

# Lisbon School Readiness Council

## Meeting Minutes

March 10, 2022 (via Zoom)

**Present:** Scott Trepanier, Brian Apperson, Rebecca Jusseaume, Kathy Snyder, Patrick McCormack, Sally Keating, Becky Overholt, Theresa Svab, Terry Surprenant

**Call to Order:** The meeting was called to order at 8:50 AM. Terry Surprenant, Liaison facilitated the meeting.

**Approval of Minutes:** Kathy moved to approve the minutes of the January 13, 2022 meeting. Patrick seconded. All members voted and the minutes were approved.

### **Monitoring:**

A monitoring visit was completed on Feb 24<sup>th</sup>.

1. Both classrooms were observed. Courtney's group was engaged in large motor play outside on the playground. Becky's p.m. class was playing in learning centers. The children were actively engaged and adults were cheerful and attentive to their needs. Routines were smooth and children's behavior was appropriate. Two weeks of learning experience plans were reviewed and demonstrate variety and intentionality. I met with the teachers about formalizing the ways that they individualize for children and shared a form that could be used to support that process. The teachers were very reflective and open to continuous improvement.
2. Scott has brought the OEC Registry up to date.
3. ECE Reporter – April now has an account and needs to make some updates this to this database.
4. Reviewed the professional development plan. All staff need 15 hours per year. New hires need diversity and literacy training and all staff need 2 hours of SPED topic annually. Forms were shared to get this process organized.
5. Final monitoring visit will happen in May.

### **Liaison report:**

Scott has received the SR and QE grants applications. Terry has provided a timeline to ensure everything gets submitted on time. Funding is flat so can only reapply for same number of spaces. This is a competitive grant. Legal notices were posted on the school website and shared with the town hall. Another program could apply, but the deadline is May 11. Terry will work on the community portion of the grant, the program application along with signed collaboration agreements will be due on March 23. There are 2 readers who will review and score the application according to a rubric. Scores and comments will be shared back and Scott will have an additional week to make any adjustments. The entire packet will be supplied to the council the week prior to the next meeting for a vote. Once approved, it will need officials' signatures

before submitting to the OEC the following day – May 6<sup>th</sup>. Terry will be available to provide technical assistance if Scott needs any support with the grant application.

**Community partnerships:** There was a discussion about who to approach about collaboration agreements. Terry suggested that current community representatives from Norwich Regional Adult Ed, Slater Library, and Uncas Health District who are council members would be a good place to start. Scott mentioned that UCFS might be a good one. Additional ideas included the Senior Center, Firehouse and Lion’s Club. There is a template for those agreements in the RFP. Terry is willing to assist with getting these in place. (NOTE: The Community Resource Booklet located on the Lisbon SR webpage, would be a good resource to identify potential opportunities for community collaboration in the future.)

**Bylaws need updates re Membership:** Terry can supply suggested edits for review and a vote. Chief elected official no longer appoints co-chairs – that now requires a vote. It’s now a requirement that 25% of council membership be parents. Parents can be present, past or future parents. Brian will ask at the next PTO meeting. There are currently 2 parents on the council. Terry offered to participate on a committee to brainstorm ideas to increase family participation.

**Quality Enhancement** money has not been spent yet, but needs to be utilized before the school year ends.

**NAEYC Reaccreditation:** Scott continues to participate in the AQIS meetings and participates in some of the other study groups. They have been providing coverage for teachers to take time to work on accreditation activities. They have been looking at standards and working on the pieces – for example, Scott met with the school nurse to review information about staff injuries and how they are handled in the building. They are moving to using electronic documents in Google Drive instead of using hard copies for portfolios – such as those in bins from the last time, that still exist in the office. The new streamlined procedures are much easier. They will wait until after this process is over before disposing of any of the hard copies.

**Annual evaluation of program** – They surveyed families for their feedback – however even though they simplified the survey – only asking 9 questions and offering an online format – they didn’t receive many responses. The feedback they did receive was positive, but they still need additional data to determine areas for continuous improvement. Last year the feedback was focused on getting children back to in-person school with normal experiences.

### **Coming Events/News/Updates:**

*Classroom teacher:* Becky Overholt shared that it has been helpful moving to the Google drive for documenting their reflections related to the standards. Parent teacher conferences are coming up next week. Children have really enjoyed being outdoors, and doing other activities

such as working on their books outside. They are currently doing a lot of writing and working on rhyming activities.

*Lisbon Central School:* Brian shared that a book fair will be happening next week along with parent teacher conferences. It'll be good to get more books into students' hands including preschool. It's a full day PD tomorrow and there will be diversity training and prioritizing standards. Masks are now optional and things are getting back to normal.

*Slater Library:* Rebecca J. shared: They would like to do a visit to the school – maybe outside – they have a new mascot Slater Fox who can come. They are getting coloring books made, they'd need to know how many but could bring those to the school – maybe Slater Fox could give them out. They have Toddler story time starting up soon. They are still wearing masks in the library but she's hoping that will end soon. STEAM and STEM kits for all ages are available. They'll be celebrating John Fox Slater (their founder) whose birthday is coming up (206 years). Historical display and raffles going on. Construction in the children's area is now completed so they will have that open and they are looking forward to seeing people at the library and resuming visits out to the school.

*Department of Health:* Patrick shared: Families are being impacted by rising fuel costs. Can refer families to TVCCA [www.tvcca.org/energy-assistance/](http://www.tvcca.org/energy-assistance/) they have funds available for home energy and heating bills. Landlords are beginning to evict families who were reliant on UniteCT emergency rental assistance. There is limited housing for families to relocate to. There are also options for assistance in other areas (diapers, food) to offset those costs so families can have more money to shift towards fuel. Early childhood programs are up and running with fewer Covid-related absences. There has been a huge drop-off in testing (not necessarily fewer cases, but no longer required to test.) Some people are now choosing to go to work with symptoms. Testing sites are closing. Smaller communities do not have all of the services in town but regional supports are available – we just have to make those connections for them. Terry mentioned that when the Council develops collaborations and relationships with the types of social service entities being discussed, it helps the program to make needed connections for families. Patrick recommended we reach out to Angela Adams, Executive Director of The Greater Norwich Area Chamber of Commerce. *(Terry did speak to her and she provided several leads. Those names will be shared with the council.)*

The Council does require that families reside in Lisbon. Discussion about enrolled families who may need to relocate mid-school year. Scott explained that in some cases, the child may be able to remain due to McKinney Vento. If it's past April break, children are allowed to finish out the year.

*School nurse:* Theresa shared that the Lion's Club assists the program with vision screenings and helps families if a child needs glasses.

**Meeting in person:** Sally asked if we could resume in person meetings of the council. Scott moved that we meet in person for the next meeting which will occur on May 5. Motion passed.

Terry offered to keep the Zoom link and maintain a virtual option for anyone from the community that isn't able to make it in person.

**Adjournment:** The meeting was adjourned at 9:44 AM. The next meeting is scheduled to occur on May 5, 2022 at Lisbon Central School.

Respectfully submitted,  
Terry Surprenant  
SR Liaison

***These minutes are unofficial until approved at the next School Readiness Council Meeting***