

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

Attendance: Joy Becker, Melanie Smith-Cervera, Scott Sears, Frank Baran, Geri White, Ann Gruenberg, Mary Geragotelis, Becky Bailey, Cathy Pinsonneault

- 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 January 30, 2018 meeting minutes:** Mary Geragotelis motioned to approve 1/30/18 meeting minutes seconded by Frank Baran.. Motion passed unanimously. No abstentions.
- 5) **Acceptance of financial reports**
 - a. **Hampton:** Motion to accept Hampton's financial report was made by Geri White, seconded by Frank Baran. Motion passed unanimously. No abstentions.
 - b. **Scotland:** Motion to accept Scotland's financial report was made by Ann Gruenberg and seconded by Frank Baran. Motion passed unanimously. No abstentions.
- 6) **Program updates:**
 - a. **Hampton:** Sam was unable to attend the meeting; Joy provided handouts of a program update as well as a newsletter. Joy reported 16 children total in the room this year, all School Readiness spaces are full. NAEYC visit is scheduled for some time between March 5 and March 23. Ann suggested possibly providing a congratulations type of item for the classroom once they complete the NAEYC process.
 - b. **Scotland:** Cathy provided a handout of all program updates. All SR spaces are filled.
 - c. **Quality Components Reviewed**
 1. **Monitoring progress/goals:** Cathy reviewed her monitoring progress and reported she met all goals as outlined on the monitoring form.
 2. **Update on Preschool Registration information:** Scotland prek screening will be in late April or early May. Hampton's will start on May 2nd for 2018-2019 school year. New mini mart in Hampton might be a good place to advertise preschool openings.
- 7) **SR Liaison Report**
 - a. OEC updates: Melanie shared a couple of reminders from OEC: Registry has to be updated/confirmed by programs monthly to ensure accuracy, the date of updating will change at the bottom of the page to let programs know of the last updates made. OEC continues their monitoring visits and feedback from monitored programs has been that the visits felt supportive and not punitive. Melanie also shared the new CT DOTS assessment system that is currently undergoing a field study with programs who volunteered to participate.
 - b. Monitoring Report:
 - i. Scotland: Melanie conducted her second monitoring visit for Scotland on 2/5/18. This visit included file review and staff PD review as well as a classroom visit to the three year old room. Overall the visit went well and the program completed the suggestions from the first visit. This visit had a few minor items to address which included Brigance screenings completed on 3 year old children since the teacher was out on medical leave shortly after school starting, one child fee needed to be adjusted and one family needed additional pay stubs collected. Classroom observation went well and LEP review was completed with some suggestions given to the teacher. Final visits for Hampton and Scotland will be conducted in April.
- 8.) **New Business:**
 - a. SR RFP questions to review: Reviewed questions from 2017 RFP and discussed answers for 2018 RFP. Ann mentioned that monitor is used as a verb and a noun-might want to change it to the 'liaison'. Ann also suggested a change to the wording around the CT ELDS – written out in the middle but prior in the paragraph it was abbreviated, might want to switch. Geri mentioned that special education teacher was

listed and wanted to know who it was, discussed that the teachers are special education certified. Melanie will send out a draft to the SR Council of the final answers.

b. QE RFP decisions: discussed science/math materials purchased, professional development is something both programs need, literacy might be another topic to pursue, it's challenging to get para's to PD since they do not work on regional PD days, can para's get a stipend to go to PD on regional PD days? Sam and Cathy will talk their teachers and request the QE RFP from Melanie, then submit the QE RFP's to be reviewed at March meeting and voted on.

9) Old Business

- a. SR Brochure edits/review: Ann shared the brochure that she found, council decided to get this updated. Ann will take the charge on this and provide the council with a draft.
- b. Council membership letters: all set and distributed

10) Audience for citizens: NONE

11) Set next meeting Agenda: review program budget and justification for SR RFP's, QE RFP vote, review SR RFP questions, NAEYC visit update from Hampton

13) Adjournment: Motion to adjourn at 7:21 pm by Frank Baran and seconded by Geri White. Motion passed unanimously. No abstentions.

Next Meeting: Tuesday March 27, 2018 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