

Hampton and Scotland School Readiness Council
Tuesday September 29, 2015 at Scotland Elementary School
Meeting Minutes

Attendance: Joy Becker, Cathy Pinsonneault, Elise Guari, Melanie Smith-Cervera, Ann Gruenberg, Clare D'Appollonio, Richard Packman, Mary Geragotelis, Scott Sears, Geri White, Allan Cahill

- 1) **Call to order:** Scott Sears called meeting to order at 6:35 pm
- 2) **Audience for citizens:** NONE
- 3) **Update agenda as needed:** NONE
- 4) **Approval of May 26, 2015 meeting minutes:** Amend minutes to add Geri White to the attendance. Clare D'Appollonio motioned to approve meeting minutes from 5/26/15 as amended, Mary Geragotelis seconded. Motion passed unanimously. No abstentions.
- 5) **Acceptance of financial reports**
 - a. **Hampton:** Only 11 spaces filled currently, one more to come in December. Monitoring the loss of budget due to not all spaces being filled. Motion to accept Hampton's financial report was made by Ann Gruenberg and seconded by Geri White. No discussion. Motion passed unanimously. No abstentions.
 - b. **Scotland:** Basic report this month, tuition is down significantly this year. 17 out of 18 spaces are filled. Motion to accept Scotland's financial report was made by Clare D'Appollonio and seconded by Allan Cahill. Motion passed unanimously. No abstentions.
- 6) **Program updates:**

Hampton: Elise reported the program has 11 space filled 6 full day and 5 part day, letter going out to parents to try and get more enrolled. New preschool newsletter created by preschool teacher to add photos and captions as well as making connections to the academic piece. CT ELDS are included in the newsletter. Meet and greet on first day of school went well 100% turnout. Family Fridays will start next month. Staff PD plan is in process of being created. Handout of update provided.

Scotland: Cathy reported the program has 17 full day students and 1 part day student. New teaching staff in both preschool classrooms, going well. Para's are supporting the new teachers. PBIS assembly was completed and preschool children made a caring poster to participate. Two field trips completed: one to library and one to K classroom, going on farm field trip coming up. Teachers are using themes this year. PD workshop was completed on 9/4/15 with QE money. Preschool staff conduct a monthly meeting and will be setting goals for PD since all staff are new. Handout of update provided.
- 7) **SR Liaison Report:**
 - a. **Statewide Liaison Meeting update:** Melanie reported PD requirements for teaching staff have increased to 12 hours total per year and documentation must be kept in staff files for training attendance documentation. The sliding fee scale is still being analyzed and adjusted should be coming out late fall. Early Childhood Information System (ECIS) will be up and running soon all state funded programs will be inputting information into this system, trainings are being held on this new system for programs to attend including two at EASTCONN. Programs will need to ensure parents sign off on a release of information for data sharing for SR which would include this ECIS. Any program receiving at least \$300,000 in state funding must have an annual audit (required). Discussion on Para's getting training and paying for subs is a challenge, requiring training for pre-k para's and no other para's in the building is also a challenge. Melanie will share these concerns with OEC.
- 8) **New Business:**
 - a. **Non-residency option for space utilization:** discussion on pros and cons of non-residency children utilizing SR spaces in Hampton and Scotland. Concerns were shared regarding transportation, non-resident children taking a spot that could be utilized by a resident as the year goes on. SRC agreed

to accept non-residents with the following guidelines: After November 30th, non-resident children may be considered for enrollment, however residents always receive priority. School Readiness fees are set by OEC sliding scale regardless of Board of Education policy for non-residents for K-6 students. If all School Readiness spaces are full, a waitlist will be established for each program. Draft policy will be created with this language and reviewed during the next meeting to be voted on. Clare D'Appollonio motioned to accept the draft policy, Ann Gruenberg seconded.

- b. QE parent workshop plan: Elise shared maybe taking a chapter from the Prevent-Teach-Reinforce book to model for parents to help support behavioral strategies; provide food and babysitting. Elise and Melanie also suggested possibly having Kelly Jo Wilson provide a video conference workshop. SRC will determine amount of money left to spend and discuss at the next meeting.
- c. Survey results (Family and SRC): Richard Packman sent out a draft of a survey about how the SRC function, will bring for next meeting.
- d. Membership review: Elise's departure was discussed. Elise will prepare for a transition for the next person as part of the administration of SR. Table to next meeting.

9) Old Business

- a. Pyramid Model PD: Incorporating it into PBIS, staff were moved by workshop, feedback was great, and presenter was excellent. Very successful event. Ann Gruenberg commented it was nice to see Chaplin Pre-k staff there.
- b. By-laws committee update: none at this time, draft still in place and needs to be looked at by SRC and reviewed

10) Audience for citizens: NONE

11) Set next meeting Agenda: Review survey results, review draft non-resident policy, membership review and chairperson discussion, by-laws draft review

13) Adjournment: Motion to adjourn at 8:01 pm by Clare D'Appollonio and seconded by Geri White. Motion passed unanimously. No abstentions.

Next Meeting: October 27, 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