

# Hampton and Scotland School Readiness Council

Tuesday, November 29, 2011

Hampton Elementary School

## Meeting Minutes

**Attendance:** Allan Cahill, Paul Graseck (7:17), Ann Gruenberg, Suzanne LaFleur, Theresa Lambert (7:06), Laurie Savino, Leahbeth Scandura, Chrissy Stone, Daniel Syme, Geri White, Marsha Willhoit

**Staff:** Sandra Frizzell

**Audience:** Renee Cahill

1. **Call to order:** By Suzanne LaFleur at 6:36 pm.
2. **Audience for citizens:** Renee Cahill asked about the number of council members per town and whether the meeting dates for the remainder of the year were set and would we consider changing to a different evening.  
  
**Introductions:** We were fortunate to have Allan Cahill, Hampton First Selectman and Dan Syme, Scotland First Selectman attending tonight's meeting. Introductions were made around the table.
3. **Update agenda as needed:** Added under Old Business: QE Grant - Selecting Participants.
4. **Approval of October 25, 2011 meeting minutes:** Motion to approve meeting minutes from 10/25/2011 was made by Ann Gruenberg and seconded by Marsha Willhoit. Discussion: Ann Gruenberg explained that she arrives late due to her teaching schedule at ECSU. Motion passed unanimously. Allan Cahill, Laurie Savino, Chrissy Stone, Geri White, and Marsha Willhoit, abstained.
5. **Acceptance of financial reports**
  - a. **Hampton:** Motion to accept Hampton's monthly financial report was made by Ann Gruenberg and seconded by Geri White. Discussion: Marsha Willhoit explained that the budget shows 24% expended which is good. Motion passed unanimously. Allan Cahill and Dan Syme abstained.
  - b. **Scotland:** Motion to accept Scotland's monthly financial report was made by Marsha Willhoit and seconded by Geri White. Dan Syme asked a question regarding School Readiness funding. The town of Scotland receives 107,000 annually for birth to age five. Motion passed unanimously. Allan Cahill and Dan Syme abstained
6. **Program updates:** As presented. There were no additional questions or explanations.
7. **Grant/SDE update:** As presented. There were no additional questions or explanations.
8. **New Business**
  - a. **Tuition expenditures:** None at this time. It was explained that this appears on the monthly agenda so expenditures from the tuition accounts can get council approval. Revenue from Preschool tuition was also explained.
  - b. **Appoint a Needs Assessment Committee:**
    - Paul Blackstone
    - Sandra Frizzell
    - Theresa Lambert
    - Suzanne LaFleur
    - Leahbeth Scandura
    - Marsha Willhoit

## 9. Old Business

- a. **Role of Liaison and School Readiness Council**  
Sandra Frizzell highlighted a few of the roles listed. Gerri Rowell emphasized that these are responsibilities of the council and should not be expected to be completed by the liaison only.
- b. **Strategic Plan** - See attachment - Strategic Plan page 1. Additional pages will be reviewed at future meetings.
- c. **Council membership status:** A list was provided. Marsha Willhoit mentioned she had a sample letter from 2010. Sandra Frizzell stated that Paul Blackstone has a letter for Scotland Council members. Suzanne LaFleur stated she was willing to remain as Co-Chair for Hampton. Gale Lockland previously stated she would continue as Scotland's Co-Chair. Discussion about meeting both the State guidance and our local Council By-Laws requirements for council membership. The first selectman and Superintendents will make appointments prior to the January meeting.
- d. **Committee Updates**
  1. **Hampton Ad-Hoc Playscape Committee:** Committee is scheduled to meet again in December. Mike Chapel will represent the Hampton Board of Selectmen.
  2. **Scotland Ad-Hoc Playscape Committee:** This committee is on hold pending the Scotland School Playscape Group organizing for a playscape at Scotland Elementary School for the upper grades.
  3. **School Readiness Brochure-** Ann Gruenberg showed the latest version of the Hampton and Scotland School Readiness Council brochure. Most of the pictures are now actual Hampton/Scotland Preschool kids and parents.
  4. **Communications:** Sandra Frizzell asked if there were any ideas to share in the December Hampton High Road Publication. No ideas were heard. Dan Syme mentioned that a Scotland Town Publication is in the works. This will be an additional way for the SRC to disseminate information to Scotland families.
- e. **QE Grant - Selecting Participants:**  
Council members approved 10 applicants from Hampton and Scotland Schools to participate in the Cycle of Intentional Teaching Training funded through the Quality Enhancement Grant.

**10. Audience for citizens:** Renee Cahill asked if we had parent permission to include photos of Hampton and Scotland children in our brochure. Written permission was obtained prior to the use of any photos.

**11. Next meeting agenda:** Usual reports and updates, Tuition expenditures, Committee Updates, Strategic Plan. Sandra Frizzell reminded the group that the January meeting will again be held in Hampton.

**12. Adjournment:** 8:10 PM. Motion to adjourn was made by Laurie Savino, seconded by Chrissy Stone. Motion passed unanimously. No abstentions.

Respectfully submitted,  
*Sandra Frizzell*  
Hampton and Scotland School Readiness Coordinator

*These minutes are un-official until they are approved at the next regular meeting of the School Readiness Council*

Hampton/Scotland School Readiness Council  
Action Plan  
2010 -2013

**VISION: All children aged birth through five will be safe, healthy and prepared to be successful in life.**

**Goal:** Provide families with information to support optimal child growth and development.

**Objective:** Increase parent knowledge of available programs and services.

Updated 11/2011

<b>What</b> will we do?	<b>How</b> will we do it?	<b>Who</b> will take primary responsibility?	<b>When</b> will action be completed?	<b>How Will We Know</b> what will be indicator(s) of success?
Publicize available services in communities and region.	Enhance School Readiness brochure.  Continue to utilize Hampton and Scotland School and town web sites for SR web pages.  Post information on web pages.	SRC subcommittee  Web site developers	March 2012  ongoing	By spring 2012, 15% increased enrollment in preschool and other planned activities.  100% of parents acknowledge awareness of preschool program options.
Publicize preschool screenings.	Disseminate information through various media: Chronicle Broadcaster Reminder Community Calendar Hampton Gazette Hampton High Road Highland Herald Charter Communication  Post notices at general stores, post offices, town hall.	Superintendents	Annually, February to April  (Consider Saturday screening)	Increase the percentage of preschoolers who participate in screening.

Updated 11/2011