

**SCHOOL READINESS COUNCIL
2010-2011 ACTION PLAN**

Kathryn Hassler (Chair) – Marybeth Moyer (Co-Chair)

Members: Marilyn Piecuch (Dir. CECC), Mary Sposito (Bus. Mgr CECC), Mary Minor (Parent), Wendy Rubin (Parks & Rec), Paula Curtiss (Nurse), Jillian Miner (Parent), Ronnie Kim (Social Worker), Debbie Mlinek (Parent), Dr. Marianne Barton (UCONN), Joan Lewis (State), Tim Ackert (State), Sharon Pacholski (Library),

Council Members: Meeting Frequency – 1st Tues of Month @ 6:30pm

Action/Task	Owner	Start Date	End Date	Status (O/C/P)	Comments
GENERAL ADMINISTRATION					
Membership - Meeting schedule and locations	MP/MS	1/11/11 3/1/11 4/5/11 5/3/11 6/7/11	Ongoing	O	Need to change schedule to PM meetings in order to accommodate working professionals schedules. Also need to determine additional membership on council. Mary waiting on contact emails and numbers from Kathryn. Established council – Meetings to be held 4 th Tues of month at Town Annex if available. Changed to 1 st Tues of month.
Roles & Responsibilities of Liaisons	SRC	09/10	Ongoing	O	- See binder
PROGRAM POLICIES & PROCEDURES					
State Updates	MP	9/10	Ongoing	O	<ul style="list-style-type: none"> Competitive SR Grant RFP – Due 5/20/11 Learning Experience Plan (Training Wheels) – must be included Professional Development Opportunities–discuss for Grant budget Role of SR Liaison. Refer to handout Emergency Preparedness: Plan for center needs to be developed; consider possible updates to Coventry Public School handbook (6/04); jburton@savechildren.org – Emergency Prep. In Child Care Unmet Needs Survey – <i>SEE KINDERGARTEN & PRESCHOOL REGISTRATION/FORM UNDER PROGRAM SECTION</i> Accreditation Timelines; AFP approval; Reaccreditation (8/2013)
School Readiness General Policies	MP/MS	9/10	Ongoing	O	<p>GPs need to be reviewed for updates/changes to handbook. This will be conducted in a working meeting in December 2010. SRC needs to determine whether we are in compliance with SR policies and the information is reflected in the CECC Handbook for Readiness families.</p> <p>GENERAL POLICIES</p> <ul style="list-style-type: none"> GP-09-01 (pg 2) GP-09-02 (NOT INCLUDED – Refer to policy – incl membership) GP-09-03 (Budget – refer to SRC binder materials) GP-09-04 (Staff Qualifications – pg 4&5 – need updates) GP-09-05 (pg 6) GP-09-06 (pg 6 – recd NAEYC 2008 – reaccredit NAEYC 2013 – AFP approved)

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					<ul style="list-style-type: none"> GP-09-07 (CHEFA – need discussion – refer to binder material) GP-09-08 (N/A – ECERS completed) GP-09-09 (CCAC – maintained by CECC Admin- Policy 10.E.12; 7A01)
School Readiness Program Operations	MP/MS	09/10	Ongoing	O	PROGRAM OPERATIONS <ul style="list-style-type: none"> PO-09-01 (SR Income Guidelines (incl in application) PO-09-02 (Full Day Reimbursement – N/A) PO-09-03 (Guidance – Fee Policy – pg 18: refer to binder) PO-09-04 (pg 1) PO-09-05 (pg 10) PO-09-06 (start up cost funding N/A) - PO-10-01; PO-11-01 (income guidelines - application info)
School Readiness Technical Assistance	MP/MS	9/10	Ongoing	O	TECHNICAL ASSISTANCE <ul style="list-style-type: none"> TA 06-01 (pg 25 – Nutrition - NEEDS to be reviewed) TA 05-01 (Family Handbook; pg 22 & 23; 2 & 3) TA 01-01 (pg 19) TA 02-01 (pg 11 & pg 23) TA 00-01 (Family Handbook) TA 00-02 (Fee policy) TA 99-03 (ADA – need to be reviewed) TA 99-02 (504 & IDEA) TA 99-01 (Transition to Kindergarten pg 10 & 11)
Family Handbook Updates	MP/MS	09/10	Ongoing	O	- See above
CECC PROGRAM & ELIGIBILITY					
11-12 Enrollment & Registration	MS/MA	9/10	Ongoing	O	102 students enrolled for upcoming school year. 23 Readiness applications. 20 Special Education Students w/ 3 potential. 109 students enrolled. 20 readiness. CECC is over 18 sliding fee scale in order to give children (especially age 4) a program. 16 special education. “3 children with autism – programming for children with autism”.
10-11 Enrollment					

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Kindergarten Registration Form CECC Registration Form	MS/MM	1/27/11	3/1/11	C	Marybeth to meet with Mary Sposito & Paula Curtiss to enhance the registration forms in order to get information on preschool/day care experience and family history. Forms updated and shared.
School Readiness Family Health Insurance	KH / MS	9/10	3/11	C	Mary will send letter to families to determine Health Insurance information for PKIS. Also, Kathryn will get specifics during intake. We need to assist families who do not have coverage. Currently, we have identified 1 family without ins. Have provided them with Husky info.
School Readiness Eligibility	SRC	9/10	3/11	C	20 families are being served at CECC. 8 families will be getting energy assistance (possibly 10). Kathryn meeting with families for 2 nd half of school year funding. Kathryn has met with most families. Trying to schedule a minor few for completion.
Staffing updates	MP	11/10		O	Board of Ed to add staff to accommodate children with autism entering program. 1 ½ time teacher and 2 ½ time para educators. Marilyn to meet with Barbara Trinks to determine additional staff to support SE.
211 childcare info-line	KH MP	9/10		C	Kathryn using computer when meeting with families to determine if they qualify for addit. financial assistance (home heating, etc.)
Marketing & Advertising Website	KH SRC	9/10		O	Monthly article in Coventry Monthly should be to help the SRC identify preschool age children. Add a feature to the website which allows families to go online and provide census data.

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Music Together	KH	9/10	4/11	C	Need to start planning in January 2011 to begin program. Ask other programs to come to the table to share their experiences once completed. Offer to hold meetings at their facilities. – Music teacher is not conducting Jan sessions due to personal issues. Will extend through March 2011.
PE Program	MS	11/10	5/11	C	CECC offering gym 1x per week for students. Budget \$650. Overall cost approx. \$2000 for gym teacher through March 2011. Looking for PE teacher for Feb-March. Hired PE teachers – student at Eastern.
Training Wheels	MP	10/10		O	Professional development for CECC teachers to attend Training Wheels. Costs for substitutes will be taken from grant budget \$300
NAEYC Accreditation	MP	11/10		O	CECC received renewal notice from NAEYC. Accreditation expires 2013 Accepted to Accreditation Facilitation Project (AFP)

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UCONN Collaboration / Parent Support	MB/MP	1/11	Ongoing	O	Parent Support Group and UCONN Evaluations. Need to update progress. Marilyn and Marianne shared information on Parent Support Group and CST. Parent Support Group was canceled for January. Marilyn will reschedule. This is an opportunity for parents at CECC to talk in a relaxed environment to get support/education with parenting.
Transition to Kindergarten	MM/MP	9/10		O	TA – 99-01 - Need to determine additional progress/efforts. Preschool teachers met with CGS Kindergarten staff to review individual child profiles. Families invited to ice cream social at Arts Festival at CGS.
Kindergarten Testing	MM	9/10		O	Can this be shared with CECC?
School Readiness Attendance Policy	KH/MS	3/11		O	Kathryn will email listserv to write a policy for children’s attendance. If attendance is low and a child is holding a Readiness slot, what is the policy and procedure?? Colchester language received. We will update to add School Readiness Coordinator involvement.
Transportation	SRC	3/11		O	Need to discuss options for transportation for preschoolers. We have a situation with School Readiness Families pulling their children out of the program due to no transportation.
EVALUATIONS					
Readiness Needs Assessment	KH/MBM MP	9/10		O	Family survey
Unmet Needs Survey	KH	1/11	3/11	C	Kathryn shared results. No follow-up required.
Readiness Evaluation	KH MP	8/10	11/10	O	Evaluation completed. Need to develop action plan!
Monitoring Instrument	MP	Qtrly		O	Using evaluation tool provided by State DOE
CECC Program Changes/Staffing CCAC	MM	8/10	6/11	C	Michelle Abbatemarco resigned effective 8/19/10. Sherri DePersia – new teacher effective 9/1/10 –BA Early Childhood.
State Dept of Health/Building Maintenance - Playground	MP/MS	8/10		O	Preschool experience water damage over the spring & summer. Church, preschool, BOE, and local health worked together to determine problems and repair damage to building and materials, etc. Playground has been unavailable due to church repair. Board of Ed has

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					been working with church to assist in improvement initiatives. Mary provided update on Playground Meeting 3/25. Equip has been damaged and playground still not operational. Wendy Rubin wants to come to school to look at playground. There are grants to access for playground development. Kaboom.org
FINANCIAL					
Budget	KH/MM	9/10		O	Snack has been provided in program to 9 families and 1 option family. Since no line item was listed due to potential funding decrease, the monies will come from disbursement to CECC and paid by preschool. Training Wheels professional development for teachers. CECC needs funds from grant to cover cost of substitutes.
Scholarship Program	KH	9/10 3/11	4/11	C	Need to discuss the potential of a scholarship account which will solicit funds from local business. All PreK programs in Coventry should be able to access program. Currently, CECC is taking children over the 18 sliding fee scale if there is slot availability. Clear guidelines have been developed in the CECC handbook. Mary & Marilyn raised concern regarding families who are non-Coventry residents; do not qualify for financial aid based on income guidelines but are having hardships. Council determined that we will solely base assistance on income. Program is tuition based and if families are unable to pay for services, we are unable to offer program for less.
Readiness Family Tuition	KH/MS	9/10		O	CECC continuing to collect family shared fees. New QB system will provide more efficient management of late payments. Families who are late 30 days will be subject for discontinuation of program. Need to add language to Family Handbook with information on Special Ed students and readiness eligibility.
INITIATIVES					
PARKS & REC					

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Environment Initiatives	WR	3/11		O	Community looking at sidewalks, bike racks at schools, etc. There is a community meeting to be held on Thursday, April 7 th at Mansfield Town Hall from 8:30-10:00 to discuss potential projects.
Achieve Grant EHHD	WR	9/10		O	Wendy advised of the recent Eastern Highlands Health District grant from the Center for Disease Control promoting active living; food/nutrition, etc. campaign. Ande Bloom discussed Achieve Funds granted by CDC to assist communities with healthy eating & active lifestyles. Funds to promote environmental & nutritional change in community. Looking at policies for trails, sidewalks, etc. Mark Fenton coming to Coventry in August to use us as study site. Meeting with community leaders, etc.
Smart Start Program	WR/MM	3/11		O	Preschool Readiness for sports. Low participation. Wendy will work with Marybeth Moyer to present information at PTO on this program. Possibly initiate a program for toddlers with siblings in CGS evening sports.
Health & Wellness Fair	Council	10/23	10/23	C	Need to have a table for STEPS. Provide brochures. Possibly conduct a survey to get information.
Preschool Rec Needs Assessment	WR	2/11	2/11	O	Need report at Feb council meeting. Survey went out. Only 12 responses. Canceled Feb break rec activities, however, school ended up in session. Wendy reviewed results with council. Need to revisit to determine improvement opportunities.
Nutrition Program/ Senses in Early Childhood	MP/AB	4/28/11	4/28/11	C	CECC needs to work with Ande Bloom to improve Nutrition Program for CECC. CECC offering seminar to parents on April 28 th called "Senses in Early Childhood". We have Ande Bloom discussing nutrition; Dr. Adam Ham – Optometrist; Lisa Rylant – Audiologist CCMC.
LIBRARY					

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Early Literacy / Library Services	SP	1/11		O	Sharon will provide data for STEPS collaborative. Need to determine books signed out for age appropriate birth – 8. Also need to add a Library Card Application to the Town Clerk new birth package. Sharon to provide updates and collaborative efforts with Readiness program students. Expansion of literacy program for children. Parent/Child library trip? Book delivery – teachers send list? Refer to “We Speak Volumes” and Early Literacy brochure.
OTHER TOWN-WIDE INITIATIVES					
Seminar/In-services	Council	TBD		O	Parent Activities budget of \$600. Need to discuss offerings to parents. Nutrition Program / Behavioral Training?
STEPS Collaborative	KH	1/11		O	Subcommittees are underway: Education, Health and Nurturing Committees. Education focusing on reading; Nurtured Committee focusing on Child Abuse and Neglect rates. Wendy suggested “Screen Free” a commercial/media group that may be interested in being involved. Kathryn will provide updates monthly on STEPS progress. Jillian Miner will now be the Parent Chair. She is doing a wonderful job recruiting volunteers. Early Childhood Collaborative Dinner will be on March 21 st from 6-8 pm at Ackert Hall. Forming sub committees (Health, Education, Nurturing Committees).