

# Hampton and Scotland School Readiness Council

Tuesday, February 28, 2012

Scotland Elementary School

## Meeting Minutes

**Attendance:** Joy Becker, Paul Blackstone, Allan Cahill (6:45), Maryellen Donnelly, Ann Gruenberg, Suzanne LaFleur, Theresa Lambert, Gale Lockland, Laurie Savino, Leahbeth Scandura, Scott Sears, Geri White, Marsha Willhoit

**Staff:** Sandra Frizzell

1. **Call to order:** By Gale Lockland at 6:35 pm.
2. **Audience for citizens:** n/a
3. **Update agenda as needed:** Motion to add 9 a. Old Business - 7. Fletcher Memorial Library made by Marsha Willhoit and seconded by Ann Gruenberg. No discussion. Motion passed unanimously.
4. **Approval of January 24, 2012 meeting minutes:** Motion to approve meeting minutes from 01/24/2012 was made by Maryellen Donnelly and seconded by Geri White. No discussion. Motion passed unanimously. There were no abstentions.
5. **Acceptance of financial reports**
  - a. **Hampton:** Motion to accept Hampton's January 2012 financial report was made by Marsha Willhoit and seconded by Leahbeth Scandura. Discussion: Paul explained that the pupil transportation line of the budget was 90% spent because it was paid for the year up front. Paul also pointed out the reduction in the Quality Enhancement funds. Motion passed unanimously. No abstentions.
  - b. **Scotland:** Motion to accept Scotland's January 2012 financial report was made by Geri White and seconded by Suzanne LaFleur. There was no discussion. Motion passed unanimously. No abstentions.

Introductions were made around the table for the benefit of new council member, Joy Becker.

6. **Program updates:** No questions. Maryellen Donnelly pointed out that our public Library is the Fletcher Memorial Library and not the Hampton Library. This will help distinguish it from the Hampton Elementary School Library.
7. **Grant/SDE update:** Sandra shared the just released copy of the 2012-2013 School Readiness Grant application and mentioned that the SRC Policies for Programs will be submitted with the RFP this year. No further questions or comments.
8. **New Business**
  - a. **Tuition expenditures:** None at this time.
  - b. **Review Policies and Council By-Laws:** See attached document for changes which were drafted and received tentative approval.
9. **Old Business**
  - a. **Committee Updates**
    1. **Hampton Ad-Hoc Playscape:** Next meeting is on March 13, 2012. The committee is focused on fundraising.
    2. **Scotland Ad-Hoc Playscape:** On hold - waiting for school committee to proceed.

- 3. School Readiness Brochure:** Committee has not met but, changes were made based on feedback from last meeting. There are a few more edits needed. Inserts will display program specific information. SR budgets will pay for printing SRC brochures. How many to print will be re-visited at March meeting.
- 4. Communications:** Theresa Lambert will send out information about Windham County safe-Kids program. Free car seat inspection with replacement if necessary.
- 5. Needs Assessment:** Sandra Frizzell reported survey responses are slowly coming in. Results will be shared at March meeting.
- 6. Transition to Kindergarten:** This committee will meet to draft a Transition to Kindergarten Policy to be added to our Policies for Programs.
- 7. Fletcher Memorial Library Update:** Maryellen Donnelly has made contact with the Library Board and will continue as a liaison between the Library Board and the SRC. We will try to help facilitate a story time at Fletcher Memorial Library. Several people felt there are older teenagers in town that would enjoy reading to a group of children. Theresa suggested contacting the older Girl Scout troop.

**b. Update Strategic Plan-** Moved to March agenda due to lack of time.

**10. Audience for citizens:** n/a

**11. Next meeting agenda:** Next meeting Msrch 27, 2012 at Hampton Elementary School. Usual reports and updates, tuition expenditures, Strategic Plan, Needs Assessment Survey results, tentative approval of Transition to K policy, Final approval of By Law changes and Policy changes.

**12. Adjournment:** At 8:00 pm, Motion to adjourn made by Laurie Savino and seconded by Scott Sears. Motion passed unanimously. No abstentions.

Respectfully submitted,  
Sandra Frizzell  
Hampton and Scotland School Readiness Coordinator

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## Proposed changes

### Hampton and Scotland School Readiness Council Policies for Programs Receiving School Readiness Funds

#### A. Accreditation Policy

1. All programs that receive School Readiness funds must be accredited by the National Association for the Education of Young Children (N.A.E.Y.C.) within three years of initial funding or meet Head Start Performance Standards. Programs must maintain their approved status.

**Motion for tentative approval of changes as drafted made by Theresa Lambert and seconded by Paul Blackstone. Motion passed unanimously. No abstentions.**

3. Any changes in the program, such as staff or program location, that may impact compliance with NAEYC accreditation or Head Start Performance Standards, must be reported to the School Readiness Coordinator within a week of being informed of the change in writing.

**Motion for tentative approval of changes as drafted made by Laurie Savino and seconded by Ann Gruenberg. Motion passed unanimously. No abstentions.**

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#### H. Fee Payment Policy

5. No family, regardless of the number of children participating in a School Readiness program, shall be charged more than the total calculated family contribution.

**Motion for tentative approval of changes as drafted made by Maryellen Donnelly and seconded by Theresa Lambert. Motion passed unanimously. No abstentions.**

7. Providers shall not charge fees to families who receive Temporary Family Assistance (TFA) and who have no earned income.

8. Providers shall charge fees to families who receive TFA and who have earned income.

**Motion for tentative approval of changes as drafted to Fee policy number 7 & 8 made by Ann Gruenberg and seconded by Leahbeth Scandurs. Motion passed unanimously. No abstentions**

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16. The School Readiness Coordinator must use four (4) recent pay stubs or W-2 forms to determine family income and must re-determine family income every six months.

**Motion for tentative approval of changes as drafted made by Laurie Savino and seconded by Geri White. Motion passed unanimously. No abstentions.**

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#### I. Monitoring Policy

1. All sub-grantee programs will be visited at least monthly by the School Readiness Coordinator (SRC) or the Council's contractor/designee, which may be at the discretion of the coordinator.

**Motion for tentative approval of changes as drafted made by Maryellen Donnelly and seconded by Theresa Lambert. Motion passed unanimously. No abstention.**

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## BY LAWS

### HAMPTON AND SCOTLAND SCHOOL READINESS COUNCIL

#### VI Meetings

- 3) A quorum shall consist of a simple majority of the School Readiness Council in office at the time of the meeting including at least one of the two Co-chairs (or either Chair or Vice Chair, one Chief Elected Official from Scotland or Hampton (or their designee), a Superintendent or designee from either Elementary School, and one parent representative and there is representation from both towns.

**Motion for tentative approval of changes as drafted made by Marsha Willhoit and seconded by Paul Blackstone. Motion passed unanimously. No abstentions.**