

## **Brooklyn, Killingly, Plainfield, Putnam, Sterling & Thompson**

### **ARTICLE I – Name, Mission, & Purpose**

The Name of the organization shall be the Northeast Early Childhood Council, henceforth referred to as the NECC, covering the towns of Brooklyn, Killingly, Plainfield, Putnam, Sterling and Thompson

Our Mission is to promote effective programs and policies to address:

- Early care
- Education
- Social, emotional and physical health
- Family support and engagement

To ensure that all children birth through age 8 who reside in all the Towns participating in our Council are healthy, safe, and successful learners.

Our Purpose is to:

1. Collect data, identify issues, research best practices and take action to improve outcomes *for Children, Birth through Age 8, and their Families* with collaborative partners.
2. Foster partnerships among the providers of services to children and families.
3. Empower parents to be advocates and leaders in order to influence policies and services in the interest of all the Towns participating in our Council.
4. Encourage active participation of the public in the work of advocacy at local, regional, and state levels for policies that promote positive early childhood outcomes.
5. Support the development of highly qualified early care and education professionals.
6. Promote compliance with Section 10-16 O-R of the CT General Statute concerning School Readiness and Child Day Care and all subsequent amendments.
7. Promote compliance with section 10-40 of the CT General Statutes, governing family resource centers.

### **ARTICLE II - Membership**

The number of representatives may vary based upon community size and structure. Every effort will be made to have equitable representation from each of the communities served by the NECC

#### A. Types of Members

- 1) Voting Members – there shall be membership appointed to serve on the NECC with a goal of 50% parents and community representatives. These could include:
  - a) \*\*Chief elected official or designee
  - b) \*\*Superintendent(s) of schools or designee
  - c) Collaborative sponsor /fiduciary agent
  - d) \*Parents and caregivers

- e) Librarian
  - f) \*Representatives from local programs serving young children, including, but not limited to:
    - a) Family Resource Centers
    - b) Head Start
    - c) Not for profit pre-schools
    - d) For profit pre-schools
    - e) Infant/toddler programs
    - f) Public school teachers and administrators
    - g) Family Childcare Homes
    - h) Regional Educational Service Center
  - g) \*Healthcare provider
  - h) Business community
  - i) Public sector services
  - j) Non-profit general sector groups
  - k) Faith community
- (\*Required by Statute 10-16 r)  
(\*\*Ability to vote at the first meeting)

2) Non-Voting Members – interested community members, School Readiness Liaison(s)

- B. Selection Process – To become a voting member you must be a resident of or work for an agency that serves the Town(s) in the Council. Non-voting members must attend 3 meetings and then submit in writing their intent to become a voting member to the NECC chair. Voting members are appointed at a NECC Meeting from candidates approved by the Leadership Team that meets the criteria of membership.

When appointing NECC voting members, an effort will be made to choose members who represent all the Towns participating in our Council.

- C. Voting Rights – Each Voting Member must be present to vote and each member represents one vote.
- D. Inactive Member – in the event that a Voting Member is absent for more than 3 consecutive meetings, the NECC Chair will contact the Member to inquire as to their intent to continue serving. If a Member no longer wishes to serve as a Voting Member, written notice should be given to the Chair of the Council.
- E. Duties of Voting Members:
- Promote the mission and purpose of the NECC
  - Attend meetings, participate in discussion and vote on recommendations as it relates to School Readiness policy, procedure & grant funding.

- Bring resource people to the meetings as needed
- Vote on annual areas of focus & policy platform recommended by Leadership Team
- Appoint members of the Leadership Team
- Appoint voting members to the NECC
- Report / share information and identify areas of focus as it relates to the mission of the NECC

### **ARTICLE III - Leadership**

- A. Co-Chairs – The NECC shall be led by two Superintendents. The chief elected official shall designate the chairperson of the School Readiness Council as outlined in General Policy C-01
- B. Governing Body – The NECC shall have a governing body named Leadership Team.
- C. Composition – The Leadership Team shall be comprised of:
- NECC Staff\*
  - Fiduciary Agent\*
  - Parent Representative(s)
  - One representative from each community’s FRC or School Readiness Program
  - One representative from the Task Force
  - Local Policy Makers
  - One representative from the Regional Educational Service Center
  - One representative from Head Start
  - Other community agencies

\*The NECC Staff & Fiduciary Agent will be contingent upon funding

When appointing the Leadership Team, an effort will be made to choose members who represent all the Towns participating in our Council.

- D. Vacancies – In the event of a vacancy in one of the Leadership Team positions, it shall be filled for the remainder of the term by vote of the NECC Voting Members.
- E. Length of Terms - NECC Chair will serve a two-year term. Appointments are made at the end of each term and will rotate within all the Towns participating in our Council.. The incoming Superintendent will attend the last two NECC meetings and the outgoing Superintendent will attend the first two NECC meetings.
- F. Duties of Leadership

As active champions of the NECC mission and purpose, leadership shall:

### 1) NECC Chair

- Preside over NECC meetings
- Approve the NECC meeting agendas prepared in collaboration with the School Readiness Liaisons & Leadership Team
- Provide guidance, supervision and performance evaluation of the work of the NECC Regional Director based upon recommendations from the Leadership Team
- Set the annual calendar of NECC meetings

### 2) Leadership Team

Provide oversight of the progress made in achieving the mission and purpose of the NECC

- Collect & analyze data to identify areas of focus to improve outcomes for children birth through age 8 and their families
- Make recommendations to the NECC on the annual areas of focus & policy platform
- Develop Memorandums of Understanding with partners
- Prepare agenda items for NECC meetings
- Provide input to the Performance Appraisal for the NECC Regional Director annually
- Respond to issues identified at the NECC meetings and Task Force
- Maintain & ensure communications to/from Stakeholders
- Identify & recruit members for the NECC
- Provide leadership development opportunities for NECC members
- Identify & leverage direct financial and in-kind resources to support the NECC
- Endorse funding proposals and grant applications that will support the strategies and/or infrastructure of the NECC
- Approve annual budgets and quarterly financial statements
- Appoint the Task Force chair(s)
- Set an annual calendar of meetings for the Leadership Team & Task Force

In the event of an unexpected vacancy, interim appointments will be made by members of the Leadership Team with Council appointment made at the next Council meeting. Every effort will be made for Leadership Team decisions to be made by consensus.

### 3) Fiduciary Agents

- Receive and manage grant resources on behalf of the NECC
- Provide quarterly reports to Leadership Team
- Provide the NECC with the staffing and other support services as outlined in Memoranda of Agreements
- Attend Leadership Team and NECC meetings

## ARTICLE IV – Task Force

A. NECC Task Force priorities will consist of, but not limited to:

1. Health (Mental & Physical)
2. Safety
3. Early Care and Education
4. School Readiness
5. Training & Education (Staff & Parent)
6. Ad hoc workgroups
  - will be added as indicated by the work of the NECC

B. Core Composition

Task Force shall be comprised of:

- Chair(s)
- Members representative of the area(s) of focus, e.g. health, safety, education
- Members who are either voting or non-voting members of the NECC, listed in Article 2, Section A
- Interested community members
- Parents

Chair(s) will be appointed by the Leadership Team from recommendations by the Task Force

C. Duties of the Task Force:

- Submit recommendations for Chair(s) to the Leadership Team for appointment
- Attend Task Force meetings
- Research best practices; develop strategies, actions & performance measures on areas of focus
- Implement strategies through educating, informing and mobilizing the community to take action
- Track performance measures
- Advocate for the laws, policies & funding that will support our mission
- Identify new issues and providing Leadership Team with recommendations
- Provide Leadership Team with updates on strategies, difference made, resource alignment & recommendations
- Periodically bring resource people to the meetings
- Identify other potential Task Force members

**ARTICLE V - Voting**

Decisions of the NECC will be made by a majority of voting members present.

**ARTICLE VI – Meetings**

1. NECC meetings will be held a minimum of six times per year.
  - a) The regular Council meeting schedule will be set annually
  - b) The annual meeting shall be held in May
  - c) Special meetings will be called by the NECC Chair, as deemed necessary
  - d) Shall be facilitated by the Chair
2. Leadership Team shall meet a minimum of 10 times annually.
3. Task Force shall meet a minimum of eight times annually.
  - a) Shall be facilitated by the Task Force Chair(s)
4. Meeting Notice shall go out no later than one week prior to scheduled meetings. In the event of a special meeting, every effort will be made to provide 24 hour notice.
5. Minutes of all NECC meetings shall be kept. These minutes shall be provided to members at least five days prior to the next scheduled meeting.

**ARTICLE VII – Request for Town Membership on the Regional Council**

In the event a Town wants to join the NECC, written request from the Town's CEO and the Superintendent of schools must be made to the Chair of the Council. The requesting Town will attend a Leadership Team meeting to discuss benefits and commitments associated with joining. Leadership Team will bring the recommendation to the next Council meeting for a vote. When a Town becomes a member they agree to commit financial support and resources to the Council.

**ARTICLE VIII - Conflict of Interest Statement**

Whenever a NECC voting member has a financial interest in any matter coming before the NECC, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying, and voting on the matter.

### **ARTICLE IX - Amendment of Bylaws**

- Bylaws may be amended at any time
- All amendments to the by-laws must be submitted to the voting council members in writing at least two weeks prior to a scheduled Council meeting at which a discussion and potential vote will be held
- Any amendment to the by-laws requires a two-thirds majority of the full Council to pass
- At a minimum, bylaws will be reviewed annually by the Leadership Team.

### **ARTICLE X – Termination and Default**

If the Provider defaults or otherwise fails to comply with any of the conditions or provisions of any School Readiness Grant in whole or in part for cause, which shall include failure for any reason of the Provider to fulfill in a timely and proper manner its obligations under the grant, the Town may: withhold payments; temporarily or permanently discontinue services; require that unexpended funds be returned; terminate this contract or take such other actions of any nature whatsoever as may be deemed appropriate for the best interests of the Town, Council or the program provided under this contract or both.

Prior to invoking any of the remedies for default herein specified, except when the Town deems the health or welfare of service recipients is endangered as hereinafter specified, the Town shall notify the Provider in writing of the specific facts and circumstances constituting default or failure to comply with the conditions of this contract and proposed remedies. Within five (5) business days of receipt of this notice, the Provider shall correct any contractual defaults specified in the notice and submit written documentation of correction to the satisfaction of the Town or request in writing a meeting with the Northeast Early Childhood School Readiness Co-Chairs and Members of the Northeast Early Childhood Council.

Any such meeting shall be held within ten (10) business days of the written request. At the meeting, the Provider shall be given an opportunity to respond to the Town's notice of default and to present a plan of correction with applicable time frames. Within ten (10) business days of such meeting, the Northeast Early Childhood Council shall notify the Provider in writing of their response to the information provided including acceptance of the plan of correction and, if the Northeast Early Childhood Council - finds continued contractual default for which a satisfactory plan of corrective action has not been presented, the specific remedy for default the Town intends to invoke. This action of the Northeast Early Childhood Council shall be considered final.

If at any step in this process the Provider fails to comply with the procedure and, as applicable, the agreed upon plan of correction, the Town may proceed with default remedies.

In the event the health or welfare of the service recipients is endangered, the Town may terminate the contract and take any immediate action without notice it deems appropriate to protect the health and welfare of service recipients. The Town shall notify the Provider of the specific reasons for taking such action in writing within five (5) Business days of termination. Within five (5) business days of receipt of this notice, the Provider may request in writing a meeting with the Northeast Early Childhood Council.

Any such meeting shall be held within ten (10) business days of the written request. At the meeting, the Provider shall be given an opportunity to present information why the Town's actions should be reversed or modified. Within ten (10) business days of such meeting, the Northeast Early Childhood Council shall notify the Provider in writing of their decision upholding, reversing or modifying the action of the Town. This action of the Northeast Early Childhood Council shall be considered final.