

**Hampton and Scotland School Readiness Council**  
**Tuesday April 24, 2018 at Hampton Elementary School**  
**Meeting Minutes**

**Attendance:** Joy Becker, Melanie Smith-Cervera, Scott Sears, Frank Baran, Ann Gruenberg, Cathy Pinsonneault, Clare D'Appollonio, Sam Roberson, Frank Olah

- 1) **Call to order:** Joy Becker called the meeting to order at 6:34pm
- 2) **Audience for citizens:** None
- 3) **Update agenda as needed:** Melanie would like to add SR monitoring visit update under the SR Liaison Report. Claire D'Appollonio made a motion to add monitoring visits to the agenda under SR Liaison Report and seconded by Ann Gruenberg.
- 4) **Approval of March 27, 2018 meeting minutes:** Scott Sears motioned to approve 3/27/18 meeting minutes seconded by Frank Baran. Motion passed unanimously. Clare D'Appollonio abstained.
- 5) **Acceptance of financial reports**
  - a. **Hampton:** Motion to accept Hampton's financial report was made by Claire D'Appollonio and seconded by Ann Gruenberg. Motion passed unanimously. No abstentions.
  - b. **Scotland:** Motion to accept Scotland's financial report was made by Ann Gruenberg and seconded by Joy Becker. Motion passed unanimously. No abstentions.
- 6) **Program updates:**
  - a. **Hampton:** Sam reported the preschool screening has been set for Wednesday May 2<sup>nd</sup>. And will be adding the ASQ to the packet. NAEYC family surveys will be going out. Handout was provided. All spaces are filled
  - b. **Scotland:** Cathy reported her staff attended a creating trauma sensitive classroom. Handout was provided All spaces are filled
- 7) **SR Liaison Report**
  - a. OEC updates: Grant is due May 15<sup>th</sup>, Melanie will be submitting them early next week. Andrea Brinnel, current program manager for OEC is leaving her position as of May 1, no new manager has been identified as of yet.
  - b. SR monitoring visits update:
    1. Scotland's was conducted on April 3rd. This was the final visit of the year and included an observation in both classrooms, file review, LEP review, and staff PD check. Everything went well and staff is working on completing their required PD by end of the school year. Melanie will be meeting with teachers before the end of the school year to support them with the requirements of the LEP in hopes to streamline some of the information that is required.
    2. Hampton's was conducted on April 24. This was also the final visit of the year and included an observation in the classroom, file review, LEP review, and staff PD check. Visit went well. Hampton is working on streamlining their fee calculation process to ensure SR requirements are being met and that the families are being charged the correct fees based on the sliding fee scale and calculations of annual income. Program is expected to come up with a system and process to meet this requirement for next year's enrollment.
- 8.) **New Business:**
  - a. Review SR RFP budgets and justification from Hampton and Scotland: Sam and Cathy provided their budgets and justifications. Hampton totaling \$88,200.00 and Scotland totaling \$108,000. Scott Sears made a motion to accept Hampton's budget and justification, seconded by Ann Gruenberg. Motion passed unanimously. No abstentions. Ann Gruenberg made a motion to accept Scotland's budget and justification, seconded by Clare D'Appollonio. Motion passed unanimously. No abstentions.
  - b. Strategic Profile Reviewed-Sam provided a copy of the strategic plan for the SRC to review prior to the next meeting and make notes, being prepared to give feedback and suggestions.

c. Set 2018-2019 meeting schedule: Ann commented that most meetings tend to be the last of the month which may be difficult for others to attend. Decided to keep the last Tuesday of the month from 6:30-8:00 pm. Due to a drama presentation in Hampton and the potential limited agenda items, May 29<sup>th</sup> meeting is tentatively cancelled. Melanie will send out a confirmation email to SRC one week prior to make council aware if meeting is cancelled or being held.

d. EASTCONN contract for Liaison work 2018-2019: Scott Sears made a motion to keep EASTCONN services for Liaison and Monitoring work for 2018-2019, seconded by Frank Baran. Motion passed unanimously. No abstentions.

**9) Old Business**

a. SR Brochure review/edits: Joy shared the revised brochure she created with pictures from Hampton and Scotland. Discussed revisions to the brochure and getting permission from parents to use the pictures. Annual update should be conducted. Discussed printing options and how to print the brochures: each school will print the amount they need. Joy will send the file to both schools.

**10) Audience for citizens: NONE**

**11) Set next meeting Agenda: Strategic Plan,**

**13) Adjournment:** Motion to adjourn at 7:18 pm by Cathy Pinsonneault and seconded by Ann Gruenberg. Motion passed unanimously. No abstentions.

**Next Meeting is tentatively cancelled: Tuesday May 29, 2018 at Scotland Elementary School 6:30-8:00 pm**

**FIRST MEETING OF THE NEW SCHOOL YEAR WILL BE TUESDAY SEPTEMBER 25, 2018 6:30-8:00 pm at Hampton Elementary School**

Respectfully submitted by Melanie Smith-Cervera, Hampton and Scotland School Readiness Liaison

*These minutes are unofficial until approved at the next School Readiness Council Meeting*