

**Hampton and Scotland School Readiness Council**  
**Tuesday February 24, 2015 at Scotland Elementary School**  
**Meeting Minutes**

**Attendance:** Joy Becker, Cathy Pinsonneault, Scott Sears, Elise Guari, Melanie Smith-Cervera, Geri White, Mary Geragotelis, Ann Gruenberg

- 1) **Call to order:** Scott Sears called meeting to order at 6:40 pm
- 2) **Audience for citizens:** NONE
- 3) **Update agenda as needed:** Melanie would like to add School Readiness and QE Grant to the agenda, will be added to the SR Liaison Report as item (d). Ann Gruenberg motioned to accept the addition to the agenda. Mary Geragotelis seconded. Motion passed unanimously. No abstentions.
- 4) **Approval of October 28, 2014 meeting minutes:** Ann Gruenberg motioned to approve meeting minutes from 10/28/2014 and seconded by Geri White. Motion passed unanimously. No abstentions.
- 5) **Acceptance of financial reports**
  - a. **Hampton:** Elise reported there is enough tuition collected to create a balance to be spent down. Currently deciding on how to spend the money down before the two month carry over limit is reach. Motion to accept Hampton's financial report was made by Ann Gruenberg and seconded by Joy Becker. No discussion. Motion passed unanimously. No abstentions.
  - b. **Scotland:** Cathy reported that tuition is being collected more efficiently to ensure families do not get behind. Tuition is also reaching the two month carry over limit and will be spending the money down. Motion to accept Scotland's financial report was made by Geri White and seconded by Mary Geragotelis. Motion passed unanimously. No abstentions.
- 6) **Program updates:**

Hampton: Elise Guari reported that staff are going to be attending workshops to fulfill the required professional development components. Classroom has been very busy. Child profiles went home at end of the January. Preschool class will be going to The Sound of Music at Parish Hill on March 27<sup>th</sup>. Elise reported that due to underutilization 2 part day spaces were taken back by the OEC effective March 2015, these spaces were challenging to try to fill. Summary of program updates provided.

Scotland: Cathy Pinsonneault gave an update on professional development by staff for smarter balance. The school has been very busy with school wide events that include the preschool program. Feedback from parents on weekly newsletter was given to teacher and the parents were satisfied with the newsletter. Getting ready for preschool screenings. January preschool progress reports went out. Summary of program updates provided.
- 7) **SR Liaison Report:**
  - a. Update on SR statewide meeting: Melanie Smith-Cervera reported CCAC registry must be kept up to date my program administrators, this includes building rooms in the system and confirming staff monthly. Reviewed monitoring requirements of 3 times per year.
  - b. SR Quality Components discussion: each meeting the SR programs will discuss two quality components and how they are currently meeting those quality components through activities, policies, procedures, etc:  
**Referrals for Health Services:**  
**Hampton:** Elise reported that preschool screening is the start of the health referral, the OT, PT, SLP are also all part of the screening process. HUSKY referrals made, nurse keeps records of insurance. CPR/FA certified person at all times in the classroom, teaching staff and other adults in building are certified as well.  
**Scotland:** Cathy reported that preschool screening is the start of the health referral process. HUSKY referrals given then, nurse gives literature to parents on dental health as well. The school nurse is the primary contact for any health related concerns from families or teachers. CPR/FA certified person at all times in the classroom, teaching staff and other adults in building are certified as well.

Group discussion on meeting the health education for families twice a year. This can be offered at open house and a Family Friday (held regularly) to help get health information to parents.

**Family Literacy:**

**Hampton:** Elise reported out that Family Fridays are a way to support family literacy and offer literacy activities. Media center time parent volunteers also allows parents to experience literacy activities with their children.

**Scotland:** Parents are asked to come in and read regularly. The public library and preschool collaborate to conduct family literacy events. Newsletters to parents have a literacy component. A free book box is at the entrance to preschool, take/give books as they want (families can keep these or bring them back). Scholastic contest included the preschool children when parents read to them it counted towards the minutes.

- c. Monitoring visits update: Melanie reported 2 monitoring visits at each site has been conducted, classroom observations and LEP reviews were completed as well, child files and staff files reviewed to ensure programs are meeting the SR requirements. Program administrators are working with Melanie on tweaking parent handbooks and registration forms.
- d. Addition to agenda: Melanie reported out the SR RFP and QE Grants have been distributed by OEC. Council will need to decide what they would like to submit for the QE grant. The RFP process is competitive and requires an open bid process, we will follow the same process as last year for the open bid as well as for a subcommittee of reviewers to read RFP's and provided feedback back to the council for a vote. RFP and QE Grants due to OEC 5/5/15.

**8) New Business:**

- a. Report out on Powerful Interaction Workshops: Teaching staff really enjoyed the workshop. The parent night was also successful, although, more parent participation would be nice. Community members from outside towns were present at parent workshop as well. Discussed continuing doing something like this in the future as an annual event to gain momentum for it.
- b. QE money remaining: discussed purchasing the recommended parent books to send home to all preschool parents, add a bookmark stating compliments of Hampton/Scotland SR Council with QE money and a save a date for next year's parent workshop to gain interest

**9) Old Business**

- a. By-laws subcommittee update: revisions were made and draft presented to council to review, one representative from Board of Ed was important to keep on membership list even though it is not required by SR. Subcommittee will reconvene in the near future. Feedback for the by-laws can be given to the subcommittee.
- b. Membership 2014-2015 Hampton letter revisions: revised letters went out with the correct term dates

**10) Audience for citizens: NONE**

**11) Set next meeting Agenda:** QE discussion, RFP discussion, By-laws subcommittee report out, preschool handbook updates reviewed

**13) Adjournment:** Motion to adjourn at 7:50 pm by Geri White and seconded by Cathy Pinsonneault . Motion passed unanimously. No abstentions.

**Next Meeting: March 31, 2015 at Hampton 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*