

Hampton and Scotland School Readiness Council
Tuesday, February 22, 2022

Zoom Meeting Minutes

Video Recording:

https://us06web.zoom.us/rec/share/QSJ9DcCvoijycpuixJM1iMviag509dcYX-iOXjJgQ7Y3hwYySzNOpLZdL3jy3hGk.4tGNj3j5XPDTNA_G (Passcode: dPeu7\$A7)

Attendance: Joy Becker, Scott Sears, Mary Geragotelis, Ann Knowles, Sam Roberson, Andrea Kaye, Tristyn Warren, Terry Surprenant

- 1) **Call to order:** Scott called the meeting to order at 6:33 pm.
- 2) **Audience for citizens:** None
- 3) **No adjustments to agenda**
- 4) Approval of January 25, 2021 meeting minutes: Joy motioned to approve the minutes with one correction (*Item 7a. SR Liaison report - Although the OEC had previously **indicated** that the 25% operational expense supplement would expire in 2021, they have extended this payment to the end of this school year (word in bold had been misspelled).* Mary seconded the motion. No further discussion. Motion passed unanimously.
- 5) **Acceptance of financial reports**
 - a. **Hampton:** Joy moved to accept Hampton's financial report. Mary seconded the motion. There was no discussion. The motion passed unanimously.
 - b. **Scotland:** Joy moved to accept Scotland's financial report. Mary seconded the motion. There was no discussion. The motion passed unanimously.
- 6) **Program updates:**
 - a. **Hampton:** No written report submitted as the classroom teacher has to been out until recently returning part time. Joy has continued subbing part time and provided a verbal update: Total enrollment is at 12 children one of whom is transitioning in. They recently completed a unit on rhyming and are currently working on fairy tales. The children are continuing to enjoy outdoor play. Sam added that Chrissy is more on board every day and should be able to resume writing monthly reports.
 - b. **Scotland:** Classroom updates were shared via email before the meeting for members to review. Ann shared additionally that they have been concentrating on professional development (in person) with PMT training, as well as on relational circles – toward enhancing morning meetings. Theme has been kindness and love for self and others. Working with children on hygiene and self-help. Preschool continues participating in school wide activities including a letter-writing event (preschoolers received letters from and drew pictures for various members of the school community) and a visit from the local author of the The Giant Hug. Terry visited recently to support continuous improvement.

7) SR Liaison report

- a)** Terry did visit each school this month. Policies and files were reviewed. Winter delays impacted each visit, and she still needs to meet with teachers before finalizing her monitoring reports.
- b)** The OEC requires that programs provide data:
 - i) ECE Reporter – OEC’s enrollment data system. Personnel at each school has entered the required information. This system needs to be updated monthly.
 - ii) Early Childhood Professional Registry – each staff member working in the classroom as well as the administrator creates an account in the system and uploads their credentials. Administrators then need to link each account to the program. All staff are also required to log their ongoing professional development hours. This system needs to be brought up to date at each school.
 - iii) Monthly Utilization Reports have been getting submitted in a timely manner. Current enrollments (Hampton 12, Scotland 15) plus operational supplements have each program receiving full funding which is expected through the end of the program year.
 - (a) Percentage of families with income over 75% SMI is noted on this report. School Readiness requires that each program enroll no more than 40% of families at this income level. Hampton has several families who are over income so we need to keep an eye on that.
- c)** Council Policies were received by Terry from a previous liaison. These were last updated in 2017. Much of the language is verbatim from the state regulations. Terry reviewed those and used tracked changes to highlight items that will need review as well as note suggestions for updating to meet current requirements. This document was shared with Council members. Members recalled prior versions and there was discussion about recent changes to some of the regulations.
- d)** Each program needs to file with their Councils their “per-child cost of care.” If a family wants to enroll and they don’t want to provide documentation of their income, they are to be charged this amount. Terry has asked the OEC for clarification about how to calculate this amount (based on full or actual enrollment.)
- e)** Terry shared the updated bylaws via email.
- f)** This year the SR grant will be the full process (year 2 will be a continuation). That application and the QE grant (optional) are both now available. Terry has shared the legal notices with both schools. Hampton has already posted on the school website and Sam shared with the town. Terry will send to the Scotland town clerk. Principals need to make an official request to EASTCONN to receive both applications. The SR program application is due to Terry on March 23rd. The QE application will be due on April 1st. Terry has created a timeline to guide the process which was also shared with members. Terry suggested that program staff begin by reading through the application packets and then she will be available to provide any need for technical assistance.

- g) Terry has also been reviewing Program Handbooks and providing feedback. She can provide additional support (thanks to supplemental funds) to assist programs to bolster family communication and engagement.

8) No New Business

9) Old Business – Fee Policies

- a) Discussion included family fee policies for children with IEPs and other issues (e.g., hardships) that might allow for a reduction in those fees. Terry shared that budgets should delineate family fees and any reductions – to keep track of the effects of underpayment of fees on the overall budget.
- b) Scott asked for volunteers to participate on a Policy Committee – Scott, Ann K, Sam, and Terry agreed to meet to draft some policies to bring to the full council.

10) Audience for citizens – None present.

11) Next Agenda Development: February agenda will reflect the standing items as well as:

- a) A return to the discussion about family fee policies
- b) Vote on the SR and QE grant applications

12) Adjournment: A motion to adjourn was made by Joy at 7:26 PM and seconded by Scott. Motion passed unanimously.

NEXT MEETING will be held on March 29, 2022.

Held through Zoom

Respectfully submitted by Teresa Surprenant, Hampton and Scotland School Readiness Liaison

These minutes are unofficial until approved at the next School Readiness Council Meeting