

## **Lisbon School Readiness Council**

Meeting Minutes  
September 15, 2022

**Present:** Scott Trepanier, Brian Apperson, Christopher Sheldon, Cindy Schofield, Kathy Snyder, Courtney Kinmonth, Holly Smelser, Rebecca Jusseaume, Terry Surprenant, Theresa Svab

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

### **Welcome new members:**

Holly Smelser will be attending meetings as the first selectman's designee. The Council also met the new principal, Christopher Sheldon. Chris will serve as Sally's designee. Members introduced themselves. Scott and Courtney provided a description of the program and Terry explained the role of the Council.

**Approval of Minutes:** Courtney moved to approve the minutes of the May 5, 2022 meeting. Kathy seconded. All members voted and the minutes were approved.

### **Liaison report:**

The School Readiness and Quality Enhancement grants were both approved by the Office of Early Childhood (OEC). The program was notified of this decision in June. The funding is flat this year with a continuance of 17 subsidized part-day spaces. The program is fully enrolled.

There is a new process for reporting monthly data to the OEC. It will now go through ECE Reporter, an online database. Terry will participate in a training and will support April, Scott's secretary, as she transitions to this new system.

There is also a new schedule that programs will begin using on Oct 1<sup>st</sup> to calculate family fees (which are on a sliding scale, based on gross income and family size.) The program will only need to use this one if there are new families that apply. All other family fees were determined recently using the previous schedule and won't need to be re-calculated until they come due for annual redetermination.

### **Monitoring:**

The grant requires monitoring for program compliance. Monitoring is provided through a contract with EASTCONN. Terry Surprenant provides this service in addition to fulfilling the role of Liaison. There are three site visits conducted each year – the first to be scheduled in October. On these days there is a classroom observation, review of child enrollment and health files, and attendance verification. Terry also checks in with school personnel who provide fiscal and administrative support.

**Vote to update Bylaws:** The Council bylaws were amended to reflect changes in state statute regarding membership. The new language was disseminated. The members voted to accept these revisions as written.

**Family Engagement:** The group brainstormed ways to engage more parents and encourage participation on the council. It was decided that a breakfast meet and greet will be planned to occur one morning in October. Terry and Scott will meet to plan this event. Courtney identified 2 parents who are willing to attend council meetings.

**NAEYC Reaccreditation:** The program is accredited, as required by the grant, by the National Association of the Education of Young Children (NAEYC). Scott continues to participate in Accreditation Quality Improvement Support (AQIS). The program is up for reaccreditation this year. Scott has been working to update the program portfolio and completed the required annual report over the summer. The teachers have also put much effort into a classroom portfolio. The team is preparing for their renewal site visit but haven't received word yet about when that will occur.

**Coming Events/News/Updates:**

**Program updates** were provided in writing to the council.

**School Nurse:** Health forms are being updated. Covid info was shared with parents; 24 cases so far this month. Preschoolers need flu shots to maintain attendance (no exemptions allowed). Teaching children healthy habits – covering coughs, handwashing. It was suggested that the program look into having a dental hygienist come in.

**Public Library:** Lisbon Central School collaborates with the Slater Library in Jewett City. Rebecca, the library director, shared many upcoming events in which families can participate. She provided flyers to be sent home with children. The grant supports family literacy as well as early literacy and can help promote activities for all ages.

**Adjournment:** The meeting was adjourned at 10:05 AM. The next meeting will occur on Nov 3<sup>rd</sup>.

Respectfully submitted,  
Terry Surprenant  
SR Liaison

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