

**Hampton and Scotland School Readiness Council**  
**Tuesday October 30, 2018 at Scotland Elementary School**  
**Meeting Minutes**

**Attendance:** Joy Becker, Melanie Smith-Cervera, Ann Gruenberg, Cathy Pinsonneault, Sam Roberson. Mary Geragotelis, Scott Sears, Clare D'Appollonio, Anne Marie Davidson, Frank Baran, Geri White

- 1) **Call to order:** Scott Sears called the meeting to order at 6:35pm
- 2) **Audience for citizens:** None
- 3) **Update agenda as needed:** None
- 4) **Approval of September 25, 2018 meeting minutes:** Ann Gruenberg motioned to approve 9/25/18 meeting minutes with the correction of adding Geri White's name to attendance, seconded by Clare D'Appollonio. Motion passed unanimously. Frank Baran abstained.
- 5) **Acceptance of financial reports**
  - a. **Hampton:** Motion to accept Hampton's financial report was made by Ann Gruenberg and seconded by Frank Baran. Motion passed unanimously. No abstentions.
  - b. **Scotland:** Motion to accept Scotland's financial report was made by Clare D'Appollonio and seconded by Geri White. Motion passed unanimously. No abstentions.
- 6) **Program updates:**
  - a. **Hampton:** Sam reported the teacher did not submit a classroom report. One child is moving and there is a child to fill the empty space. Fire department came to visit.
  - b. **Scotland:** Cathy reported that children visited the orchard and the fire department came to visit. Scarecrow building activity decorated the yard for relative visiting day. A B3 child to enter in January and another child is in the process of being enrolled and hopes to start soon. OEC visited 10/16/18. Handout was provided.
- 7) **SR Liaison Report**
  - a. OEC Updates: Melanie reported the statewide liaison meeting was held in September. New RFP will be out in February, it is a competitive year so RFP will go out to bid. New guidance on fee schedule and general policy will be out soon.
  - b. OEC monitoring visits: Anne Marie reviewed the OEC monitoring visits feedback: Health/Safety; NAEYC; Professional Development and workforce; administration are the 4 categories. Both programs did well. Some guidance on parent handbook was given and financial documentation.
  - c. Hampton Monitoring visit: Melanie and Anne Marie conducted on 10/17/18. Feedback was given to follow up with OEC recommendations and create a streamlined income verification.
- 8.) **New Business:**
  - a. Recruitment of new members: Joy recommended sending information home with prek parents; Scott recommended giving information at parent conferences; Mary has information that she hands out to parents at library. Programs can put the SRC information in the parent handbook and on registration forms. Members will work to get information out to parents.
- 9) **Old Business**
  - a. Strategic plan reviewed: spelling error was noted; revisions suggested; reviewed purpose of the strategic plan and how it was created to support the Discovery initiative. Scott suggested we revise the document for the SRC purpose and revisit it every year. Next meeting suggestions can be brought to the table.
  - b. Chaplin – regionalized council discussion revisited. Financial documentation would be requested for how SR money is spent. By-laws of Hampton and Scotland would have to be followed. Program update, financial information provided to the council at meetings would also need to be followed. Frank Baran made a motion to invite the Chaplin SR Liaison to come to November HS SRC meeting to discuss, seconded by Geri White. Motion passed unanimously. No abstentions. Melanie will reach out to the Chaplin liaison to invite her to the HS SRC November meeting.
- 10) **Audience for citizens:** NONE

**11) Set next meeting Agenda:** Strategic Plan (members to review and make changes/suggestions to bring to the November meeting); Chaplin presentation to HS SRC regarding; update on Scotland's monitoring visit

**13) Adjournment:** Motion to adjourn at 7:41 pm by Frank Baran and seconded by Clare D'Appollonio. Motion passed unanimously. No abstentions.

**NEXT MEETING: Tuesday November 27, 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*