

Milford School Readiness Council

PUBLIC NOTICE & AGENDA - SPECIAL MEETING

May 12, 2021 - 5:30 PM via Zoom

Membership: Lesley Darling, Co-Chair and Mayor's Designee; Sheri Flanagan, Co-chair and RTL Teacher, Suzanne Thomas, Milford Public Library, Joan Campbell, Milford Health Department; Gary Johnson, United Way; Amy Fedigan, Assistant Superintendent and Superintendent Designee, Lindsay Doyle, Teacher; Nicole Flanagan, Teacher, Tammy Satterlee, Parent of former RTL student, Early Childhood and Parent Educator, Milford Kid's Count; Ann Mundy, Family Resource Center employee and Ready to Learn Teaching Assistant; Kathy Aspinwall, Family Resource Center Employee and Ready to Learn Teaching Assistant; Liz Gaffney, Program Director; Andrea Giannattasio, McKinney Vento Liaison designee and Special Education Supervisor; Christine Kennedy, Retired Guidance Counselor and Special Education Supervisor; Carole Swift, Retired Director of Pupil Personnel Services and current School Readiness Liaison; Amy Donegan, Milford Parent and owner of Child Care Center

There will be a virtual Special meeting of the Milford School Readiness Council on Wednesday, May 12, 2021, at 5:30 pm. via Zoom as follows:

Join Zoom Meeting

<https://zoom.us/j/99109984384?pwd=cG9uOHpKNTZuRVZ0eUExR3pML3VSUT09>

Meeting ID: 991 0998 4384

Passcode: 991478

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+1 301 715 8592 US (Washington DC)

Find your local number: <https://zoom.us/u/aw4a3ZIA7>

Agenda

- Call to Order
- Roll Call
- Review and approval of March meeting minutes
- Program Director update: This year and next year enrollment; Professional Learning update
- Approval of the attached 2021-2022 Fee Schedule (action requested)
- Liaison Update: Grant (action requested)
 - Adoption of Statement of Intentions and Fee Structure for the 2021-2022 Program Year (action requested)
 - Adoption of ByLaws, Policies and Procedures (action requested)
- New Business (none)
- Meeting Adjournment

December Minutes

March Minutes

In attendance:

Missed by all:

Minutes respectfully recorded and submitted by:

School Readiness Council Meeting

March 31, 2021

5:30

In attendance: Sheri Flanagan; Nicole Flanagan, Gary Johnson, Amy Fedigan, Liz Gaffney, Andrea Giannattasio, Kathy Aspinwall, Ann Mundy, Lindsay Darling Doyle, Lesley Darling; Suzanne Thomas, Christine Kennedy, Tammy Satterlee

Missed by all: Joan Campbell

Agenda

Review of Agenda, agenda additions by any members- none

New Director: Elizabeth "Liz" Gaffney- Liz shared her previous experiences working with different preschools, districts, and grade levels. Welcome Liz!

Introduction of members to Liz.

Review of December Minutes, motion made to accept minutes; seconded, all in favor.

Set monthly meeting date and time; Next meeting: Third Wednesday of the month April 21 @ 5:30pm. Carole will send out an invite with attached draft minutes. Meetings will be monthly throughout the school year.

Update on this school year from Director: Update on current enrollment numbers; PD on play based learning occurring later in the school year.

Enrollment update for next year from Director: We have many students on the waitlist for next year who fall above 100% of the state median income We also have 25 or so open grant seats needing to be filled by families who meet the state low income criteria (below 75% of State Median Income). This may be due in part to the 20 families who withdrew their children from the program last summer because of Covid.

Ideas generated by SRC include:

- Reach out to families who pulled their first year children from the program in the fall because of covid, see if they are interested in returning.
- Can we advertise through Instagram on the District site?
- Justin Rosen from the City of Milford can post information on the program on the city's website
- Reach out to local Pediatricians - Milford Pediatrics, Orange Pediatrics
- Suzanne will reach out to Jennifer Paradis from the Bethel Shelter
- United Way and Milford Health Department will share information on the program now that they know there are open seats. In the past there has not been open seats to offer.
- Andrea will get the families on her preschool waitlist to Liz to reach out to.
- Liz has met with Mary Kathryn from the Community Resource Center at Pumpkin to help connect families to the program.

Waitlists and enrollment was discussed and will be the focus of work moving forward to ensure we are meeting the requirements of the grant. Right now, the focus is on the waitlist for the 21-22 school year.

Liaison Update - site visit to classrooms in the evening in February; RFP notice for School Readiness Grant and Quality Enhancement Grant; this year's QE grant is well underway with the focus for teaching assistants as Minds in the Making; and the focus for teachers has been distance learning and social emotional well being; next year's QE grant proposal will be working with CT DOTS with all preschool teachers in Milford; Provisional CPR and First Aid Certification complete for all teaching assistants.

Motion to adjourn at 6:35, seconded, all in favor.

Milford School Readiness

Setting Fees, Fee Schedule and Per-Child Contributions (B-02)

The Milford School Readiness Program shall adhere to requirements established by the CT Office of Early Childhood delineated in General Policy B-02. For school readiness families, proof of income is required, however, families claiming to fall over 75% of the state median income may provide an estimate without documentation but must agree to pay the cost of care.

The School Readiness Council shall notify parents in writing of any upcoming change to their fees 30 days prior to the date the change is to take place and maintain proof of such notification. In addition, the School Readiness Program shall establish written fee policies and disseminate these policies to families and staff, at least in their respective handbooks. At a minimum, these policies shall address:

- a) How family contribution is calculated;
- b) How fees are assessed and collected;
- c) How income, family size, DSS cash assistance status and any other eligibility factors are determined and verified;
- d) How confidentiality of family information is maintained; and
- e) Procedures addressing other issues, including but not limited to, fee forgiveness, failure to pay, any process for the temporary reduction in assessed fees and the process for appealing a fee determination.

The School Readiness Council shall annually determine “Cost of Care” and the program shall annually publish the cost of care for School Readiness supported spaces on the Milford Public School website. All fees from families received by school readiness sub-grantee shall be used to support the School Readiness program in the fiscal year they are collected except May and June fees can be used in the next fiscal year.

Fee Setting

Fee Guidance

Eligibility

Definition of space, types, categories of care

Meeting Quality Assurance

Spaces for Children with an IEP

How family contribution is calculated;

- Milford School Readiness Program follows the State Guidelines for calculating family contribution; Connecticut Administered State-funded General Policy B-02: Guidelines on Fees, Fee Schedule and Family/Per-Child Contributions.
- Parents must provide proof of income in the form of W2, or four consecutive pay stubs for each parent. Families receiving food stamps and/or cash benefits from the State of Connecticut or unemployment benefits must provide appropriate documentation of said benefits.
- There will be no tuition costs for the School Readiness child other than the sliding fee amount; however, parents with children enrolled in School Readiness are required to pay late payment and late pick-up fees as applicable.
- For families whose incomes are less than 75% of the state's median income (SMI) guideline, fees will be based solely on the School Readiness Fee Schedule.
- For families whose incomes are greater than 75% of the state's median income (SMI) guideline, SR fees will be based on the School Readiness Fee Schedule and the annually determined cost of care incurred by the education program.
- Tuition payments are made in 50 equal payments with specific due dates for each payment. For September to December of the 2021-2022 School Year, family fees may range from \$40.00 to \$225.00 per weekly payment, or up to \$11,250 for annual tuition. For January-August, family fees may range from \$40.00 to \$250.00 per weekly payment, or up to \$12,500 for annual tuition.
- For the summer of 2021 only, families may participate in the summer program part time, to equal at least two set days per week at \$50.00 per day. The days must be consistent and set for staffing purposes. Beginning in the summer of 2022, weekly fees are required whether or not the child attends in the summer because this is a 50 week a year program. In addition to tuition, children must attend at least once per month during the summer to hold their seat.

How fees are assessed and collected;

- All families enrolled in the School Readiness program will be charged a weekly fee based on the 50 weeks of operation to equal the full year tuition. This weekly fee pays for a portion of the annual operations of the program. Parents will be provided with 50 designated due dates for set weekly program payments, with the first week's payment due at the time of registration, or by August 1 for returning students.
- Payments are required even when a child is ill, absent, or on vacation. No refunds for such absences will occur. The program is in operation 50 weeks per year; closed for traditional holidays, the December holiday break, and the week before the start of a new school year, all indicated on the Ready to Learn School Readiness Calendar.

- Fees are per child not per family and shall be calculated in accordance with the State of Connecticut Legislative regulations. Tuition fees will be based upon the State School Readiness Sliding Fee Scale.
- Any changes in income status of \$50.00 or more must be communicated to the Director of the Ready to Learn School Readiness Program within two weeks of the change so the weekly fee can be adjusted accordingly.
- In order to maintain enrollment in the School Readiness Program, family income must be verified and fees re-determined at least annually. (Re-determination of fees for families receiving TFA will be conducted a minimum of every three (3) months.)
- Parents are provided with a written reminder of the redetermination approximately 3 weeks prior to the date due. This notice will outline the process as well as a list of the documentation that will be required to complete the process. Please note that any change in family income or household size may affect the parent share of the established child-care fee.

How income, family size, DSS cash assistance status and any other eligibility factors are determined and verified;

- Milford School Readiness Program follows the State Guidelines for calculating family contribution; Connecticut Administered State-funded General Policy B-02: Guidelines on Fees, Fee Schedule and Family/Per-Child Contributions.
- Eligibility factors influencing enrollment include family income and family size, financial or family hardship, and housing instability. *Although work status is not a requirement, the School Readiness grant is focused on supporting working families with children by providing them access to year round (50 weeks per year) quality early childhood education and childcare. Children eligible for this program must be consistently in need of services for a minimum of 6 hours per day, 5 days per week, 50 weeks per year.*

How confidentiality of family information is maintained; and

- All enrollment, income and fee information obtained will be kept in confidence. All staff with access to this information will maintain confidentiality and will respect each family's right to privacy in accordance with FERPA and the NAEYC Code of Ethical Conduct.
- Parents are informed that, as a parent participant in the Milford School Readiness Program, they give permission for their child's enrollment information to be submitted to the Office of Early Childhood's confidential ECE Reporter system.

Procedures addressing other issues, including but not limited to, fee forgiveness, failure to pay, any process for the temporary reduction in assessed fees and the process for appealing a fee determination.

- Parents approved for child care assistance through the Care4Kids program will be required to pay the family share fee calculated by Care4Kids in lieu of the sliding fee amount.
- For families receiving Temporary Family Assistance (TFA) cash assistance who have no earned income, there will be no fee assessed whether for the family or for a child in the family that is using the School Readiness supported slot.
- For families experiencing unexpected hardship, a temporary reduction in fees may be granted with approval by the SRC subcommittee's approval (Director, Liaison, and Co-chair).
- If a parent chooses to appeal a fee determination, they should speak with the program Director first. If needed, the parent may appeal to the co-chairs of the School Readiness Council.
- Failure to pay on time is subject to a late fee. Nonpayment of more than 2 weeks will prevent further participation in the program until the account is current.

Payment of extra fees:

- A fee of \$10.00 will be charged for late weekly tuition payments.
- A fee will be charged for returned checks due to insufficient funds or for any other reason at the rate of cost to the district. Future payments must be made by money order.
- Payments for late pick-up must be made within 5 business days of the occurrence.
- Payments in the form of a check or money order made payable to Milford Public Schools are accepted for late payment/pickup fees and are due within 5 business days of the occurrence. Non-payment of late payment fees, late pick-up fees and/or fees for returned checks may result in termination from the program.

Sibling Discount

A sibling discount will be offered to families with two (2) or more children attending the Ready to Learn School Readiness Program on the same schedule. A 10% reduction will be applied to the tuition fee of the oldest child enrolled. Families paying a reduced fee in the School Readiness Program and/or participating in the Care4Kids Child Care Assistance program are not eligible for the sibling discount.

Withdrawal

Reasons for withdrawal include non-payment of tuition and/or other fees as per policy; failure to provide up-to-date health and enrollment information as required by the OEC; failure to maintain compliance with School Readiness requirements.

The program reserves the right to discontinue enrollment if tuition payments are two weeks in arrears.

Unexcused absences of more than 5 days may be cause for dismissal from the program.

Withdrawing your child from the Ready to Learn School Readiness Program

A minimum of two weeks written notice is required when withdrawing a child from the program for any reason. Payment for these two weeks is required regardless of attendance.

For website and enrollment packet:

Ready to Learn School Readiness Program Calendar

The state guidelines are for a **10 hour a day program**, and the program is funded for 10 hours per day. The Ready to Learn program is open to children from 7:30AM – 5:30 PM throughout the year. Staff coverage for the program would be from 7:15AM – 5:45PM.

Early dismissal time: 12:45. (Elementary early dismissal is 1:40)

Weather Delay: 10:40 start time

2021-2022 School Year

September 1- First Day of School

September 6 – Labor Day, closed

September 7 – Rosh Hashanah, closed

September 16 – Yom Kippur. Closed

November 2 – Election Day, Closed. Professional Learning Day.

November 24 – Early Dismissal for staff and students, Thanksgiving Holiday

November 25 & 26 – Thanksgiving Holiday, closed

December 23-December 31 – Holiday Recess, closed

2022

January 17 – Martin Luther King Day, closed

March 9 – Professional Learning Day, closed

April 15 – Good Friday, closed

May 30 – Memorial Day, closed

June 14 – Last Day of School (tentative)

June 15 - Start of Summer School Program

July 4, 2022 - Independence Day, closed

Tentatively August 16 or 23, 2022 – last day of Summer program (Depending on the start of the school year for 2022-2023) August closure dates to be determined after 2022-2023 School Calendar has been adopted by Milford Board of Education.

Payment Calendar: Tuition payments for this 50 week program are made in 50 equal payments of the determined family fee, with specific due dates for each payment. Payments are paid by check or money order (no cash), payable to Milford Public Schools. Payments may be dropped off directly to Ready to Learn staff on or before every payment date or mailed to the business office:

Att: Gena Stefan,
Parsons Government Complex
70 West River Street
Milford, CT 06460

Payments may also be made with a credit card to the Ready to Learn payment portal. To do so, enter information into this link:

<https://www.milforded.org/academics/preschool/rtl-ps-payment-portal>

Payment Calendar for the 2021-2022 School Year

Payment 1-8/1 or registration	Payment 11-11/5	Payment 21-1/21	Payment 31-4/1	Payment 41-6/10
Payment 2- 9/3	Payment 12-11/12	Payment 22-1/28	Payment 32-4/8	Summer Program

Payment 3 -9/10	Payment 13-11/19	Payment 23-2/4	Payment 33-4/14	Payment 42-6/17
Payment 4-9/17	Payment 14-11/24	Payment 24-2/11	Payment 34-4/22	Payment 43-6/24
Payment 5-9/24	Payment 15-12/3	Payment 25-2/18	Payment 35-4/29	Payment 44-7/1
Payment 6-10/1	Payment 16-12/10	Payment 26-2/25	Payment 36-5/6	Payment 45-7/8
Payment 7-10/8	Payment 17-12/17	Payment 27-3/4	Payment 37-5/13	Payment 46-7/15
Payment 8-10/15	Payment 18-12/23	Payment 28-3/11	Payment 38-5/20	Payment 47-7/22
Payment 9-10/22	Payment 19-1/7	Payment 29-3/18	Payment 39-5/27	Payment 48/29
Payment 10-10/29	Payment 20-1/14	Payment 30-3/25	Payment 40-6/3	Payment 49-8/5
				Payment 50-8/12

Milford School Readiness Council

Statement of Intentions and Fee Structure for the 2021-2022 Program Year

Action requested at May 14, 2021 meeting: Move that the Milford School Readiness Council adopts the following Statement of Intentions and Fee Structure for the 2021-2022 Program Year:

Milford Public School's Ready to Learn School Readiness Program, established in 1999, is a State grant funded program administered by the Office of Early Childhood. In addition to grant funding, fees are also charged to participating families per child to help supplement the cost of operating the program. Milford has 56 state funded seats, and an overall enrollment capacity for 80 children (20 students in 4 classrooms). At least 60% of the state funded seats (34) must be filled with children whose family income falls below 75% of the State Median Income.

The Milford School Readiness Council in coordination with Milford Public Schools will adhere to all of the General Policies put forth by the Office of Early Childhood for School Readiness.

The goals of this grant funded program are to provide year round high quality preschool education and childcare to families for 6-10 hours per day, 5 days per week, 50 weeks per year.

Eligibility factors that must be considered for enrollment to maintain compliance with the School Readiness funding requirements and result in diverse, inclusive classrooms (placement is made regardless of sex, race, ethnic background, disability, or religion and as space permits and in accordance with School Readiness General Policies). These considerations include the following:

- Resident of Milford (caveat to this if grant seats are not filled by the start of the school year)
- Family size and income
- Financial or family hardship, housing instability
- Consistently in need of services for a minimum of 6 hours per day, 5 days per week, 50 weeks per year

Tuition payments are made in 50 equal payments with specific due dates for each payment. For September to December of the 2021-2022 school year, family fees shall range from \$40.00 to \$225.00 per weekly payment, or up to \$11,250 for annual tuition. For January-August of the 2021-2022 school year, family fees shall range from \$40.00 to \$250.00 per weekly payment, or up to \$12,500 for annual tuition.

For the summer of 2021 only, families may participate in the summer program part time, to equal at least two set days per week at \$50.00 per day. The days must be consistent and set for staffing purposes. Beginning in the summer of 2022, weekly fees are required whether or not the child attends in the summer. Children must attend at least once per month during the summer to hold their seat.

Milford School Readiness Council By-Laws

Article I **General**

1.1 The name of the council shall be the “Milford School Readiness Council” (hereinafter the “Council.”)

1.2 The Council is a group of individuals concerned about the education and the general well-being of young children and families in Milford. The Council’s role is as an advisory body to the City of Milford and the Board of Education on policy issues, including: supporting efforts to seek funds for its activities and early childhood services; fulfilling School Readiness Council requirements and responsibilities; and ensuring the district maintains the adequacy and quality of early childhood education services in the community.

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 Milford 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 high quality programming that promotes the health, safety and well-being of children and prepares them for formal schooling
2. Prevent or minimize the potential for developmental delay in children prior to children reaching the age of five
3. Strengthen the family and our greater community through:
 - a) Encouragement of parental involvement in a child’s development and education, and
 - b) Enhancement of a family’s capacity to meet the unique needs of the children, including children with disabilities
4. Reduce educational costs by decreasing the need for special education services for school age children and to avoid grade repetition
5. 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 Milford and the Superintendent of Milford Public Schools on issues related to school readiness, including applications for grants pursuant to CGC10-16p, 10-16u, 17b-749a, and 17b-749c;
2. Foster partnerships among early childhood programs and resources, including programs receiving School Readiness funds
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 reports to the Office of Early Childhood (OEC) on the number and location of school readiness spaces and estimates of future needs
5. Cooperate with the OEC 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, families, and staff;
7. Facilitate the coordination of the delivery of services to children and families;
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 the school readiness program to kindergarten
10. Encourage public participation

Article II
Council Membership; Meetings; Committees

2.1 The Mayor and the Superintendent of Schools shall jointly appoint and convene the Council. The Council shall maintain at least nine (9) members at all times. All Council meetings shall be open to the public.

2.2 The Council membership shall be composed of:

- a) The Mayor of Milford or his/her designee
- b) The Superintendent of Schools or administration 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) At least two parent members one of whom should be the parent of a child who is or was in the school readiness program
- e) Milford Public Library representative
- f) McKinney Vento Liaison or his/her designee
- g) Milford Public Schools Coordinator of Early Learning
- h) Other: At least one of the following: representatives from mental health, faith, business, childcare, family resource centers, and other community organizations.

2.3 The Council shall have Co-chairs: the Mayor or his/her designee; and Superintendent of Schools or his/her designee.

2.4 In the case of a vacancy on the Council created by a resignation, term expiration or any other reason, the Mayor and the Superintendent of Schools shall jointly appoint a member to fill the unexpired term of the former member.

Article III
Members and Their Duties

3.1 Council members shall follow policies and guidelines outlined in School Readiness Statute under CGS section 10-16r (b) and GP 14-10 or any subsequent versions.

3.2 The term for each Council member shall be three (3) years with the ability to be reappointed. The term begins on September 1st and concludes on August 31st of each year. The terms of

Council members shall be staggered with approximately one-third (1/3) of the terms expiring each year. (For the new Council beginning September 1, 2021, the expiration dates for each member will be determined by the Mayor, or his/her designee, and the Superintendent of Schools, or his/her designee).

- 3.3 Members of the Council shall 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.

Article IV **Quorum**

- 4.1 Monthly meetings that occur during the school year will occur on an established day and time.
- 4.2 All members shall receive at least 48 hours' notice of urgent and unexpected meetings.
- 4.3 A Quorum shall exist for conducting business when a majority (over 50%) of the entire voting membership is present.
- 4.4 A simple majority vote (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.
- 5.2 The Liaison is a non-voting member of the Council.
- 5.3 Early childhood providers do not vote on the distribution of funds.
- 5.4 If the Mayor or Superintendent are in attendance and voting, their designee may not vote.
- 5.5 Voting may be conducted in person, in writing including e-mail or on-line surveys, teleconference or by virtual format such as Zoom, GoogleMeets, etc.

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 the individual members. A conflict of interests

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 other 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 of a school readiness program. 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, parent education and outreach;
- 3) 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;
- 4) Provide referrals for health services, including referrals for appropriate teacher training in such practices;
- 5) Provide a plan for incorporating appropriate pre-literacy and pre-numeracy practices and teacher training in such practices;
- 6) Provide nutrition services;
- 7) Provide referrals to family literacy programs that incorporate adult basic education and provide for the promotion of literacy through access to public library services;
- 8) Follow admission policies that promote enrollment of children from different racial, ethnic and economic backgrounds;
- 9) Implement a plan to transition participating to kindergarten and provide for the transfer of records from the program to kindergarten program;
- 10) Provide professional learning for staff, including, but not limited to training in pre-literacy skills development, and designed to assure respect for racial and ethnic diversity;
- 11) Charge a sliding fee scale for families participating in the program pursuant to CGS section 17b-749d; and

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

Article VIII

Program Fees

1. The Council shall receive and view the published "Cost of Care" at the beginning of each fiscal year.
2. The Council shall review, at least twice annually, an expenditure report detailing expenses, family fees and Care 4 Kids revenue.
3. The Council shall ensure all family fees collected are used to support the program in the fiscal year they are collected.
4. The Council shall ensure that the fee policy is adhered to and fees are set using the most current Connecticut Administered State-Funded Program General Policy B-01.
5. The Council shall require the submission of accurate data on fees collected each quarter using the report provided by the OEC for pertinent funding sources
6. The Council ensures there are written procedures for 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 School Readiness application.

Article IX

Rules of Order

The rules contained in the Robert's 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 changes in state legislation or at any meeting of the Council provided that seven days written notice via letter or email 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; 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 law.

CERTIFICATE OF ADOPTION OF SCHOOL READINESS COUNCIL BY-LAWS

I do hereby certify that these By-Laws of the Milford School Readiness Council were approved by the voting Members on _____ 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

Signature

School Readiness Council Co-chair

Signature

Dated this ____ day of _____, 2021.

- All School Readiness General Policies
- School Readiness Council Membership, Responsibilities and Role of the Liaison
- School Readiness Grantee Budget Guidance
- Space Reimbursement Fees
- Nonsectarian Policy for School Readiness Programs



STATEMENT OF ASSURANCES SIGNATURE PAGE

I, the undersigned authorized official; do hereby certify that these assurances shall be fully implemented.

Signature of Official:

Dr. Anna Cutaia

Name: (please type)

Superintendent of Schools

Title: (please type)

Date:

To be signed below **ONLY** if the Fiscal Agent is other than the program applying for the funds:

Signature of Fiscal Agent: _____ Date: _____

Name & Title (please print): _____

FY22 SCHOOL READINESS COUNCIL MEMBERSHIP

See GP C-01

Chairperson or Co-Chair designated by Chief Elected Official:	Lesley Darling	Affiliation:	Kids Count of Milford; City of Milford Health Department; Official of City Designee
Address:	Milford Health Dept./Dept. of Human Services 150 Gulf Street		
City, State	Milford	Zip Code:	06460
Telephone:	203-783-3383	E-mail:	ldarling@milford.ct.gov

Co-Chair:	Sherri Flanagan	Affiliation:	Ready to Learn Teacher
Address:	60 Crestwood Road		
City, State	Milford	Zip Code:	06461
Telephone:	203-314-0575	E-mail:	sflanagan@milforded.org

COUNCIL MEMBERS FY 2022

Name	Address	E-mail / Telephone	Role / Affiliation
Lesley Darling	Milford Health Dept./Dept. of Human Services 150 Gulf Street	ldarling@milford.ct.gov	Mayor / Designee
Amy Fedigan	70 West River Street Milford CT	afedigan@milforded.org	Superintendent / Designee (management level staff)
Joan Campbell	Milford Health Dept./Dept. of Human Services 150 Gulf Street	jcampbell@milforded.org	Health Care Provider' Nursing Supervisor for Milford Public School Nurses
Andrea Giannattasio	70 West River Street Milford CT	agiannattasio@milforded.org	McKinney-Vento Liaison; Special Education Supervisor
Gary Johnson	20 Evergreen Avenue	gjohnson@unitedwayofmilford.org	Other representative from community who provide services to children- United Way
Amy Donegan	84 Edgemont Road Milford, CT	Amypav76@yahoo.com	Owner of Duck Pond Child Care Center in Branford, Milford Resident and parent of MPS children
Liz Gaffney	70 West River Street Milford CT	egaffney@Milforded.org	School Readiness Program Director
Carole Swift	70 West River Street Milford CT	cswift@milforded.org	School Readiness Liaison
Kathy Aspinwall	Fanny Beach Community Center; 16 Dixon Avenue	kaspinwall@milforded.org	Other representative from community who provides services to children -Ready to Learn

	Milford, CT 06460		teaching assistant, Milford Family Resource Center
Ann Mundy	Fanny Beach Community Center; 16 Dixon Avenue Milford, CT 06460	amundy@milforded.org	Other Representative from community who provides services to children - Ready to Learn teaching assistant, Milford Family Resource
Suzanne Thomas	57 New Haven Avenue	SThomas@milford.ct.gov	Milford Public Librarian
Nicole Flanagan	40 Oronoque Road Milford, CT	nflanagan@milforded.org	Milford special education teacher
Lindsay Darling-Doyle	48 Winthrop Court Milford, CT	lindsay0401@yahoo.com	Milford resident and special education teacher
Tammy Satterlee	31 Eddy Street Milford	tammysatterlee@yahoo.com tammytheis74@gmail.com	Parent of former Ready to Learn student, Early Childhood Specialist, General Educator, and Parent Educator.
Christine Kennedy	29 Tram Drive Oxford, CT	ckennedy811@gmail.com	Former Liaison and board member of Milford Kids Count

FISCAL YEAR 2022

ED 114 BUDGET FORM

GRANTEE NAME: Milford Public Schools			
GRANT TITLE: School Readiness Grant		Grant Period:	7/1/2021 to 6/30/2022
Project Title	Priority School Readiness Local Grant Program	Total Award:	\$ 437,277.00
CODES	DESCRIPTIONS	BUDGET	
11A	Non-Instructional	\$	67,973.00
11B	Instructional	\$	345,414.00
200	Personal Services	\$	21,440.00
320	Professional Educational Services	\$	1,150.00
321	Tutors	\$	-
322	In-service	\$	-
323	Pupil Services	\$	-
324	Field Trips	\$	-
325	Parent Activities	\$	-
330	Employee Training and Development Services	\$	-
340	Other Professional Services	\$	-
400	Purchased Property Services	\$	-
500	Other Purchased Services	\$	-
600	Supplies	\$	1,300.00
700	Property	\$	-
TOTAL		\$	437,277.00
		Original Date:	Revised Date:

BUDGET JUSTIFICATION PAGE

***All totals in budget justification page are linked to the
ED114 budget form and will auto-calculate***

PROGRAM:

July 1, 2021 to June 30, 2022

Line Items	NARRATIVE	BUDGET
111A	NON-INSTRUCTIONAL	
	Admin Funds-Salary for Program Liasion	\$ 16,000.00
	Admin Funds-Grants Reporting & Financial Management approx 80 hours	\$ 4,823.00
	.4 FTE for Certified Admin (Program Supervisor)	\$ 47,150.00
	TOTALS	\$ 67,973.00
111B	INSTRUCTIONAL	
	.4 FTE Certified Teachers	\$ 284,490.00
	Hourly Teacher Assts/Aides	\$ 60,924.00
	TOTALS	\$ 345,414.00
200	PERSONNEL SERVICES / EMPLOYEE BENEFITS	
	Benefits on Certified Tchr & Admin Staff 4%	\$ 13,266.00
	Benefits on NonCert Staff 10% (Non-Instructional) Admin portion	\$ 2,082.00
	Benefits on NonCert Staff-Teacher Aides 10% (Instructional)	\$ 6,092.00
	TOTALS	\$ 21,440.00
320	PROFESSIONAL EDUCATIONAL SERVICES	
	Dues for NAEYC	\$ 650.00
	Audit Fees	\$ 500.00
	TOTALS	\$ 1,150.00
321	TUTORS	
	TOTALS	\$ -
322	IN-SERVICE	
	TOTALS	\$ -
323	PUPIL SERVICES	
	TOTALS	\$ -
324	FIELD TRIPS	
	TOTALS	\$ -
325	PARENT ACTIVITIES	
	TOTALS	\$ -
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	
	TOTALS	\$ -
340	OTHER PROFESSIONAL SERVICES	
	TOTALS	\$ -

400	PURCHASED PROPERTY SERVICES	
	TOTALS	\$ -
500	OTHER PURCHASED SERVICECS	
	TOTALS	\$ -
600	SUPPLIES	
	Instructional Supplies for Classroom Instruction \$325per classroom	\$ 1,300.00
	TOTALS	\$ 1,300.00
700	PROPERTY	
	TOTALS	\$ -
TOTAL BUDGET		\$ 437,277.00

FY 22 SR PROGRAM SPACE AND FUNDING ALLOCATION GRID

Effective Date:	16-May-21	*Start Date indicates the month and year this site first received School Readiness funds.											
Community:	MILFORD												
Site Name The name of the site(s) MUST match the name as listed in the Registry	Start Date*	# FD/FY Spaces	Total FD/FY Cost	# SD/SY Spaces	Total SD/SY Cost	# PD/PY Spaces	Total PD/PY Cost	# ED/EY Spaces	Total ED/EY Cost	Total # Spaces	Total Cost		
Milford BOE at Orange Avenue Elementary Schc	1/1/1998	29	\$ 258,796.00		\$ -		\$ -		\$ -	29	\$ 258,796.00		
Milford BOE at Live Oaks Elementary School	Jul-15	14	\$ 124,936.00		\$ -		\$ -		\$ -	14	\$ 124,936.00		
Milford BOE at Pumpkin Delight Elementary Sch	Jul-15	13	\$ 116,012.00		\$ -		\$ -		\$ -	13	\$ 116,012.00		
			\$ -		\$ -		\$ -		\$ -	0	\$ -		
			\$ -		\$ -		\$ -		\$ -	0	\$ -		
			\$ -		\$ -		\$ -		\$ -	0	\$ -		
			\$ -		\$ -		\$ -		\$ -	0	\$ -		
TOTALS		56	\$ 499,744.00		\$ -		\$ -		\$ -	56	\$ 499,744.00		

COMMUNITY	Milford	SCHOOL READINESS COMMUNITY CONTACT INFO		DATE	5/16/2021
LIAISON NAME	LIAISON MAILING ADDRESS STREET	LIAISON MAILING ADDRESS TOWN	ZIP	LIAISON PHONE	LIAISON EMAIL
Carole Swift	308 Old Point Road	Milford	06460	203-906-7111	cswift@milforded.org; caswift25@gmail.com
CHIEF ELECTED OFFICIAL NAME	CHIEF ELECTED OFFICIAL PHONE	CHIEF ELECTED OFFICIAL EMAIL	SUPERINTENDENT NAME	SUPERINTENDENT PHONE	SUPERINTENDENT EMAIL
Mayor Ben Blake	203-783-3201	mayor@milfordct.gov	Dr. Anna Cutata	203-783-3433	acutata@milforded.org
CO-CHAIR-1 NAME	CO-CHAIR 1 MAILING ADDRESS STREET	CO-CHAIR 1 MAILING ADDRESS TOWN	ZIP	CO-CHAIR 1 PHONE	CO-CHAIR 1 EMAIL
Lesley Darling	150 Gulf Street	Milford	06460	203-783-3383	ldarling@milfordct.gov
CO-CHAIR 2 NAME	CO-CHAIR 2 MAILING ADDRESS STREET	CO-CHAIR 2 MAILING ADDRESS TOWN	ZIP	CO-CHAIR 2 PHONE	CO-CHAIR 2 EMAIL
Sheri Flanagan	260 Orange Avenue	Milford	06461	203-314-0575	sflanagan@milforded.org
FISCAL CONTACT NAME	FISCAL CONTACT EMAIL				
James Richetelli	jrichetelli@milforded.org				

COMMUNITY (Auto fill)	Milford					TE (Fill)	5/16/2021
PROGRAM NAME (AUTO FILL)	PRIMARY SITE CONTACT NAME	PRIMARY SITE CONTACT PHONE	PRIMARY SITE CONTACT EMAIL	ONDARY SITE CONTACT NAME	ONDARY SITE CONTACT PHONE	SECONDARY SITE CONTACT	
Milford Ready to Learn School Readiness Program at Orange Avenue School	Elizabeth Gaffney	203-783-3627	egaffney@milforded.org	Joseph Apicella Principal	203-783-3537	japicella@milforded.org	
Milford Ready to Learn School Readiness Program at Live Oaks School	Elizabeth Gaffney	203-783-3627	egaffney@milforded.org	Rose Marzino Principal	203-783-3564	rmarzino@milforded.org	
Milford Ready to Learn School Readiness Program at Pumpkin Delight School	Elizabeth Gaffney	203-783-3627	egaffney@milforded.org	Sherrad McNeil Principal	203-783-3531	smcneil@milforded.org	