

**Hampton and Scotland School Readiness Council**  
**Tuesday March 31, 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, Connie Berglund, Ann Gruenberg, Claire D'Appollonio, Candace Morell, Richard Packman, Shannon Haddad

- 1) **Call to order:** Candace Morell called meeting to order at 6:33 pm
- 2) **Audience for citizens:** NONE
- 3) **Update agenda as needed:** Melanie suggested changing the order of the agenda to ensure we have time to discuss the RFP's due to the state as well as to hear Chaplin's request with time to discuss the proposal put forth by Chaplin. Ann Gruenberg motioned to accept the change to the agenda. Mary Geragotelis seconded. Motion passed unanimously. No abstentions.
- 4) **Approval of February 24, 2015 meeting minutes:** Change next meeting date at bottom from 3/24/15 to 3/31/15. Scott Sears motioned to approve meeting minutes from 2/24/15 and seconded by Ann Gruenberg. Motion passed unanimously. No abstentions.
- 5) **Acceptance of financial reports**
  - a. **Hampton:** Elise reported finances are stable, no changes. Motion to accept Hampton's financial report was made by Geri White and seconded by Connie Berglund. No discussion. Motion passed unanimously. No abstentions.
  - b. **Scotland:** Cathy reported that tuition is still being collected more efficiently to ensure families pay on time and they are looking to spend down money. Motion to accept Scotland's financial report was made by Joy Becker and seconded by Ann Gruenberg. Motion passed unanimously. No abstentions.
- 6) **Program updates:**

Hampton and Scotland: Due to time constraints this information will be emailed to council members.
- 7) **SR Liaison Report:**
  - a. Update on SR statewide meeting: Melanie Smith-Cervera reported out that the recent CSR statewide Liaison meeting discussed the SR and QE RFP process. For Hampton/Scotland the SR RFP is due to EASTCONN electronically by 4:00 pm on 4/2/14. The two signature pages are to be submitted in hard copy by the same date/time. Once these are received, the RFP's will be emailed to the reader review panel for scoring. The readers will meet on Monday 4/20 and submit their recommendation/edits. Feedback will be given to the programs by the end of the day on 4/20 for final revisions. Final recommendations and RFP's will be submitted to the council at the April meeting. The council agreed to move ahead with four readers from Hampton for the reader panel as no Scotland volunteers were available.
  - b. SR Quality Components discussion: Tabled for next meeting
- 8) **New Business:**
  - a. Chaplin requested to join the council: Patty King, Principal of Chaplin Elementary School, Kenneth Henrici, Superintendent of Region 11, and Bill Rose, First Selectman of Chaplin, submitted a proposal requesting to join the Hampton/Scotland School Readiness Council. Patty submitted a packet of information to share with the SR council about their School Readiness preschool program. Concerns were raised on adding a third town to an already established council as well as efficiency of meetings with a larger group. There was also a concern of how the council

would function and how much changed needed to be done to the by-laws already created by Hampton/Scotland. Discussion was held on positive aspects such as: combining resources, the OEC looks highly on regional councils for smaller towns, and NAEYC accreditation is a common denominator as well as the liaison from EASTCONN. Collaboration would be key to making this successful. Early Childhood is a good time to look at starting this tri-town model since children would start to come together from the beginning and end up being together by 7<sup>th</sup> grade. Elise shared her experience at a meeting of the NE SR Council and explained how their process was utilized. Tri-town model is still in pilot phase. Pros/cons were discussed of the proposal after the proposal was submitted. It was decided that further information is needed from Chaplin in order for the SR council to make a decision. The following will be requested for submission from Chaplin: parent handbook, bylaws, last years grant RFP, latest profit/loss statement, meeting minutes agendas including council make up. Scott Sears motioned to table the vote until the April meeting, seconded by Geri White. Motion passed unanimously. No abstentions.

- a. QE grant discussion: Reviewed QE RFP overview. The council decided to submit the QE RFP. Elise discussed the Pyramid Model which is establishing strong positive relationships with children, the model was created by a parent with 4 children with special needs. Elise also discussed the TPOT as an assessment from the model. Ann shared that this is a positive model. Council agreed they felt this would be a good follow up to positive interactions last year and would like to implement this workshop in the beginning of the year. Next steps: Elise to Contact Kelly Jo Wright to see if she can do the, common PD day in October. A legal notice will go out to bid on this proposal. QE decision will be made at the April meeting.
- b. RFP discussion: Preschool handbook updates reviewed: Hampton shared they changed the nutrition section, policy and procedures, SR council information added and some other minor changes based on the monitoring feedback. Scotland shared they also made minor changes but also felt the recent NAEYC accreditation visit helped them revise their handbook earlier this year

**9) Old Business**

- a. By-laws subcommittee update: no update at this time

**10) Audience for citizens: NONE**

**11) Set next meeting Agenda: SR RFP, Chaplin Proposal, QE RFP**

**13) Adjournment:** Motion to adjourn at 8:14 pm by Connie Berglund and seconded by Geri White. Motion passed unanimously. No abstentions.

**Next Meeting: April 28, 2015 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*