

**Hampton and Scotland School Readiness Council**  
**Tuesday, September 27, 2011**  
**Hampton Elementary School**  
**Meeting Minutes**

**Attendance:** Paul Blackstone, Maryellen Donnelly, Ann Gruenberg (left at 7:35), Theresa Lambert, Suzanne LaFleur, Gale Lockland, Michelle Murray (6:45), Leahbeth Scandura, Geri White, Marsha Willhoit  
**Staff:** Sandra Frizzell

1. **Call to order:** By Suzanne LaFleur at 6:33 pm.
2. **Audience for citizens:** N/A
3. **Update agenda as needed:** N/A
4. **Approval of May 10, 2011 meeting minutes:** Motion to approve meeting minutes as corrected from 05/10/2011 was made by Marsha Willhoit, seconded by Leahbeth Scandura. Corrections were noted to the time in which Maryellen Donnelly (6:40) and Laurie Savino (6:42) arrived and to line 5b. Should read: Marsha Willhoit moved to accept the financial report for *Scotland*, motion seconded by Suzanne LeFleur. Motion passed unanimously. There were no abstentions.
5. **Acceptance of financial reports**
  - a. **Hampton:** Motion to accept Hampton's end of year financial report and monthly financial report was made by Ann Gruenberg and seconded by Gale Lockland. Marsha Willhoit was asked to further explain the expenses and account balances. Motion passed unanimously with no abstentions.
  - b. **Scotland:** Motion to accept Scotland's end of year financial report and monthly financial report was made by Marsha Willhoit and seconded by Gale Lockland. Paul Blackstone informed the council that the full 107,000 was not spent. Motion passed unanimously with no abstentions.
6. **Program updates:** Paul Blackstone added that the covered sandbox has been installed at Scotland Elementary School and the children are enjoying it. Maryellen Donnelly questioned why Scotland's program was taking out of state field trips. Paul Blackstone and Theresa Lambert responded. There was a discussion about how the "family style" lunches are going.
7. **Grant/SDE update:** Sandra Frizzell elaborated on the CSDE meeting and extended an invitation for council members to attend a statewide Provider's Caucus in Hartford on October 11th. Marsha Willhoit shared that a private child care provider approached her about an after school program at Parish Hill. There were too many concerns on the part of the Parish Hill administration. Sandra Frizzell shared the results of consultation with EASTCONN to facilitate a before and after school program. Superintendent Ken Henrici suggested kids get transported to Chaplin School but the contracted bus prices make that option prohibitive. Geri White asked for clarification about what was meant by Sandra Frizzell's statement that in order to impact kids in the area of health and nutrition, policies must be changed. Sandra gave a brief explanation.
8. **New Business**
  - a. **Tuition expenditures:** Hampton had none at this time. Paul requested \$9,000 for preschool transportation and \$9,750 for pathways and a gas station for the preschool play area at Scotland School. Ann Gruenberg made the motion to approve \$9,000 from the tuition account be used to pay for Preschool transportation. Motion was seconded by Gale Lockland. Discussion: Theresa Lambert asked how many preschoolers use the bus. Paul Blackstone responded anywhere from 4 to 8 preschoolers use the bus. More ride in the afternoon. Paul reminded everyone that preschool children ride in 5-point safety seats which were retrofitted for preschool students. Motion passed unanimously. No abstentions.  
  
Leahbeth Scandura made a motion to approve \$9,750 for pathways and gas station pending NAEYC and State regulations/codes are investigated. Theresa Lambert seconded the motion. Motion passed unanimously. No abstentions.

**b. Quality Enhancement Grant:** Marsha Willhoit, Paul Blackstone and Sandra Frizzell will complete the Quality Enhancement Grant RFP for the council to approve at the October meeting. We will use the \$4,000 per town to further train staff in the use of the CT Preschool Curriculum and Assessment Frameworks with classroom coaching included. We will advertise to see who can provide this training starting after Chrissy Stone returns from leave.

**c. Role of Liaison and School Readiness Councils:** A document disseminated to Liaisons in May was shared with the council. It outlines the responsibilities of the liaison and the SRC in each town. Council decided to re-visit this at our next meeting to discuss if new procedures need to be established. Theresa Lambert will check with EA Aschenbrenner about whether she should recues herself from conversations regarding contracted services through EASTCONN since she is an employee there.

## 9. Old Business

### a. Committee Updates

**1. Hampton Ad-Hoc Playscape Committee:** Maryellen Donnelly informed the council that the committee will meet in October to review proposals from two companies. After a company is selected the project will be presented to the public.

**2. Scotland Ad-Hoc Playscape Committee:** Theresa Lambert informed the council of the overall plan to include children and families in developing Bower's Park. Concerns were expressed about re-installing older playground equipment that is known to be dangerous. Work at the park and the last meeting were delayed due to hurricane Irene.

**3. School Readiness Brochure:** Ann Gruenberg circulated a new draft brochure which incorporated additional information using family friendly language. There have been issues saving the photographs from Scotland Preschool for use in the brochure. Ann will meet with Karen Slyman to get them printed and incorporated.

**b. CSRPPES:** Packets were distributed and Sandra Frizzell reviewed the results with council members. The CSRPPES was submitted in August.

**c. Communications:** Sandra Frizzell requested that we establish a Communications committee so we can publish materials at least monthly regarding issues important to families with young children. Paul Blackstone volunteered to be on this committee. Michelle Murray shared that she will facilitate a collaborative effort between Ellis Tech students and Karen Slyman to create a Virtual Preschool Tour which can be accessed through U-tube, web sites and other social media.

**d. 2011 - 2012 meeting schedule:** Meetings will be held on the fourth Tuesday of each month unless otherwise announced. Council decided to have no December meeting due to the difficulties getting a quorum. The November meeting was moved to the fifth Tuesday, November 29th.

**e. Council membership status:** First selectman designees may change based on results of November elections. Gale Lockland will continue as a Health provider. Members were asked to check their appointment letters to see if they are up for re-appointment or in the middle of a two year term. Marsha Willhoit will discuss council membership with preschool parents.

**10. Audience for citizens:** N/A

**11. Next meeting agenda:**

- Usual reports and updates
- Tuition expenditures
- Approve Quality Enhancement RFP
- Council membership
- Roles and Responsibilities of SR Coordinator and Council
- Strategic Plan Update

**12. Adjournment:** 8:12 PM. Motion to adjourn was made by Leahbeth Scandura, seconded by Michelle Murray. Motion passed unanimously. No abstentions.

Respectfully submitted,

*Sandra Frizzell*

Hampton and Scotland School Readiness Coordinator