

Hampton and Scotland School Readiness Council
Tuesday September 30, 2014 at Hampton Elementary School
Meeting Minutes

Attendance: Claire D'Appollonio, Joy Becker, Cathy Pinsonneault, Allan Cahill, Scott Sears, Elise Guari, Richard Packman, Melanie Smith-Cervera, Allison O'Connor, Suzanne LaFleur, Geri White, Candace Morell, Shannon Haddad

- 1) **Call to order:** Candace Morell called meeting to order at 6:36 pm
- 2) **Audience for citizens:** NONE
- 3) **Update agenda as needed:** Richard Packman added an item to Scotland financial report: carry over money funds follow up
- 4) **Approval of May 5, 2014 meeting minutes:** Motion to approve meeting minutes from 5/5/2014 by Suzanne LaFleur and seconded by Scott Sears. Motion passed unanimously. Allan Cahill abstained.
- 5) **Acceptance of financial reports**
 - a. **Hampton:** Reviewed budget change to \$108,000 plus \$5,400 for administration was added at end of fiscal year. Motion to accept Hampton's financial report was made by Geri White and seconded by Joy Becker. No discussion. Motion passed unanimously. No abstentions.
 - b. **Scotland:** Reviewed budget change to \$108,000 plus \$5,400 for administration was added at end of fiscal year. \$7000 carried over. Motion to accept Scotland's financial report was made by Suzanne LaFleur and seconded by Geri White. Motion passed unanimously. No abstentions.

**Additional agenda item: \$10, 575 remaining due to smart board not being an allowable purchase with School Readiness funds. Security was a high priority for prek teachers due to the location in the building with its own entrance: security cameras and access control card readers for entrance door as well as film on windows in breezeway to tint them to block people from being able to see in. Would like to use these funds to cover the cost of the security items listed. Motion to accept the purchase of security equipment with funds by Geri White seconded by Allan Cahill. Discussion regarding the importance of safety and security for prek children followed.
- 6) **Program updates:**

Hampton: Elise Guari gave an update on space utilization. NAEYC annual report was approved for continued accreditation. Volunteers are coming into preschool for computer lab. First Fridays scheduled. Prek teacher attending the new CT ELDS training at EASTCONN, transitioning to the CT ELDS format and utilizing old PAF system. Summary of program updates provided.

Scotland: Cathy Pinsonneault gave an update on space utilization and total number of children enrolled. Scotland Elementary School won summer reading challenge. NAEYC accreditation visit was completed on 9/24/14 by two evaluators, waiting for results. Summary of program updates provided.
- 7) **SR Liaison Report:**

Melanie Smith-Cervera reported:

 - a. SR Grant award: \$108,000 plus \$5,400 for administration
 - b. Legislative changes for SR grant: space utilization-unused spaces may go to other towns if not filled
 - c. QE grant update: Grant was awarded. Powerful Interactions 11/10/14 with Jonathan Fibley; details to be flushed out via email
 - d. Statewide Liaison Meeting update: SR funds cannot be used for purchase of Smartboards, new sliding fee scale will be coming out shortly, monitoring will be done 3 times a year, legislation is conducting a study on math and literacy skills of children in SR programs compared to those who are not: sites will be submitting data for this study
 - e. SR Quality Components discussion: each meeting the SR programs will discuss two quality components and how they are currently meeting those quality components through activities, policies, procedures, etc

Parental Involvement Hampton: prek orientation, classroom experience with parents; first day celebration: prek had additional time to stay and visit and take a bus ride; family Fridays, daily note home, open door policy, invited to school wide events. **Admissions** Hampton: application packet filled, recruit based on numeration list; invited to come visit, website mailings to recruit new families

Parental Involvement Scotland: boo hoo breakfast, fun Fridays, parent newsletters; parent field trips; call every parent once a week, emails to parents and texts to parents to update about child's day, personal contact with parents is important, parent resources center available for borrowing: **Admissions** Scotland: numeration report to mail out for screenings; calls to people; invite them in offer tours; library morning in spring to talk to parents about incoming children to invite them to preschool screenings; contact families with young children who have recently moved into Scotland, prek picnic; advertise as much as possible as well as call child care centers

8) New Business:

- a. Membership 2014-2015: reviewed current members and their roles
- b. Process for By-Laws review: align with OEC policies; decided on process to have a sub-committee: Scott Sears, Richard Packman, Elise Guari, Shannon Haddad volunteered to review by-laws and bring back suggested changes to the council

9) Old Business

- a. Review meeting dates for 2014-2015: skip Nov and Dec due to falling on holiday weeks. The following meeting dates were set: 10/28, 1/27, 2/24, 3/24, 4/28, 5/26 and a date in early June if needed. The May date might need to be moved up depending on when SR grant is due to the state.

10) Audience for citizens: Claire D'Appollonio advised the contract was signed for playground and is set for 10/31 completion

11) Set next meeting Agenda: quality components; discussion on safety procedures/protocols in schools for prek children

13) Adjournment: Motion to adjourn at 7:54 pm by Elise Guari and seconded by Geri White. Motion passed unanimously. There were no abstentions.

Next Meeting: October 28, 2014 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