

**Hampton and Scotland School Readiness Council**  
**Monday, November 25, 2013, Scotland Elementary School**  
**Meeting Minutes**

**Attendance:** Leahbeth Scondura, Paul Graseck, Richard Packman, Elise Guari, Joy Becker, Candace Morell, Suzanne LaFleur, Cathy Pinsonneault, Allison O'Connor, Daniel Syme, Ann Gruenberg, Mary Geragotelis, Melanie Smith-Cervera, Sheri Lambert

1. **Call to order:** called meeting to order by Suzanne LaFleur at 6:34 pm.
2. **Audience for citizens:** None
3. **Update agenda as needed:** None
4. **Approval of October 28, 2013 meeting minutes:** Motion to approve meeting minutes from 10/28/2013 with the following corrections: section 5 b change wording from "over budget" to "tuition revenue" and section 9 c 2 change spelling of name from Karen Simmon to Karen Slyman was made by Elise Guari, seconded by Joy Becker. Motion passed unanimously with no abstentions.
5. **Acceptance of financial reports**
  - a. **Hampton:** Motion to accept Hampton's financial reports was made by Paul Graseck and seconded by Cathy Pinsonneault. No discussion. Motion passed unanimously. No abstentions.
  - b. **Scotland:** Motion to accept Scotland's financial reports was made by Elise Guari and seconded by Ann Gruenberg. No discussion. Motion passed unanimously. No abstentions
6. **Program updates:**

Hampton: Elise Guari reported that there has been no change with enrollment. There has been a change in the staffing. Parent teacher conferences were held in the past week. Two paras have attended the Preschool Assessment Framework training to support documenting student growth and development. The classroom teacher attended a workshop called "Is It Sensory or Is It Behavior." Enrichment activities will include Family Fridays beginning December 20<sup>th</sup>.

Scotland: Cathy Pinsonneault reported that there has been no change in enrollment or staffing. One para attended a workshop called "Beautiful Stuff" at EASTCONN. An AIMSweb training was attended by both teachers and the entire school teaching staff. A kindness assembly was hosted by the preschool. Families attended a Thanksgiving Luncheon which was well attended. The preschool is continuing to prepare for reaccreditation. The nurse has shared with families the requirements of the flu shot for preschoolers. They had 100% participation at the parent teacher conferences.
7. **Grant/OEC update:** Sheri Lambert reported that there was much conversation about the un-met needs survey.
8. **New Business**
  - a. **SRC membership:** Co-chairs and health care provider are needed as the terms are up as of November 30. Conversation occurred about level of interest in being members. Shannon Haddad, Candace Morell, Suzanne LaFleur, Elise Guari, Alan Cahill, Paul Graseck were appointed by Hampton's first selectman and superintendent. Joy Becker is interested in being the library representative in Hampton. Ann Gruenberg will be continuing for Hampton.  
Clarification for term of the following members Michele Murray, Scott Sears, Carrie Deason, and Mary Geragotelis is needed for Scotland. Once clarification is determined appointments will be made.  
There was discussion about having the school nurses fulfill the healthcare provider role.
  - b. **2014 meeting dates:** Set January meeting date for January 28<sup>th</sup> at 6:30 in Hampton. Held off on setting future dates until January. It was noted that the council usually has 8 meetings held September through May skipping December.

- c. **Models for grant management subcommittee:** Selectmen are looking at creating a subcommittee to begin looking at filling the grant management position. They are looking at this committee starting their work as soon as possible. Ann agreed that several models should be looked at and decision should be made. Ann shared what the subcommittee would be doing with background on why the committee needs to be formed. Daniel Syme requested for Eastconn to extend the contract to include grant writing with compensation. Sheri Lambert will look into this request.  
Ann Gruenberg , Mary Geragotelis, Joy Becker, Candace Morell, Clare D'Appollonio, will serve on the subcommittee with new members encouraged to join. A report from this committee with grant coordination options will be shared at the January meeting. Joy Becker will be responsible for convening the meetings. The charge of the committee will be to look at and bring to the council the options for the grant management.
- d. **Unmet needs:** Cathy Pinsonneault stated that she has data from the surveys and will get it to Sheri Lambert as soon as possible. Once the information is shared it will be determined whether or not the Needs Assessment Committee will need to meet with Sheri Lambert and Melanie Smith-Cervera. The Needs Assessment Survey will need to be submitted by December 16, 2013.

## 9. Old Business

- a. **Re-approval of September financial report for Hampton:** Paul Graseck shared that at the last meeting the wrong financial report was shared. He shared the correct final report and pointed out it was clear that the money was spent down. Ann Gruenberg motioned to approve the revised September financial report, Cathy Pinsonneault seconded the motion. Motion passed unanimously.
- b. **Scotland Tuition Expenses:** Richard Packmen shared a memorandum to the readiness council the recommendations of how to spend down the 2012-2013 carry over funds including \$8,000 to be set aside for the town playscape and two months of tuition to be carried over into the following year. There was discussion around the playground money and the committee had agreed on giving \$8,000 to that fund and they stand behind that decision. Ann Gruenberg motioned to approve the recommendations, Joy Becker seconded the motion. Motion passed unanimously.
- c. **Review 2012-2013 CSRPPES:** No questions on the CSRPPES that was distributed for review at the last meeting.
- d. **Committee Updates**
  - 1. **Communications:** Due to scheduled meeting time this was tabled until the next regular meeting.

10. **Audience for citizens:** The council thanked Suzanne LaFleur for her successful term as co-chair.

11. **Set next meeting Agenda:** Grant management subcommittee, meeting dates, welcome new members,

12. **Adjournment:** Motion to adjourn at 8:06 pm by Ann Gruenberg and seconded by Leahbeth Scondura. Motion passed unanimously. There were no abstentions.

Respectfully submitted, *Sheri Lambert & Melanie Smith-Cervera*, Hampton and Scotland School  
Readiness Liaisons

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