

**Hampton and Scotland School Readiness Council**  
**Tuesday April 28, 2015 at Scotland Elementary School**  
**Meeting Minutes**

**Attendance:** Joy Becker, Cathy Pinsonneault, Elise Guari, Melanie Smith-Cervera, Geri White, Ann Gruenberg, Connie Berglund, Clare D'Appollonio, Candace Morell, Richard Packman, Shannon Haddad

- 1) **Call to order:** Candace Morell called meeting to order at 6:32 pm
- 2) **Audience for citizens:** NONE
- 3) **Update agenda as needed:** Cathy recommended changing the order of the agenda to move #8 and #9 up to #5 and #6 to ensure council members are present for the discussion of these items before leaving for an important town budget meeting for Hampton. Clare D'Appollonio motioned to accept the changes to the agenda. Joy Becker seconded. Motion passed unanimously. No abstentions.
- 4) **Approval of March 31, 2015 meeting minutes:** Change location at top from Scotland to Hampton. Change of spelling of Clare's name. Cathy Pinsonneault motioned to approve meeting minutes from 3/31/15, seconded by Ann Gruenberg. Motion passed unanimously. No abstentions.
- 5) **Acceptance of financial reports**
  - a. **Hampton:** Motion to accept Hampton's financial report was made by Clare D'Appollonio and seconded by Geri White. No discussion. Motion passed unanimously. No abstentions.
  - b. **Scotland:** Motion to accept Scotland's financial report was made by Geri White and seconded by Joy Becker. Motion passed unanimously. No abstentions.
- 6) **Program updates:**

Hampton and Scotland: Members reviewed the written updates from both Hampton and Scotland.
- 7) **SR Liaison Report:**
  - a. SR Quality Components discussion: tabled until May meeting due to time constraints
  - b. SR RFP Reader Panel recommendations: Three readers were on review panel; Geri White, Marilyn Higgins and Suzanne LaFleur. Readers reviewed and scored both RFP's submitted by Hampton and Scotland, feedback was provided to the administrators. Reader panel recommended both RFP's be approved and submitted to OEC for funding.
    - i. LEP: reader panel reviewed and scored LEP's of three classrooms. Feedback was given to administrators to pass on to teachers.
    - ii. RFP feedback: Geri White reported the process was much smoother this year and the RFP's were improved over last year.
- 8) **New Business:**
  - a. SR RFP Approval: Motion to accept approval of the Hampton RFP and Scotland RFP was made by Connie Berglund and seconded by Richard Packman. Motion passed unanimously. No abstentions.
  - b. QE grant submissions and approval: QE grant submitted for PD opportunity and parent night/community night event with Kelly Jo Wright on The Pyramid Model. Discussion on moving the parent/community member evening event to 9/3/15 and keeping full PD event on 9/4/15. This PD will be a nice follow up to last year's PD on Powerful Interactions. Motion to approve the QE grant submission made by Ann Gruenberg and seconded by Joy Becker. Motion passed unanimously. No abstentions.
  - c. EASTCONN contract: Richard Packman suggested sending out a survey to evaluate the liaison's role and structure of the council's first full year with EASTCONN., including comments and suggestions for next steps. Richard, Elise, and Cathy will draft an evaluation to get out to the council. Richard Packman made a motion to send out a survey to council members prior to next meeting (week of May 11<sup>th</sup>) Ann Gruenberg seconded. Motion passed unanimously. No abstentions
- 9) **Old Business**

a. Chaplin's request to join council: Council discussed Chaplin's request as well as the documentation sent to the council from Chaplin. The council discussed still haven't had a full year as a steady collaboration and felt Chaplin SRC members might want to be invited to attend a meeting or two to see how our council operates. The tri-town group is moving forward with the elementary schools, council discussed that they could also look into that option further down the road with a more long range plan, to see what the impact will be in the future. Creating a voting process at the council level is also a concern as the current council is 50/50. The council is unsure how long this process might take for the council to make a decision and Chaplin should be made aware of that piece. Council would like more info about Chaplin SRC and their structure (do they have parent involvement?) and running of meetings. By-laws were discussed to see how they would fit together or how Chaplin would view Hampton/Scotland SRC by-laws. A suggestion was given to have Chaplin SRC review our by-laws and structure. Elise Gauri made a motion to decline action at this time pending further study of the current council organizational structure and function, and sending a letter to Chaplin SRC on this decision. Motion was seconded by Geri White. Motion passed unanimously. No abstentions.

**10) Audience for citizens:** NONE

**11) Set next meeting Agenda:** discuss QE committee process, review evaluation of organizational structure of council and its function over 2014-2015 school year discussion

**13) Adjournment:** Motion to adjourn at 7:39 pm by Clare D'Appollonio and seconded by Geri White. Motion passed unanimously. No abstentions.

**Next Meeting: May 26, 2015 at Hampton Elementary School 6:30-8:00 pm**

Respectfully submitted by Melanie Smith-Cervera, Hampton and Scotland School Readiness Liaison  
*These minutes are unofficial until approved at the next School Readiness Council Meeting*