

Stamford School Readiness Council Meeting
Wednesday, April 2, 2014
11:00 a.m.
Conference Call

Council Members Present:

Feder, Karen	Abilis
Fico, Karen	Stamford Public Schools
Gregor, Shannon	Family Centers
Jaffe, Marc	Interim Executive Director, Childcare Learning Centers
Mary Jennings	Director of Early Childhood Programs and Intervention
Mathur, Dr. Madhu	Stamford Hospital
Morrow, Polly	Pitney Bowes
Reardon, Ellen	SMNC Preschool
Sabia, Michele	Stamford Public Schools
Wenz, Karen	First Presbyterian Nursery School
Malloy, Pat	Stamford Public Schools
Tomas, Jill	Stamford Public Schools

Staff/Advisors/Guests:

Ahuja, Sonja	William Casper Graustein Memorial Fund/ICOR Corp.
Arcuri, Donna	School Readiness Liaison, City of Stamford
Brennan, Karen	United Way of Western Connecticut
Pesiri-Solomita, Beth	Admissions Manager, Childcare Learning Center
Sargent, Carol	Childcare Learning Centers

I. Welcome

Polly Morrow opened the meeting today and introduced CLC's Interim Executive Director, March Jaffe. Marc told us about himself and gave his plan for 6-7 month growth opportunity for CLC by building CLC's brand. He is confident that CLC will have continued success by changing the financial model through looking to the private sector.

II. Approval of Minutes from February 12, 2014 Meeting

The Council unanimously approved the minutes from the December meeting.

III. School Readiness Liaison Update

Donna informed the Council that all grant applications were received from our current providers. Although we recruited via email and newspaper, no additional applicants applied. The review committee will consist of Karen Wenz, Karen Feder and Ellen Reardon. Also, the School Readiness Council will once again host a professional development opportunity for all local providers to learn about the new CT Early Learning and Development Standards.

IV. SECC Collaborative Update

Karen Brennan reported that Anna Witkowski, Carol Sargent, Donna Arcuri and herself participated in the CT Early Childhood Alliance Early Childhood Advocacy Day in Hartford which promoted legislation that surrounds preschool funding. Karen thanked Carol for her knowledge and familiarity of the workings at the Capital. Karen also recognized Michele Sabia for the hugely successful Kindergarten information night that was held at the Ferguson Library. We had over 57 families. She acknowledged this was a true collaboration from SECC's Family Engagement group and School Readiness group. The Leadership team met last week and is working on a report card and a plan for deep data collection as well as the focus for each working group. The leadership team will be meeting with Ron Scheck of the Charter Oak Foundation to map the data plan and focus for working groups. Lastly Karen asked the Council to get the word out about the three "Play and Learn" nights that will be held throughout Stamford.

V. Local Policy Changes

Donna explained the local policy changes were sent to the Council prior for review and vote

- "Notification of Staff Changes" – local policy needs to mirror legislated changes in State policy which includes the requirement that providers are charged with recording all employees and their credentials in professional development registry.
- "Service Delivery Report" - Financial reporting that is sent to liaison. The local policy change requests that providers provide the liaison with financial reporting the Wednesday before the Friday due date. Also School Day/School Year fee was added. Michele requested that names of reports be consistent throughout.
- "Attendance and Definition of Slot Types" – Additions were School Day/School Year definition, State mandate that at least 50% of Stamford's slots must be Full Day/Full Year slots and existing part day spaces that are funded by existing sources may only receive School Readiness funding as an extended day program.
- "Child Eligibility" – Child Eligibility date changed to Stamford children enrolled in a School Readiness program during the months of September, October, November or December, must be three (3) or four (4) on or before January 1 of that school year. This was agreed after some discussion regarding the wording of the policy.
- It was agreed since we did not have a quorum on the conference call we would use the option of a vote of negative consent via email.

VI. Announcements

Carol Sargent was pleased to announce CLC William Pitt will be holding its annual parade on Thursday during the week of the Young Child. She also announced CLC's annual fundraiser "All that Jazz to be held on May 17th at the Stamford Marriot Hotel. Mary Jennings announced that Stamford Public School's School Readiness class will celebrate the Week of the Young Child with a "Mother Goose" performance, a visit from the Bartlett Arboretum and Ferguson Library as well as many other events. All are welcome to attend and spread the word for both programs.

Adjourn

The meeting was adjourned at 11:45 a.m. Our next meeting will be held on May 7th at 9:30am location to be determined.

Addendum A:

Policy Changes

First Reading: 4.2.2014

Approved by SRC: 4.9.2014

Stamford School Readiness and Quality Enhancement

Notification of Staff Changes Related (GP 09-09, GP 13-04)

Programs receiving School Readiness funding are required to have available a program wide current list of all staff related to the early care and education program with credential status noted for each. All staff includes classroom staff, support staff, and administrators. Evidence of staff education and credentials (including updated CDA certificate, copy of high school diploma, copy of bachelor's degree, etc.) must be kept in each staff person's file.

All staff working in School Readiness-funded sites will register with the Professional Development Registry upon employment in order to allow for database reports to be generated for the CSRPPES and RFP requirements, School Readiness Councils (SRCs) will ensure that:

- sub-grantee staff update their professional development information regularly;
- sub-grantee program directors will regularly monitor and adjust staffing patterns in accordance with GP-09-04; and
- School Readiness Liaisons will have “read-only” access to the Early Childhood Professional Development Registry to ensure accuracy of CSRPPES and RFP information.

In the event that a program experiences major changes in staffing, the program must notify the Stamford School Readiness Liaison of the changes, coverage plans and replacement strategies. Notification must be in writing.

Major changes include:

- the departure of a staff with “qualified individual” requirements
- the departure of a program director
- the departure of two or more staff at any level in a short succession
- any departure that jeopardizes compliance with School Readiness requirements

The SRC must ensure that each program, at each site, maintain a schedule, in classrooms where children receive School Readiness funds, for a “teacher” to be present as described for each space type:

- a. to be present for at least six hours of the Full-Day space-type,
- b. for all hours of the School-Day space-type and Part-Day space-type classrooms, and
- c. in the Extended-Day space-type, a qualified individual must be present for 2½ hours in a wrap-around program and six hours when the Extended-Day program operates through the summer.

Important note: experiencing staff changes and/or notification of the Stamford School Readiness Liaison of staff change does not exempt any program from its obligation to meet all State Department of Health, State Department of Education and local School Readiness Council requirements for appropriate staff/child ratios and staff credentials.

First Reading: 4.2.2014

Approved by SRC: 4.9.2014

Stamford School Readiness Council

Service Delivery Reports (Monthly Reports) & Request for Payments

The City of Stamford will not honor a request for payment from a School Readiness provider for a cost unless it meets the following requirements:

- The cost must be considered an eligible expense under the grant;
- The expense must be for an amount deemed by the City of Stamford to be reasonable and necessary;
- No account shall exceed the total amount to be provided;
- The amount is supported by proper and sufficient documentation;

- The cost must be incurred during the term of the fiscal year’s agreement;
- The expense shall not be in violation of any applicable statute or regulation;
- The request must be correctly submitted under terms of the School Readiness contract;
- The cost must be incurred by school readiness children only (e.g. school readiness funds can only be used to pay for field trip fees for children in school readiness slots).

Service Delivery Reports and invoices will be submitted on or before their due dates. Service Delivery Reports and invoices are due to School Readiness Liaison **no later than 5:00 pm on the Wednesday before the due date. Failure to submit a monthly report means the program will have to forfeit payment for that reporting period.** If the due date for a monthly report falls on a holiday, reports and/or invoices will be due on the date requested by the liaison.

The Provider will submit the “Sub-Grantee Monthly Service Delivery Report and Site Data Report” by the due date as established by the City of Stamford. The City of Stamford will reimburse costs on the basis of the number of slots which are reported to be filled on the “Sub-Grantee Monthly Service Delivery Report.” Any funds which are not spent as a result of unfilled slots shall revert to the City of Stamford and shall be redistributed by the City in consultation with the School Readiness Council.

The City of Stamford agrees to reimburse the Provider for occupied slots at the following rates:

Full Day/Full Year	\$695.50 per month/child for a maximum of \$8346 per year /child.
School Day/School Year	\$600 per month/child for a maximum of \$6000 per year/child.
180 Day/Part Day	\$450 per month/child for a maximum of \$4500 per year/child.
Extended Day	\$231 per month/child for a maximum of \$2772 per year/child.

First Reading: 4.2.2014
Approved by SRC: 4.9.2014

Stamford School Readiness Council

School Readiness Attendance Policy/ Definition of Slot Types

Related document: GP 14-05

Attendance

It is the responsibility of each funded Provider to make concerted efforts to ensure School Readiness slots are utilized by families. Each program must have an established protocol in order to maximize attendance and to assure children receive the benefits the program has to offer. This protocol must detail timelines and means of communication when a child is absent from the program. This plan should include:

- How many days a child can be absent before first contact is made to the family.
- The means of communication (phone call, letter, home visit).
- Program person responsible to make contact.
- Documentation procedure.
- Follow-up contact timeline, person responsible, communication method and documentation.
- Point in timeline at which space is classified as vacant and available to new enrollment (through family notice that child is being withdrawn, not returning or lack of contact with family has caused the space to be deemed “abandoned”).
- Procedure to enroll new family in the slot (contact School Readiness Office to report open slot, utilized wait list, advertise, etc.)

This plan should be included in the parent handbook.

Definition of Slot Types

- **Full-Day/Full Year-Program (referred to as Full-Day program)**

Provides early care and education services for children 10 hours per day, 5 days per week, for 50 weeks per year. Children eligible for these programs must be consistently in need of services for a minimum of 6 hours per day, 5 days per week, 50 weeks per year.

- **Part-Day/Part-Year Program (referred to as Part-Day program)**

Provides early care and education services for children for 2 ½ hours per day, 5 days per week, for a minimum of 180 days per year between September 1 and June 30.

- **School-Day/School Year Program (referred to as School Day program)**

Provides early care and education services for six (6) hours per day, five (5) days per week for a minimum of 180 days. Children eligible for this type of space must be consistently in need of services for a minimum of five (5) hours per day, five (5) days per week for 180 days. School-Day programs operate within the public school calendar, typically September through June.

- **Extended-Day Program (referred to as a Wrap-Around program)**

Provides early care and education services that extend the hours, days and/or weeks of programming for children who are in an existing Part-Day/Part-Year or Part-Day/Full-Year program, not funded by the School Readiness grant, in order to provide the equivalent of Full-Day services for these children for 10 hours per day, 5 days per week, for 50 weeks. Children eligible for these programs must be consistently in need of services from the combined Part-Day and Extended-Day programs for a minimum of 6 hours per day, 5 days per week for 50 weeks.

The following must be followed when determining the distribution of space types:

- At least 50 percent of the community spaces must meet the requirements for the Full-Day/Full Year program. The remaining spaces may be any combination of Part-Day/Part-Year, School-Day/School-Year, or Extended-Day.
- Existing Part-Day spaces, funded by another source such as Head Start or the Board of Education, may only receive School Readiness funding as an extended day program.

First Reading: **4.2.2014**

Approved by SRC: **4.9.2014**

Stamford School Readiness Council

Child Eligibility Policy

All three and four year old children who are residents of the City of Stamford are eligible to apply for the School Readiness program. Funding shall be determined based on annual income guidelines for computing family share established by the Bureau of Early Childhood Education and Department of Social Services. The income guidelines used for the School Readiness program are the State Median Income (SMI) levels, which are published annually in the Federal Register.

Stamford children enrolled in a School Readiness program during the months of September, October, November or December, must be three (3) or four (4) on or before January 1 of that school year. Priority placement will be given to children who will be four (4) on or before January 1 of that school year.