

Eastford's Readiness Council
Date: January 4, 2016
Eastford Elementary School
Unapproved Minutes

Members Present: Heather Tamsin, Terry Cote, Jen Barlow, Michelle Bibeault, Jenn Norman, Catherine DePercio, Christine Kopplin, Ashlyn Ellsworth, Linda Loretz, Janelle Morengo,

Members Absent: Robin Bibeault, Susan Shead, Jacki Budd,

Public:

1. **Audience of Citizens-** none
2. **Review Proposed Agenda-** next meeting will be on Feb. 1, 2016
3. **Review Minutes from November –** Accepted as is
4. **Update on the Program-** The Books and Bagels event was well attended by majority of the families. The Laser show that was sponsored by the Readiness Program and the PTO went well. In the upcoming months there is a Winter wonderland, library time at the public library, and a story hour at the school with non school students to get them more acquainted with the school and Mrs. Kopplin.
5. **Program Report-** Ms. Tamsin reported that we had one family move out of district. The needs assessment surveys went out but we are concerned about PO Boxes instead of street addresses. The flowchart added the bolding of SMI and put definition on the bottom. Linda and Heather are hoping the Social worker to be the liaison to reach out to families with new babies and also work with current preschool families. They will talk to the Board of Ed to see if they can increase her hours to compensate for the time she will put in. There should be a new student joining at the end of January.
6. **Old Business-**

6.1 Outreach- Mrs. Bibeault presented an updated flyer that could be handed out to prospective parents. We are hoping to have these out in public locations in town and pediatric offices around. Ms. Tamsin and Mrs. Guillette will work on getting a list of pediatric offices to Mrs. Barlow.

6.2- Review Program Administrations and Field Trip Policy

Field Trip Protocol: Accepted with proposed changes

Program administration: Accepted with the following changes: The 4th sentence will read as follows: “ The Principal will ensure staff members are aware of their responsibilities, have adequate planning time, training and resources.” The 5th sentence will read as follows: “The Principal promotes the collaboration of school staff

and families.” The final sentence will read as follows: “ The Principal will emphasize the need to work as teams and to build community partnerships.”

7. **Budget Report-** The Budget Report was shared with the council.

8. **New Business-**

8.1 The first reading of the Standard Precautions and Kindergarten Transition plan:

Kindergarten Transition Plan: This Policy was tabled until the next meeting to give Mrs. Kopplin and Mrs. Bibeault a chance to review and update.

Standard Precautions Policy: The last sentence in the first paragraph will read: “The Manufacturer’s Safety Data (MSD) are to be readily available for reference”. The year in the final sentence should be “2012.”

9. **Citizen’s Participation-** none

10. **Items For Next Meeting (February 1, 2016)-** Brochure, and possible report on the Needs assessment survey.