

Eastford's Readiness Council
Date: November 3, 2014
Eastford Elementary School
Unapproved Minutes

Members Present: Theresa Neely, Heather Tamsin, Janelle Marengo, Christine Kopplin, Robin Bibeault, Jacki Budd, Ashlyn Ellsworth, Terry Cote

Members Absent: Linda Loretz, Susan Shead, Michelle Bibeault

Public: Jen Barlow, Catherine DePercio

1. **Audience of Citizens**
2. **Review Proposed Agenda-** Mrs. Barlow asked to add the 1st reading of the Ethical and Confidentiality policies to new business.
3. **Review Minutes from September 8, 2014 Meeting-** The minutes were accepted as written.
4. **Update on the Program-** Mrs. Kopplin reported that all the field trips in October were a success with a lot of parent chaperones that were a great help. The parent volunteers continue to come to the class and help out with centers. Mrs. Kopplin was happy to announce that the program received it's NAEYC accreditation that is good until 2020. On Wednesday, November 5th the Readiness program, in partner with PALS, Title I and Special Ed. will be hosting the annual Books and Bagels program. Each child in one of these programs will receive a free book. Parent/ Teacher conferences will be held in the next few weeks.
5. **Program Report-** Ms. Tamsin reported the budget that there is roughly \$8,300 in the checking and \$8,959 in outstanding payments. The negative \$3 was a small correction made to last year's budget. She explained that town was audited so the funds that are currently in the checking account will be transitioned to be part of the Grant account. Ms. Tamsin and Mrs. Kopplin worked together to create a document for the Liaison that explained some of her duties and organized them by month. Mrs. Budd asked if there was a document that organized all the emails of upcoming preschoolers so they could be notified of programs being offered that are open to the public. On November 19 Ms. Tamsin and Mrs. Barlow are meeting with Sheri Lambert from Eastconn to hopefully sort out a lot of unanswered questions.
6. **Old Business-**
 - 6.1 Review Action plan-
Goal #1 updates: Under "action to take" #1 was received on July 9, 2014. Administration and staff will continually work on #2. Mrs. Kopplin added another date of training under "Participates in Early Learning and Development Standards training."

Goal #2 updates: These goals have been met. Mrs. Kopplin will look up the dates of the training that staff has participated in.

Goal #3 updates: #1 Mrs. Barlow will begin submitting articles to the Communicator. #2 Mrs. Cote will talk to Mrs. Vincent regarding getting contact information for families not already enrolled in the school or Readiness program. Mrs. Barlow will list dates of upcoming events in the communicator that are open to the public for children 0-5 years of age. #3 Other Readiness programs have contacted us of some of their programs and we have made those programs known to the families in our program.

Goal #4 updates: none, this goal has been met.

6.2 Board Presentation- Mrs. Ellsworth is compiling and updating information on the presentation. Mrs. Kopplin will get some up-to-date photos to add to the program. The information about what the Liaison will be doing will also be added. The Presentaion will hopefully be toward the beginning of the December 11th, School board meeting. A Special invitation will be sent to the parents of the Readiness program in hopes that they will be able to attend at least this portion of the meeting.

6.3 Parent Recruitment- We are happy to welcome Mrs. DePercio to our meeting.

7. **Budget Report-** See earlier information.

8. **New Business-**

8.1-Policy updating- Mrs. Barlow brought before the council the Confidentiality and Ethical conduct Policies to be updated. The Confidentiality policy is taken straight from the School Board's policies we simply need to accept the board's policies at the next meeting. Members are asked to review this policy (#5125) before the next meeting where we will hopefully accept the updated policy. The Ethical policy is taken from the NAEYC policies. This was looked over and will be revisited at the December meeting where we hope to accept this new policy.

9. **Citizen's Participation-** none

10. Items For Next Meeting (December 8, 2014)- Approve Confidentiality and Ethical policies, review Board Presentation.