**Colchester School Readiness Council**

April 20, 2023

CES Conference Room

**Time: 5:30 – 7:00 p.m.**

 **Meeting Minutes**

**Attendance:** Cindy Praisner, Laurie Buyniski, Judy O’Meara, Jennifer Rummel, Kristina Swain, Jennifer Lombardo, Emily Feldhouse, Meghan Amado, Kaitlin Cassidy, Amy Emory, Grace Landers, Nicole Beauchamp, Teresa Messervy, Judi Kenney

**McKinney-Vento Homeless Update:** A. Emory provided an update. J. O’Meara is reaching out regarding a student that fits the profile and may need assistance with the hardship process.

**Current SR Classroom Status**: C. Praisner reported that Castle and CECP are currently full.

**SR Program Monitoring:** C. Praisner updated the council on the completion of Winter monitoring sessions, and noted that the Spring sessions need to be scheduled. Programs were reminded to complete Professional Development plans.

**Update from Town & Country Early Learning Center:** J. Kenney reported that construction is on schedule for a tentative July 5th opening. Tuition is based on full day of care (6:30AM-6PM) with 2/3/5 days of care options, and will be competitive with rates in the area. There are currently some families on the waiting list, mostly infants and toddlers. Planning to open classrooms for 16 infants, 16 one year olds, 16 two year olds and 60 preschoolers. Debora Murphy has been hired as the Director and will begin recruiting for teachers and assistant teachers in May. Plan to grow staff as enrollment increases. Flooring, furniture and classroom materials are being ordered.

**Head Start Update:** T. Messery updated the council on the status of the Head Start classroom in CES. Due to low enrollment, the classroom will be closing. TVCCA is looking into the potential of creating a Public School Collaboration in Colchester in order to continue to provide services to students who attend a school day program (minimum of 4.5 hours/day). T. Messervy will work with J. O’Meara and C. Praisner to be sure that current remaining families find a placement for next year.

**SR Budget Update**: C. Praisner reported that with the addition of the 10 Full Day spaces allocated for Town & Country Early Learning Center, there will be more funds for tuition and administration added to the SR Budget. C. Praisner will need to complete some of the program monitoring this Spring as J. Lenares has been unavailable due to the morning programming schedule; therefore, $100 has been reallocated in the budget. CLASS recertification cost has been removed from the budget for next year as other tools will be used instead. E. Herman was paid for the Professional Development Workshop on Phonemic Awareness. E. Herman also offered additional assistance for Castle. Funds were reallocated in order to purchase Heggerty materials for Castle. C. Praisner proposed the purchase of both 3 year old and 4 years old kits, as well as poster and card sets for each classroom next year.

C. Praisner reported that not all tuition is expected due to unfilled spaces. Castle COLA money should have been received. Enrollment grant money for next quarter to be released soon.

There is one final class, to be held in May, for COS Classroom Professional Development for providers.

C. Praisner presented a draft of the QE budget for next year which includes 23 observations (3 for each classroom, 4 for full day). Discontinuing the use of ESGI saves $848. Plan to purchase the digital subscription of Heggerty and ECERS ($500) for Town & Country Early Learning, as not yet NAEYC accredited. Fall plan includes a workshop on Special Ed referral process, Prek/K collaboration. An additional $350 will be budgeted for teachers time. Will add balance to supplies and reallocate funds if another need arises.

**RFP Approval:** C. Praiser will submit the RFP to the OEC by May 4th. Approval by the Board of Selectmen meeting on May 4th will occur after submission is required so signatures pages will be submitted by the alternate date of June 1.

**SR Application and Selection Process:** C. Praisner reviewed the grant application for council members which is currently a google form that provides information needed to fill rubric.

Chart for application has been updated to include the Full Day option. Council members reviewed rubric, discussed and decided not to add 10 pts for demonstrated child care need, and also offered feedback and comments. Council members agreed to guarantee Head Start families (3-4 students) a part-day space. If they’d like a longer day, they will be added back into the application pool for those spaces.

**Transition to K Survey:** Tabled until next meeting.

**2022-2023 Meeting Dates**

May 18, 2023

Submitted by:

Laurie Buyniski, Assistant to the Coordinator