



City of Bristol, Connecticut

School Readiness and Child Daycare Grant

South Side School
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Draft

Bristol School Readiness Council Minutes

January 2, 2019

Present:

Donna Osuch (Chair), Karen Lombardi (WIC), Kristen Peck (BOE) Valerie Toner (Library) Pam Testa (Community Providers) Joyce Voisine (Tunxis), Maureen Eaton, Cathy Plourde (BBHD), Amanda Sawyer (PCC@BH) Peter Kelley (City Council), Jennifer St. John (Parent), Alyssa McGhee (Wheeler Clinic) Brenda Moore (BHA) Linda Rich (FRC)

Ex-Officio- Mayor Ellen Zoppo-Sassu, Sue Moreau (Superintendent)

Absent:

Valerie Pelletier (HS), Patricia Tomascak (Dept. of Aging) Susan Adeyinka M.D (Pediatricians) Ronetta Stokes (Kith and Kin)

Present Non-Members: Coral Richardson, Laurie Nadeau, Sara Castle, Shirley Anderson, Marilyn Lobaczewski,, Renee Dailey, Donna Koser, Dawn Leger

Mary-Alice Petrucelli-Timek- School Readiness Grant Manager

The meeting was called to order at 12:17 by Chair Osuch

A Motion was made to accept the minutes of December 5, 2018

Motion seconded -Motion passed

Introductions and Welcome

Program Quality - Maureen Eaton

Program Quality meets 2nd Tuesday of every month @ 9:00 @ Imagine Nation Museum of Early Learning located at 1 Pleasant Street

Committee met on December 11th

- Sara Castle (IN-MEL) and Grant Manager participated in half hour phone interview with State Consultants for the ECIS system (Early Childhood Information System) They have been asked to serve on State Committee to review ECIS system and make it more user friendly and useful to Programs – Meeting is scheduled February 7,2019
- January 2019 – monitoring will be focusing on Financial and Grant Manager has made appointments with Programs to review financial reports.
- Dine and Discuss has been scheduled for April 4, 2019- for Pre-K and K teachers to review new assessment form.

Next Meeting date is January 8, 2019

Health Services – Cathy Plourde

Health Committee meets the first Tuesday of the month @ 1:00 at Beal's Senior Center located at 240 Stafford Ave.

No Report

Just a reminder that flu shots are a requirement for Pre-K students- and if a religious exemption is not signed they will not be allowed to attend preschool.

Next meeting date: January 8th 2019

Governance Committee- Chairperson Linda Rich

No Report

Community Outreach –

No Report

Infant and Toddler Committee- Amanda Sawyer

Infant and Toddler Committee meets last Tuesday of the month @ 12:00 @ Parent and Child Center @ Bristol Hospital located @ 9 Prospect Street –

No Report

Next Meeting Date January 22, 2019

Transition to Kindergarten Committee- Co-Chair Donna Osuch

Transition to Kindergarten Committee meets 2nd Monday of the month @ 3:45 @ South Side School – Met on December 17th

- *Met with Elementary School Principals to discuss concept on One Night-One Purpose for Parent Orientation (December 7th)*
- *Concept Parent Orientation is the same for all parents at all schools on the same night- event will be videotaped and can be viewed by any parent that is unable to attend.*
- *Trying to get all T/K folder materials to be seen electronically on webpage - waiting for permission for copyrighted materials*

- *Early Notification forms have been sent to centered based programs (electronically and hard copy) Information now to be returned to Grant Manager instead of BOE . Grant Manager will distribute information to BOE.*
- *Dine and Discuss April 4th- The Kindergarten and Pre-K teachers on T/K Committee will be presenting – coming up with a universal understanding what a score of 1-2 or 3 is on the rating scale.*

Next Meeting is January 14, 2019

Grant Manager’s Report

OEC Updates

- Senator Beth Bye has been named by Governor Elect Lamont to be the next Commissioner of the OEC.
- No one has been appointed as OEC Program Manager of School Readiness
- School Readiness RFP will be released sometime In February- This will make the process much more condensed for SRC and Programs.
- OEC has instructed SR Liaisons to reach out to all Center-based Programs in your community to see if they would be interested in applying for SR Funds. We are not going to receive additional funds.

Local Updates

- Request to move funds from Training line item 531140 to Professional Fees and Services line item 531000 for \$1,100. This would assist Programs with coaching costs this fiscal year.
- Bristol Charter effective December 6, 2018 –Section c.56 Unlawful harassment in the workplace. (Handout was made available)
- SR Grant Manager will be looking for volunteers to be on the Proposal Review Team for SR Grant. SR members with no conflict of interest issues will be contacted by SR Grant Manager too.

City Budget Proposal and Discussion

After much Discussion regarding the needs of the School Readiness Council the Programs and community that is served the following proposal was made
School Readiness 0014654 Proposed 2019-2020

Line item /title	Funds Requested	Portion paid by City	Paid by SR Adm Funds
514000-Regular wages	\$91,136	0	\$91,136
531140-Training	\$1,200	\$1,200	0
557700-Advertising	\$400	\$400	0
531000-Professional Fees and Services	\$30,614	\$ 21,750	\$8,864
531160 Program Contract/Grant Purchase Service	Unknown- grant award	0	Full grant award
531170 Quality Enhancement Purchased Services	Unknown-grant Award	0	Full grant award
55310-Postage	\$250	\$250	0
554000-Travel Reimbursement	\$1,100	\$1,100	0
569000-Office Supplies	\$250	\$250	0
581120 Conference and Memberships	\$50	\$50	0
Total	\$125,000	\$25,000	\$100,000

Reason for increased

Funds to pay for classroom observations of Infant and Toddler Rooms

BPCC

CDC Program which City of Bristol is the fiduciary of the Grant and we signed a monitoring agreement with the OEC.

Infant Room -1

Waddler Room -1

Toddler Room – 1

Mixed age (2-3 years old) 1

IN-MEL

1 Infant Room –

Since the NAEYC accreditation of the Program includes the Infant and Toddlers- It seems logical and preventive to have these classrooms observed by the City and reports are given to SR Grant Manager cost **\$1,750**

Additional Funds to be given to Programs to assist with Coaching for improvement of Programs
\$5,000 per Program for a total of \$15,000

***A motion was made to accept this proposed City budget for the School Readiness Program
Motion seconded- motion passed***

Voting Results

<i>SR Member</i>	<i>Yes</i>	<i>NO</i>	<i>Abstain</i>	<i>Absent</i>
<i>Adeyinka,Susan MD</i>				<i>x</i>
<i>Eaton,Maureen</i>	<i>x</i>			
<i>Kelley,Peter</i>	<i>x</i>			
<i>Lombardi,Karen</i>	<i>x</i>			
<i>McGhee,Alyssa</i>	<i>x</i>			
<i>Moore,Brenda</i>	<i>x</i>			
<i>Osuch,Donna</i>	<i>x</i>			
<i>Peck,Kristen</i>	<i>x</i>			
<i>Pelletier,Valerie</i>				<i>x</i>
<i>Plourde,Catherine</i>	<i>x</i>			
<i>Rich,Linda</i>	<i>x</i>			
<i>Sawyer,Amanda</i>	<i>x</i>			
<i>St.John,Jennifer</i>			<i>x</i>	
<i>Stokes,Ronetta</i>				<i>x</i>
<i>Testa,Pam</i>	<i>x</i>			
<i>Tomascak,Patricia</i>				<i>x</i>
<i>Toner,Valerie</i>	<i>x</i>			
<i>Voisine,Joyce</i>	<i>x</i>			
	<i>13</i>	<i>0</i>	<i>1</i>	<i>3</i>

School Readiness Grant Manager was directed to present proposed budget to City

Quality Enhancements RFP

Next Month SRC will be voting on how to spend QE Funding for 2019-2020

Quality Enhancement Report

Funding is being distributed according to QE Grant

Monitoring.

IN-MEL- at capacity 118 FD/FY spaces wait list 3

BPCCC- at capacity 111 FD/FY spaces wait list 4

BOE -164 out of 167

Resignations:

None

Appointments:

None

Old Business

Early Learning- A PET Project Updated Report – Endowment

Update for December was not available at this time

New Business

None

Community Sharing

None

Meeting was adjourned at 1:29

Next Meeting February 6, 2019

Respectfully Submitted

Mary-Alice Petrucelli-Timek - School Readiness Grant Manager

