

**Hampton and Scotland School Readiness Council**  
**Tuesday March 27, 2018 at Scotland Elementary School**  
**Meeting Minutes**

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

- 1) **Call to order:** Joy Becker called the meeting to order at 6:36pm
- 2) **Audience for citizens:** None
- 3) **Update agenda as needed:** None
- 4) **Approval of February 27, 2018 meeting minutes:** Clare D'Appollonio motioned to approve 2/27/18 meeting minutes seconded by Ann Gruenberg. Motion passed unanimously. Clare D'Appollonio abstained.
- 5) **Acceptance of financial reports**
  - a. **Hampton:** Financial report was unavailable. Council requests it be sent electronically on March 28, 2018.
  - b. **Scotland:** Motion to accept Scotland's financial report was made by Mary Geragotelis and seconded by Joy Becker. Motion passed unanimously. No abstentions.
- 6) **Program updates:**
  - a. **Hampton:** Sam reported NAEYC visit is complete! A program update was handed out that contained information regarding professional development taken by teaching staff as well as a classroom update including a visit from the Chinese Acrobats. All spaces are filled
  - b. **Scotland:** Cathy reported that high school children came and read to the preschool children for Dr. Suess' birthday. A program update was handed out that contained information regarding family events, staff PD, and activities from the classroom. All spaces are filled
  - c. **Quality Components Reviewed**
    1. Plan for recruiting children for next school year: Scotland uses enumeration report and sends letters to all pre-k eligible children, advertise in are papers, and at public library, general store, and town hall. Hampton has set their screening date for May 2 and also uses the enumeration report to reach out to age eligible children and are sending out letters.
    2. Review of collaboration agreements: dental visits happened this year as well as the fire department visit. The public library collaboration includes providing families with information about library programs and visit the library. Will get a collaboration with the Lions Club for vision screening.
- 7) **SR Liaison Report**
  - a. OEC updates: Melanie shared that the community grant is due May 15<sup>th</sup> and includes the QE RFP's. Statewide meeting was cancelled twice due to weather and is rescheduled for Monday April 2<sup>nd</sup>. Ann Gruenberg shared that OEC is collaborating on a workshop on Trauma coming up on April 6 and 7 for Together We Will conference.
- 8.) **New Business:**
  - a. Review SR Budgets and Justifications for 2018-2019 : moving this item to the April meeting. Sam and Cathy will bring this information to the next meeting for review.
- 9) **Old Business**
  - a. SR RFP questions to review: Melanie sent out the community grant questions to the council for review prior to meeting. Ann provided feedback and edits. Melanie will make changes to the documents prior to submission.
  - b. QE RFP decisions and vote: Hampton submitted for professional development opportunities and incorporate STEAM preschool programs through professional development and field trips. Scotland submitted for professional development opportunities and incorporate STEAM preschool program through professional development, materials, online webinars, and supplies to supplement the hands on preschool program. Hampton and Scotland plan to work together on the professional development portion. A motion to accept Hampton's QE RFP was made by Scott Sears, seconded by Ann Gruenberg. Motion passed unanimously. No

abstentions. A motion to accept Scotland's QE RFP was made by Mary Geragotelis, seconded by Joy Becker. Motion passed unanimously. No abstentions.

c. SR Brochure review/edits: Ann suggested getting some updated pictures. Joy suggested possibly having students create a new brochure as a project. Revisions need to be done to this brochure with new pictures added as long as parent's consent to use the child's picture. Ann offered to continue to work on this project and Joy offered to work on it as well and provide a draft for our April meeting.

**10) Audience for citizens: NONE**

**11) Set next meeting Agenda:** strategic profile conversation, review SR budgets and justifications 2018-2019; set 2018-2019 meeting schedule, review new draft of brochure

**13) Adjournment:** Motion to adjourn at 7:26 pm by Cathy Pinsonneault and seconded by Joy Becker. Motion passed unanimously. No abstentions.

**Next Meeting: Tuesday April 24, 2018 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*