

Eastford's Readiness Council
Date: December 7, 2015
Eastford Elementary School
Unapproved Minutes

Members Present: Heather Tamsin, Terry Cote, Jen Barlow, Michelle Bibeault, Jenn Norman, Jacki Budd, Catherine DePercio, Susan Shead, Christine Kopplin

Members Absent: Robin Bibeault, Ashlyn Ellsworth, Linda Loretz, Janelle Morengo

Public: Ms. Cote shared about the Holiday Party at the Charlie Brown Campground put on by Rec Commission

1. **Audience of Citizens-** none
2. **Review Proposed Agenda-** none
3. **Review Minutes from November –** Add the word Policy after “Challenging Behavior.”
4. **Update on the Program-** Thankfulness Celebration had many families attend. The library visit was in tandem and worked nicely. Another library visit is scheduled before the holiday break. There will be a laser presentation on the 23rd at 2:00 that the Readiness program is funding with help from PTO. The class will attend the school holiday concert during school hours. The class also had the privilege to participate in the food drive and the giving tree.
5. **Program Report-** Ms. Tamsin reported that we had one family move out of district. We have 1 student that should be joining the program in January but that still leaves one slot open. Heather has one family she is hoping to contact.
6. **Old Business-**
 - 6.1 **Outreach-** Mrs. Bibeault presented a flyer that could be handed out to prospective parents. Some changes were suggested and she will bring an updated version to the next meeting. Mrs. Kopplin passed around copies of cards that could be handed out to new families or new births in town. Mrs. Bibeault also shared a list of ideas to reach out to new families.
 - 6.2- **Flowchart-** Ms. Cote, Ms. Tamsin, and Mrs. Barlow met to update a flowchart to show priority of acceptance into the program. A few changes were made to the document.
 - 6.3 **Staff & Volunteer Orientation Policy 2nd Reading:** 2nd Paragraph “program’s operations” approved with that change.
7. **Budget Report-** The Budget Report was shared with the council.

8. **New Business-**

8.1 Review Program Administrations and Field Trip Policy

Field Trip Protocol: no italics in the 5th bullet, “would” changed to “will” in 6th bullet, and a comma added after “trip” in the last bullet

Program administration: School taken out of the first line

8.2 Needs Assessment Survey: It was suggested that the hours be added to question #4 to make it easier for the person filling out the survey. Also the when the survey referred to “part day” it was changed to “partial day.”

9. **Citizen’s Participation-** Mrs. Norman brought up a concern about the changed in policy for every preschooler to receive flu shots. She was simply wondering if this was still the case because she had not been contacted with that. Ms. Tamsin will follow up with the school nurse.

Child will be 3 or 4 by
December 31

1

2

3

10. **Items For Next Meeting (January 4, 2016)-**

Child was in the program prev. year

Brochure for outreach

Family Income is at or below 75% State Median Income (60% or more of total slots)

Family Income is above 75% SMI

Yes
Top Priority In

No
Refer to Family

Yes
Priority for remaining slots after returning

No
See Criteria for Family Income above 75%

No slots remaining for remaining slots after returning students and families

Partial Day
First come, first serve based on date registration was

Full School Day
First come, first serve based on date registration was

If slots remain after returning students, families at or below the 75% SMI and Eastford Families above 75% SMI, then non-resident families above 75% SMI may fill available slots based on date registration

If at least 60% of slots are not filled by the families at or below 75% SMI, slots are available to non-resident families at or below the 75% SMI based on date complete registration