

**SCHOOL READINESS COUNCIL  
SEPTEMBER 10, 2012  
EASTFORD ELEMENTARY SCHOOL – 6:30 PM  
UNAPPROVED MINUTES**

**Members Present:** Jacki Budd, Linda Loretz, Janelle Marengo, Christine Kopplin, Michelle Bibeault, Terry Cote, Ashlyn Ellsworth, Susan Shead, Theresa Neely

**Members Absent:** Brenda Ford

**Also Present:** Stephanie Bulan

1. **Audience of Citizens:** None
2. **Review of Proposed Agenda:** Dr. Vitale requested that the council add an item to accept Ms. Budd's resignation as Co-chairperson and hold elections for the leadership positions. Dr. Vitale also requested that an item be added to discuss how long a slot should be kept open if a child does not attend. The council agreed to add both items to the agenda after Review of Minutes.

3. **Review of Minutes:** The minutes from June 11, 2012 were accepted as presented.

- 3.1 **New Agenda Item:** Accept Ms. Budd's resignation as Co-chairperson and hold elections for leadership positions

Ms. Budd's resignation as Co-chairperson was accepted with regret and deep appreciation for the time and work she put into this position.

The council approved Dr. Vitale as Council Chairperson and Secretary, and Ms. Ellsworth as Vice-Chairperson

- 3.2 **New Agenda Item:** How long a slot should be kept open if a child does not attend.

The Council discussed the lack of attendance of a child who had been given a slot. The Council agreed that one week was all the time that should be given the parents before the slot was offered to another family. Dr. Vitale will check with the state to see if they have any guidelines, and if not, a letter will be sent notifying the parents that their slot will be given to another family if they do not send their child to the program within one week of receiving written notice.

4. **Update on the Program:** Christine Kopplin  
Back to school report: Ms. Kopplin indicated there are currently 13 full day and 3 partial day students enrolled with 1 enrolled student not attending the Readiness Program. Ms.

Kopplin noted that they have formalized the Readiness Behavior Plan by putting it in writing. Ms. Kopplin indicated that she has completed a screening of all students and will be having an open house tomorrow. The use of a survey at the open house to get feedback on the orientation was discussed and Ms. Kopplin agreed to do this.

5. **Program Report and Status Update:** Linda Loretz, John Vitale  
Ms. Loretz indicated that the windows project was completed this summer, and staffing changes were made in the Readiness Program. Dr. Vitale indicated that he has met with other Readiness liaisons from our region to discuss working together on developing inservice programs to meet Readiness staff needs. The group agreed to meet every other month.
6. **Old Business**  
Board of Education presentation in October: The Council discussed the need to inform the Board of Education regarding the potential need for them to budget funds for next year to support the program. Ms. Loretz and Ms. Ellsworth agreed to put together a power point presentation which will identify the potential cost to the Board. It was agreed that the power point presentation would be reviewed by the Council at their next meeting on October 29, and that the Board presentation would be made at the Board's December 13, 2012 meeting.
7. **Budget Report:** John Vitale  
At this point we carried over \$36,035 from the last fiscal year which was collected in tuitions over a two-year period. The Department of Education is asking us to expend these funds as the beginning of this year and not carry over funds in the future. These funds will assist in supporting our program this year which received less state funding due to lower enrollment.
8. **New Business:**  
Setting Fees: The Council previously agreed to set the maximum fee of \$20/day for a school day school year child. The Council reviewed the state tuition guide for partial day school year children, and set the maximum tuition rate for these children at \$10/day.  
  
Quality Enhancement Grant: Dr. Vitale indicated that he was seeking approval for a Quality Enhancement Grant proposal. Dr. Vitale reviewed the three priorities and goals addressed in the RFP and shared the grant proposal with the Council. Ms. Budd moved to approve the submission of the Quality Enhancement Grant proposal in the amount of \$4,000. Ms. Marengo seconded the motion, all in favor. Motioned passed.
9. **Citizen's Participation:** None
10. **Items for the next meeting (October 29, 2012):** Review of the proposed Board presentation.