

**Eastford's Readiness Council**  
**Date: June 5, 2017**  
**Eastford Elementary School**  
**Unapproved Minutes**

**Members Present:** Christine Kopplin, Heather Tamsin, Jen Barlow, Jenn Norman, Ashlyn Ellsworth, Jacki Budd, Janelle Marengo

**Members Absent:** Linda Loretz, Susan Shead, Catherine DePercio, Terry Cote, Michelle Bibeault, Robin Bibeault,

**Public:** none

1. **Audience of Citizens-** none
2. **Review Proposed Agenda-** accepted
3. **Review Minutes from May–** Accepted as is
4. **Update on the Program-** The class went to the Hyde School to see Biscuit. They also had a combined nature walk with the kindergarten class. Always favorite trips the class enjoyed Southwick Zoo and Bakerwoods. Kindergarten transition activities have been happening and will continue till the end of the year. The music concert was well attended by families. Next week the class will go to the town library one more time and will participate in Field Day.
5. **Program Report-** The RFP was submitted on time and we await the review from the OEC. As of now all slot are accounted for next years class and there is a waiting list of 3 people. All percentages we need to meet are account for. Mrs. Tamsin is trying to get all the programs information up to date in the OEC website before her departure.
6. **Old Business-**  
  
**6.1 Final Reading of Serving Children with Disabilities and Family Involvement Policies:** The policies were accepted with the following changes.  
Serving Children with Disabilities: Policy was accepted with the following changes: The first sentence will end "school's principal for a meeting." The 2<sup>nd</sup> sentence: "At this meeting the team will discuss if evaluations to determine eligibility for special education are necessary." The word "ongoing" will be removed from the 3<sup>rd</sup> sentence. The first sentence in the 2<sup>nd</sup> paragraph will read: "disabilities who have an Individualized Education Program (IEP)." The 4<sup>th</sup> sentence will be removed and kindergarten will not be capitalized in the next sentence.  
Family Involvement: Policy was accepted with the following changes: "Volunteer Policy" will be capitalized.
7. **Budget Report-** The Budget Report was shared with the Council.

8. **New Business-**  
**8.1 1<sup>st</sup> Reading of the Indoor Environmental Safety and Classroom Safety Policies –**

Indoor Environmental Safety: The 3<sup>rd</sup> sentence will start “The program will utilize...” The closing parenthesis will be removed from the next paragraph. The first sentence in the 7<sup>th</sup> paragraph will read: “Areas that are scheduled to be painted...” In the 1<sup>st</sup> paragraph on the 2<sup>nd</sup> page the word “manufacturer’s” will be spelled correctly. In the last paragraph the word “ensure” will be changed to “indicate.”

Classroom Safety: The title of this policy will be changed to “Class Safety.” Mrs. Barlow will check on the correct punctuation when using bullets and will make changes where necessary.

**8.2 Discussion of Heritage Day-** The Council decided that Mrs. Barlow would hand out books and brochures on Heritage day for at least 1 hour. If other parents wanted to extend that time by volunteering it would be greatly appreciated.

**8.3 Review the Results from the Family and Staff Surveys and Develop/approve Goals for the 2017-18 School year:** Mrs. Tamsin and Mrs. Barlow presented the Council with the results and the proposed goals for the upcoming school year. In goal 2 the 2<sup>nd</sup> time the word “encourage” is used will be changed to “support.”

9. **Citizen’s Participation-** none

10. **Items For Next Meeting (September 11th)** Officer selection