schooling;
  - (2)** Provide opportunities for parents to choose among affordable and accredited or approved programs;
  - (3)** Encourage coordination and cooperation among programs and prevent the duplication of services;
  - (4)** Recognize the specific service needs and unique resources available to particular municipalities and provide flexibility in the implementation of programs;
  - (5)** Prevent or minimize the potential for developmental delay in children prior to children reaching the age of five;
  - (6)** Enhance federally funded school readiness programs;
  - (7)** Strengthen the family through:
    - (A)** Encouragement of parental involvement in a child’s development and education; and
    - (B)** Enhancement of a family’s capacity to meet the special needs of the children, including children with disabilities;
  - (8)** Reduce educational costs by decreasing the need for special education services for school age children and to avoid grade repetition;

- (9) Assure that children with disabilities are integrated into programs available to children who are not disabled; and
- (10) Improve the availability and quality of school readiness programs and their coordination with the services of child care providers.

**1.3 The Council shall:**

- (1) Make recommendations to the Mayor of the City of Stamford (the "Mayor") and the Superintendent of the Stamford Public Schools (the "Superintendent") on issues related to school readiness, including any applications for grants pursuant to CGC 10-16p, 10-16u, 17b-749a and 17b-749c;
- (2) Foster partnerships among preschool programs receiving School Readiness grant funding (hereinafter "Providers");
- (3) Assist in the identification of the need for school readiness programs and the number of children not being served by the program;
- (4) Submit biannual reports to the Office of Early Childhood on the number and location of school readiness spaces and estimates of future needs;
- (5) Cooperate with the Office of Early Childhood in any program evaluation and use measures developed pursuant to CGS section 10-16s for purposes of evaluating the effectiveness of the school readiness program;
- (6) Identify existing and prospective resources and services available to children and families;
- (7) Facilitate the coordination of the delivery of services to children and families, including (A) referral procedures, and (B) before and after-school child care for children attending Kindergarten programs;
- (8) Exchange information with other Councils, the community and organizations serving the needs of children and families;
- (9) Make recommendations to school officials concerning transition from school readiness programs to Kindergarten; and
- (10) Encourage public participation.

**ARTICLE II**  
**COUNCIL MEMBERSHIPS; MEETINGS; COMMITTEES**

- 2.1 The Council shall maintain ten to sixteen members at all times, to be appointed by the Mayor. All Council meetings shall be open to the public.
- 2.2 The Council shall have Co-chairs designated by the Mayor.
- 2.3 The Council will make recommendations to the Mayor to fill vacancies, but the Mayor will have ultimate discretion and authority in filling vacancies in the Council. The Council will have a committee to select candidates for recommendation to the Mayor as soon as a vacancy on the Council exists through resignation or term expiration. The recommendation committee will consist of some or all of the following: Co-chairs, Mayor's designee and the School Readiness Liaison.
- 2.4 The Council membership shall be composed of:
- (a) The Mayor of Stamford or his/her designee;
  - (b) The Superintendent of Schools or management level staff person as his/her designee;
  - (c) A representative from a health care provider who is involved in community health and health awareness;
  - (d) Up to four local parent members, including at least one parent of a child who is or was in a child care program funded by the program;
- 1.2 Additional Council membership will attempt to represent the diverse population of Stamford and may be drawn from one or more of the following categories:
- (a) Representative of Head Start;
  - (b) Representative of a human services organization that serves preschool children;
  - (c) Representative from a non-for-profit child day-care organization;
  - (d) Representative from a for-profit child day-care organization;
  - (e) Representative from a group home day-care provider;
  - (f) Representative from a pre-kindergarten or nursery school program;
  - (g) Representative from a family resource center;
  - (h) Representative from Stamford public library;
  - (i) Other representatives from organizations that provide services to children (e.g., a school principal);

- (j) Representative(s) from the Stamford business community.

### **ARTICLE III**

#### **MEMBERS AND THEIR DUTIES**

- 3.1 Council members shall follow guidelines as outlined in School Readiness Statute under C>G.S. section 10-16r (b) and GP 14-10 or any subsequent version.
- 3.2 The term for each Council member is two years. Each term will run from September to August consecutively. Council members should not remain on the Council for more than three two-year terms, except that the Mayor (or his/her designee) and the Superintendent (or his/her designee), shall remain on the Council for as long as the case may be and holds his or her position.
- 3.3 Members shall receive a letter (which may be via e-mail) from the Mayor at the end of each term, requesting the Member to either remain on the Council or resign his/her position or, if applicable, indicating that the Member's term is expiring.
- 3.4 Members of the Council should miss no more than three meetings during a term year. Any Council member who misses more than three meetings in a term year may be asked to resign his/her position at the discretion of the Council Co-chairs.
- 3.5 Committees will be formed as needed to carry out the work of the Council. In the event that the Council deems it necessary to form committees, each Council member is expected to actively serve on at least one committee upon request by Council Co-chairs.

### **ARTICLE IV**

#### **QUORUM**

- 4.1 All members shall receive 48 hours' notice of meetings which may be by phone or email
- 4.2 A Quorum shall exist for conducting business when a majority (over 50%) of the entire voting membership is present.
- 4.3 A simple majority (over 50%) of those members present at any meeting shall be an act of the Council.

## **ARTICLE V**

### **VOTING**

- 5.1 Each member shall be entitled to one vote for purposes of conducting business of the Council. Any person employed by a provider or any entity that receives direct funding from the program shall abstain from voting on matters relating to the provision or pricing of such services.
- 5.2 Voting may be conducted in person, via teleconference, or in writing including e-mail by PDF and online surveys.

## **ARTICLE VI**

### **CONFLICT OF INTEREST**

- 6.1 These bylaws recognize that a “conflict of interest” may exist when personal or professional interests of a member are potentially at odds with the interests of the Council. The purpose is to ensure that any transaction or decision made by majority vote is in the best interest of the Council, over and above the interests of individual members. A conflict of interest exists when a member serves as a director, officer or staff member of an organization that benefits in any way, financial or other relevant manner, from decisions made by the Council.
- 6.2 No member shall cast a vote in any matter in which he or she, members of his or her immediate family or any organization to which such member has allegiance, is employed by, or has a financial interest in and which is or may reasonably be perceived as competing with the interest of the Council. Any member who believes he or she may have such a conflict of interest shall recuse him or herself from voting on the matter in question. The member to whom the potential conflict of interest relates may offer factual information to the Council; but no such member shall vote on such matter. If the member does not recuse him or herself, he or she will be asked to by a Council Co-chair.

**ARTICLE VII**  
**PROGRAM REQUIREMENTS**

**7.1 Program providers shall be required to:**

- (1) Enter into collaborative agreements with outside community agencies in order to provide support and services to families as required by the collaboration and quality components. These agreements should include, but are not limited to agencies such as health, mental health, WIC, libraries, adult education and job training programs. These agreements may be developed as a community effort that is signed by the individual programs or individual agreements signed by each program;**
- (2) Support parent involvement, parenting education and outreach;**
- (3) (a) Maintain records documenting the name and address of each child's doctor, primary care provider and health insurance company, immunization records and health screenings pursuant to the federal Early and Periodic Screening, Diagnostic, and Treatment Services program under 42 USC 1396d;**
- (3) (b) Provide referrals for health services, including referrals for appropriate teacher training in such practices;**
- (4) Provide a plan for incorporating appropriate pre-literacy practices and teacher training in such practices;**
- (5) Provide nutrition services;**
- (6) Provide referrals to family literacy programs that incorporate adult basic education and provide for the promotion of literacy through access to public library services;**
- (7) Follow admission policies that promote enrollment of children from different racial, ethnic, and economic backgrounds;**
- (8) Implement a plan to transition participating children to kindergarten and provide for the transfer of records from the program to the kindergarten program;**
- (9) Provide professional development for staff, including, but not limited to, training (A) in pre-literacy skills development, and (B) designed to assure respect for racial and ethnic diversity;**
- (10) Charge a sliding fee scale for families participating in the program pursuant to CGS section 17b-749d; and**

- (11) Conduct an annual evaluation of program effectiveness using assessment measures developed pursuant to CGS section 1016s.

When determining funding, the Council shall ensure that at least 50 percent of the community spaces meet the requirements for Full Day/Full Year (as defined by the Office of Early Childhood). The remaining spaces may be any combination of School-Day/School-Year (as defined by the Office of Early Childhood), Part-Day/Part-Year, (as defined by the Office of Early Childhood) or Extended-Day ( as defined by the Office of Early Childhood).

**ARTICLE VIII  
PROGRAM FEES**

- (1) The Council shall establish the "Cost of Care" in consultation with each provider.
- (2) The Council shall receive and view the published "Cost of Care" for each provider at the beginning of each fiscal year.
- (3) The Council shall review at least twice annually, an expenditure report from each provider detailing expenses, family fees and Care 4 Kids revenue.
- (4) All family fees collected by a provider must be used to support the program in the fiscal year they are collected. Providers may set up a separate non-interest bearing account to hold parent fees collected. Fees from May and June can be used in the next fiscal year. Requests to carry over additional fess must be approved by the Council and in turn the Council must seek the permission of the Office of Early Childhood.
- (5) The Council together with each provider shall ensure that the fee policy is adhered to by each program.
- (6) The Council shall require each provider to submit a report on actual fee income and review submission monthly.
- (7) The Council shall require the submission of accurate data on fees collected each month using the report provided by the Office of Early Childhood for pertinent funding source and shall review that data for consistency with established policy
- (8) The Council shall approve or reject provider requests regarding the waiver of fees for part day program options.
- (9) The Council shall establish written policies and procedures for the implementation of its fee policy. Annually, an updated copy of the fee policy and procedures, approved by the Council

and signed by the Mayor and Superintendent, must be attached to the local School Readiness application.

**ARTICLE IX  
RULES OF ORDER**

The rules contained in Roberts Rules of Order shall generally govern the transaction of business at all meetings.

**ARTICLE X  
AMENDMENT OF BY-LAWS**

These by-laws may be altered or amended to conform to any change in state legislation or at any meeting of the Council provided that seven days written notice via letter or e-mail of the proposed amendment has been given to each member.

**ARTICLE XI  
DISSOLUTION**

Upon the dissolution of the program, the Council will dissolve.

**ARTICLE XII  
NON-DISCRIMINATION**

In all activities of the Council there shall be no unlawful discrimination on the basis of age; ancestry; color; gender identity and expression; intellectual disability; learning disability; mental disorder; physical disability; marital status, national origin; race; religious creed; sex, including pregnancy, transgender status, sexual harassment and sexual assault; sexual orientation; or any other status protected by federal or state laws.



**CERTIFICATE OF ADOPTION OF BY-LAWS**

I do hereby certify that these By-Laws of the Stamford School Readiness Council were approved by the voting Members on February 9, 2017 and do now constitute a complete copy of the By-Laws of the Council, superseding any previously adopted By-Laws and amendments.

School Readiness Council Co-chair

A handwritten signature in green ink, appearing to be "K. S. Feder", written over a horizontal line.

Signature

School Readiness Council Co- chair

A handwritten signature in black ink, "Karen S Feder", written over a horizontal line.

Signature

Dated this 4 day of May, 2017