

Hampton and Scotland School Readiness Council
Tuesday November 28, 2017 at Hampton Elementary School
Meeting Minutes

Attendance: Joy Becker, Cathy Pinsonneault, Melanie Smith-Cervera, Scott Sears, Frank Baran, Sam Roberson, Geri White, Ann Gruenberg, Mary Geragotelis

- 1) **Call to order:** Joy Becker called the meeting to order at 6:37 pm
- 2) **Audience for citizens:** None
- 3) **Update agenda as needed:** None
- 4) **Approval of September 26, 2017 meeting minutes:** Scott Sears motioned to approve 9/26/17 meeting minutes seconded by Geri White. Motion passed unanimously. No abstentions.
- 5) **Acceptance of financial reports**
 - a. **Hampton:** Motion to accept Hampton's financial report was made by Cathy Pinsonneault, seconded by Joy Becker. Motion passed unanimously. No abstentions.
 - b. **Scotland:** Motion to accept Scotland's financial report was made by Geri White and seconded by Sam Roberson. Motion passed unanimously. No abstentions.
- 6) **Program updates:**
 - a. **Hampton:** Sam reported all spaces are filled (14) but some children are still transitioning to staying the full school day hours. Discussed how to support children attending the school day hours now that the year is under way. NAEYC prep is still ongoing while waiting for visit. Handout provided.
 - b. **Scotland:** Cathy reported all spaces are filled (18). Monitoring visit recommendations were shared and Cathy reported that items were addressed/fixed. Cathy conducted a PD audit for all staff in order to see what staff have and what staff need and created a plan to address the PD. Handout provided.
 - c. Update on annual evaluations results from end of previous school year (NAEYC family surveys, staff surveys, etc). Scotland shared their NAEYC family survey results and reviewed the results. Discussion regarding the topics that scored lower and brainstormed some ideas on how to address these items. Hampton shared that the family survey was completed and no major issues were noted. Hampton did have some issues come up during the staff annual survey and decided to help staff work these items out through PD to be completed around leadership/communication.
- 7) **SR Liaison Report**
 - a. OEC updates: Melanie reported the QE budget was not cut in current budget, but no guarantee it will not still be cut. Discussed how council wanted to move forward with QE activities, decided to wait until after January 1st. The ECIS system is up and running, programs have until 12/8/17 to upload their information. Melanie shared General Policy C-07 with council regarding space reimbursement and attendance in reporting period
 - b. Monitoring Report: Melanie shared a blank copy of monitoring forms for council to review.
 - i. Hampton: Melanie conducted Hampton's monitoring visit on 11/13/17 which included file review, LEP review, classroom observation, health and safety check and meeting with Sam. Visit went well and program is working on a few items: PD plans for paras and program PD plan needed; fee calculation process needs revisiting, ensuring fees are assessed through calculations of documented one month of income and using latest sliding fee scale. Next visit will be in January.
 - ii. Scotland: Melanie conducted Scotland's monitoring visit on 10/25/17, which included file review, LEP review, classroom observation, health and safety check and a follow up email to Cathy. Visit went well and program is working on a few items: some missing items from children's files are being collected; fee policy in parent handbook needed updating to reflect new wording and new process, and computer wires needed securing. Next visit will be in January
- 8.) **New Business:**

- a. Council membership letters: expires 11/30/17, superintendents will need to send out new letters. Co-chair letters also need to be updated, first selectman will need to do these. Discussed adding new parents to council.
- b. Review policy for serving children with special needs for submission to OEC: Ann Gruenberg made a motion to update the policy, seconded by Frank Baran. Motion passed unanimously. No abstentions
- c. By-laws reviewed/proposed revisions: reviewed by-laws, members are asked to look over the by-laws and bring any recommendations to next meeting for a vote
- d. Overview of co-chair meeting with OEC: Joy attended the OEC Meeting for new co-chairs, it was well attended. Legislation is lengthy for SR. Shared SRC responsibilities slides. Discussed upcoming teacher qualifications changing in 2020. Also discussed children being required to be toilet trained cannot be a policy for admission into a SR program.

9) Old Business

- a. Regional Council discussion: town forum meeting was held with no formal decision made on regionalization of towns. Discussion on starting to share services with Chaplin SRC and look into how this might work and benefit all communities. A memorandum of understanding might be a way to do this, but might need to wait until more decisions are made regarding regionalization of towns.

10) Audience for citizens: NONE

11) Set next meeting Agenda: Membership letters completed, agenda items from quality components, by-laws voted on, look at SRC brochure and revise/edit

13) Adjournment: Motion to adjourn at 7:57 pm by Mary Geragotelis and seconded by Geri White. Motion passed unanimously. No abstentions.

No December Meeting

Next Meeting: Tuesday January 30, 2017 at Scotland Elementary School 6:30-8:00 pm

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