

EASTFORD READINESS COUNCIL

Date: September 9, 2013

Eastford Elementary School

Approved Minutes

Members Present: Michelle Bibeault, Jacki Budd, Terry Cote, Ashlyn Ellsworth, Christine Kopplin, Linda Loretz, John Vitale

Members Absent: Brenda Ford, Theresa Neely, Susan Shead, Stephanie Bulan

1. **Audience of Citizens** – None
2. **Review of Proposed Agenda** – Dr. Vitale requested that two additional items be added to the agenda. The council agreed to add an 8.4 Eating Procedure Policy and an 8.5 By-Laws to the agenda.
3. **Review minutes from the May 13, 2013 meeting** – The minutes were accepted.
4. **Update on the program** – Ms. Kopplin reported that there was excellent attendance by all parents at the “Meet and Greet.” All of the feedback from parents was positive. Nine parents have agreed to be volunteers. Ms. Kopplin indicated that the preparation for the NAEYC reaccreditation is going well.
5. **Program report and status update** – Dr. Vitale indicated that we currently have 13 full time and 3 part time students.
6. **Old business**
Policy review – Custodial Classroom Checklist – The checklist was approved as amended.

7. **Budget Report** – Dr. Vitale reviewed the tuition account.

8. **New Business**

- 8.1 **Times of meeting** – The meeting time of 5:30 was discussed. All present indicated that time worked. However, because there were no parents, there was a concern that this time might not be convenient for them. It was agreed that if it was found that this was the case we would move the time.
- 8.2 **Policy – Orientation Checklists** – The two orientation checklist were reviewed.
- 8.3 **New Chairperson** – Dr. Vitale suggest that before selecting the next chairperson that the proposed By-Laws be examined.
- 8.4 **Policy – Eating Procedure** – The Eating procedure policy was reviewed which addressed a proposed change dealing with choking.
- 8.5 **By-Laws** - Dr. Vitale indicated that the First Selectman needs to appoint the Chairperson and the Liaison can not serve as Chairperson. The council proposed that School be removed from the name when referring to the Eastford Readiness Program or Council.

9. **Citizen's Participation** – None

10. **Items for the next meeting (October 7, 2013)** –Times of meetings, Policy-Orientation checklists, Policy-Eating Procedure, By-Laws, New Officer nominations