

Eastford's Readiness Council
Date: October 3, 2016
Eastford Elementary School
Unapproved Minutes

Members Present: Heather Tamsin, Jen Barlow, Christine Kopplin, Jenn Norman, Ashlyn Ellsworth, Terry Cote

Members Absent: Robin Bibeault, Michelle Bibeault, Janelle Marengo, Jacki Budd, Catherine DePercio, Linda Loretz, Susan Shead,

Public: none

1. **Audience of Citizens-** none
2. **Review Proposed Agenda-** Accepted
3. **Review Minutes from September–** Approved
4. **Update on the Program-** Mrs.Kopplin reported that open house went well, and she has created a directory for all student and interested individuals for email purposes. The class visited the Eastford Public Library, and Buell's Orchard. Dr. Boucher visited the classroom this morning. Upcoming trips include the Eastford fire station and Creamery Brook Bison Farm. Parent information night is October 19th. The visits to the Library are opened to the public with children in the preschool age range.
5. **Program Report-** Mrs. Tamsin met with Mrs. Guillette and she does not think we need to add the flu shot to the Student Health Services policy. One student is leaving but another is returning. Dr. Boucher will look at our policies. Linda Fosco from EASTCONN will come in to do the monitoring this year.
6. **Old Business-**
 - 6.1 Outreach and Brochure approval-** The final changes from the ad Hoc committee were presented to Ms. Loretz and the Council. With a few minor changes the brochure has been approved. Once Mrs. Kopplin has all the permission slips from parents that allow for a class picture to be published the brochures will be printed.
 - 6.2- Second Reading of Eating, Choking and Food Safety Policy –** The Council suggested adding "Eastford Readiness Council" to the top of the policy to make it consistent with the other policies. It was also suggested to change the title to Snack and Mealtime Procedure. Under Eating Procedure number 6 "into" was changed to "in." Under Food Safety number 3 the portion in parenthesis is changed to read "(All milk is obtained and returned to the refrigerator in the proper time frame.)" Under #5 it will read "Staff will discard foods and liquids with expired dates." The last sentence in the Procedure will be changed to read: " If necessary, the program will provide supplemental food to students."
7. **Budget Report-** The Budget Report was shared with the council.

8. New Business-

8.1 First reading of Student Health Services Policy and Preschool Assessment of Children Policy

Health Services Policy: Mrs. Tamsin requested to table this policy until she talked and reviewed it with Dr. Boucher.

Preschool Assessment of Children: In the 1st paragraph a middle sentence starting with "All Assessments..." will have the following change: "of the" will be "and." The second to last sentence in that paragraph will have a comma added after family and the word "and" will be removed. A comma will be added in the last sentence after the word "office." Under "Early Screening Inventory" the last sentence will read: "Teachers will use the information to plan goals for students and contribute to the report shared with the parents at conferences. Under "The Preschool Assessment Framework" the second sentence will end after the word "trimesters" and eliminating the parenthesis. The next sentence will start "Written reports are given..." The last sentence will read: "Data is collected through observation and children's work and shared as necessary." Under "Children's Progress" the last sentence will read: "It is administered in the last trimester and includes both math and literacy components." The last paragraph of the policy will read "Families with children receiving Special Education Services will receive Progress Toward Goal reports at each trimester and a summary of progress at an annual review."

9. Citizen's Participation- none

10. Items For Next Meeting (November 7, 2016)-