

Hampton and Scotland School Readiness Council
Tuesday May 26 2015 at Hampton Elementary School
Meeting Minutes

Attendance: Joy Becker, Cathy Pinsonneault, Elise Guari, Melanie Smith-Cervera, Ann Gruenberg, Clare D'Appollonio, Richard Packman, Mary Geragotelis

- 1) **Call to order:** Scott Sears called meeting to order at 6:36pm
- 2) **Audience for citizens:** NONE
- 3) **Update agenda as needed:** NONE
- 4) **Approval of April 28, 2015 meeting minutes:** Elise's name spelled incorrectly. Clare D'Appollonio motioned to approve meeting minutes from 4/28/15, Ann Gruenberg seconded. Motion passed unanimously. Scott Sears and Mary Geragotelis abstained.
- 5) **Acceptance of financial reports**
 - a. **Hampton:** Motion to accept Hampton's financial report was made by Mary Geragotelis and seconded by Joy Becker. No discussion. Motion passed unanimously. No abstentions.
 - b. **Scotland:** Motion to accept Scotland's financial report was made by Richard Packman and seconded by Clare D'Appollonio. Motion passed unanimously. No abstentions. Richard Packman proposed to set aside \$500.00 of School Readiness monies to provide Scotland Public Library with funding for materials. Ann Gruenberg motioned to accept the proposal, seconded by Clare D'Appollonio. Motion passed unanimously. No abstentions.
- 6) **Program updates:**

Hampton: Elise reported the program is gearing up towards the end of the year, which will include one more Family Friday, Field Day and field trips. NAEYC Family Survey is going home this week. Hard copy of update was provided.

Scotland: Cathy reported the program is preparing for the end of the year as well, which will include a field trip to Mystic Aquarium and Field Day. NAEYC Family Survey was completed. Two teacher vacancies in preschool and one teacher vacancy in kindergarten. Hard copy of update was provided.
- 7) **SR Liaison Report:**
 - a. **SR Quality Components discussion: #8 Professional Development and #10 Annual Evaluation**
 - i. **Professional Development:** Elise reported that the programs share at each meeting where the staff are with professional development. School Readiness has requirements on PD for each teacher and also NAEYC has requirements for professional development. The liaison helps track the PD and makes the programs aware of any upcoming PD opportunities. Teachers, paras and administrators all need regular PD. Cathy reported her PD plan will include her newly hired teachers will need all the required trainings.
 - ii. **Annual Evaluations:** Cathy reported the annual evaluations are done through NAEYC family surveys, the survey is returned anonymously. The teaching staff also completed an annual survey. Surveys are tallied and a spreadsheet is created to see the results. Action plans are created for those questions answered that were below a percentage.
 - b. **Statewide Liaison Meeting update:** Melanie reported that the liaison meeting focused on reviewing upcoming bills in the legislation. One bill would drop the residency requirements for SR spaces. Towns would be able to serve children from surrounding towns if they exhausted all ways to recruit children from within the town and if the families meet the SMI requirement of less than 75%. A 5% cut to the QE budget is also proposed. The unmet needs survey is proposed to be removed. B-3 is slated to move to OEC July 1. The OEC is looking for any feedback on the sliding fee scale changes that

were implemented last year, programs can give their feedback to Melanie. No SR reports due for July/August.

- c. Other: Hampton and Scotland SR and QE RFP's were submitted to OEC May 13, 2015. Currently being reviewed by OEC and we will be hearing about any issues with the RFP's as well as approval soon.

8) New Business:

- a. Prepare for Pyramid Model fall PD

Discussed keeping the 9/4 teacher PD and how to find a way to do a similar workshop for parents at another time. Possibly the Family Fridays would be a good way to get parents involved. QE award may be after the PD date, the council agreed to still move forward with booking the presenter. The council also agreed to invite child care centers and Chaplin SR preschool teaching staff to the event. Melanie will work on inviting child care centers and Chaplin SR preschool teaching staff and be in touch with Kelly (the presenter) to book travel plans. Check to see if there are resources/materials for purchase for this PD. Discussed surveying the parents to see what would get them to come out to a workshop (food, child care, evening, weekend, morning, etc).

- b. Discuss survey results: no survey happened. Council decided to share their thoughts on how the year went. Ann Gruenberg felt the year went smoothly, Elise Guari agreed. The intention of the survey was to look at the job description of the liaison and the pieces the principals complete and then the council and how it is functioning and use the results to have a discussion. Richard Packman suggested this survey can still be done and sent out over the summer to be discussed at our September meeting. Elise suggested adding a value piece to the survey, what do we value about our current council and what makes the council functional. Community involvement could use a look at, what can the council realistically do to support the community. Early Childhood component/focus is important to keep in mind, how can we reach families outside the school environment? Ann suggested collaboration is key. Richard and Cathy will draft a survey and send it to everyone for input to the survey and then send out for completion.

- c. Liaison role for next year

- i. EASTCONN contract. Ann Gruenberg motioned to extend the contract for next year, seconded by Mary Geragotelis. Motion passed unanimously. No abstentions.

9) Old Business

- a. Chaplin's request to join council: letter was drafted by Richard and Cathy and reviewed by co-chairs. Will be mailed out to the principal, superintendent and first selectman of Chaplin as soon as signatures are secured from co-chairs.

10) Audience for citizens: NONE

11) Set next meeting Agenda: Discuss Pyramid model PD day and our plan for a parent workshop in future, discuss survey results (family and council), Membership review, by-laws committee update

13) Adjournment: Motion to adjourn at 7:40 pm by Scott Sears and seconded by Clare D'Appollonio. Motion passed unanimously. No abstentions.

Next Meeting: September 29, 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