



*City of Bristol
School Readiness*

INFORMATION TO ACCESS THIS MEETING

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Meeting ID: 869 0147 5495

Passcode: 284940

Ladies and Gentlemen:

The regular School Readiness Council meeting will be held on May 1, 2024, at 12:15 at the Bristol Board of Education, 129 Church Street, Bristol, CT.

1. Call to Order
2. Welcome and Introductions
3. Approval of Minutes
 - a. Regular Meeting - April 3, 2024
4. Committee Reports
 - a. Program Quality
 - b. Health Services
 - c. Governance
 - d. Community Outreach
 - e. Infant and Toddler
 - f. Transition to Kindergarten
5. City School Readiness and Child Day Care Liaison Report
 - a. OEC Updates

- b. Local Issues
 - i. Ensure Council has read and understands grant requirements
 - ii. Approve School Readiness Continuation Grant
 - 6. Quality Enhancement Report
 - 7. Monitoring Report
 - 8. Resignations
 - 9. Appointments
 - 10. New Business
 - 11. Old Business
 - 12. Community Sharing
 - 13. Adjournment
 - 14. Next meeting date June 5, 2024
- PER ORDER OF THE CHAIRPERSONS Maureen Eaton and Jillian Romann

Bristol School Readiness Council
Regular Meeting
April 3, 2024

- The regular meeting of the School Readiness Council was held on April 2, 2024 on the Zoom Meeting Platform and called to order by Chairperson Eaton at 12:16 PM.

Present: Cecilia Garay, Maureen Eaton, Michelle Fangiuillo, Michelle Herens, Sarah Holmes, Andrew Howe, Donna Koser, Susan Adeife Lee, Amber Lipscomb, Alyssa McGhee, Wendy McGrath, Brenda Moore, Valerie Pelletier, Jillian Romann, Dina Schaffrick, Jennifer St. John, Courtney Sugarman, Valerie Toner

Absent: Matt Baronowski, Yesenia Fuentes, Siri Gilmore, Kristina Tanguay

Also Present: Laura Carlisle, Yolande Lazarus-Guerrero, Pam Testa

- **Welcome and Introductions**
- **Approval of School Readiness Council Meeting Minutes held March 6, 2024:**
 - ***Motion by School Readiness Council member Michelle Fangiuillo and seconded by Amber Lipscomb, it was a unanimous vote to approve the minutes of the School Readiness Council Minutes held March 6, 2024.***
- **Committee Updates**
 - Program Quality – Maureen Eaton
 - Discussed staff and enrollment updates
 - Discussed BristolWORKS!, and celebration of first cohort will be May 7th
 - Discussed Office of Early Childhood (OEC) updates
 - Discussed the grant extension
 - School Readiness Councils will become Local Governance Councils in future
 - Care4Kids child care subsidy program is months behind which is impacting early childhood programs; new change is DCF will submit forms on behalf of DCF kids
 - Wheeler Clinic said the number of children projected to be served in community programs are too low, so we will try again
 - Bristol Services Open House was held March 20th from 2:00-6:00 at Adult Ed
 - Kindergarten Registration opened February 1st
 - Spring Dine & Discuss is April 30th at Imagine Nation
 - NAEYC is making changes to their processes, and we'll learn more as they roll them out
 - Legislative session started February 7th, and Donna will share updates as she gets them
 - 378 families were registered for Ready4K text platform as of March 14th
 - Next meeting is TBD at Edgewood Pre-K Academy and on Zoom
 - Health Committee – Donna Osuch for Kristina Tanguay
 - Discussed educational Zoom classes:
 - April 17 gardening and healthy eating with Leo
 - May 15 mental health awareness with child therapist
 - September 18 eye health with Sherry and Dr. Bartles
 - Will offer Spanish and perhaps Polish translation
 - Will record sessions and post for more parents to view

- Discussed ongoing projects:
 - Wellness Wednesday has health posts on Making Bristol Better FB page
 - Seed Project will have seeds donated by Ocean State Job Lot through the UConn Extension Program with committee members picking up seeds
 - Leo will do activity at Greene-Hills and South Side Schools
 - Planning a seed/planting activity at Family Fun Day
 - Little Read book, Maisy Goes to the Eye Doctor, has been ordered
 - Committee delivered a thank you card to the Senior Knitters
- Next meeting is April 9 at 2:00 on Zoom
- Governance – Sarah Holmes
 - No report
- Community Outreach – Donna Koser
 - Making Bristol Better Facebook Page is <https://www.facebook.com/MakingBristolBetter> - look for the event page
 - Next Family Fun Day is June 29 with a rain date June 30, 2024; looking for sponsors and vendors, and the form to register for both is **attached**
 - Appetite for Reading has a new basket for books at Head Start on Lake Ave and a new composite Little Free Library at St. Vincent DePaul Mission - would like to build 2 more at \$500-700/each; first Little Free Library at WIC being refurbished by a Scout
 - Next Family Fun Day meeting is April 15 at 12:00
 - Next Outreach meeting is April 18 at 10:00
- Infant and Toddler – Michelle Herens
 - Baby Shower at the library is April 17, 2024 from 10:00-7:00
 - May is Maternal Mental Health Month, and committee hosting an event at Rockwell Park on May 5, 2024. Check out Maternal Mental Health Facebook Page at <https://www.facebook.com/events/3497821237105169/?ref=newsfeed>, and Michelle's email address is mherens@bristolhospital.org if you want to participate
 - Next meeting is April 16 at 1:30 on Zoom
- Transition to Kindergarten – Courtney Sugarman
 - At the time of the meeting, 67 students had completed the process for the Kindergarten age waiver
 - As of February 29th, the numbers for registration were lower than they were for this time last year
 - We are waiting for early notification responses to come in from community programs
 - Kindergarten staff have begun observations of both Edgewood and community students that would be attending their schools in the Fall
 - Dine & Discuss scheduled for April 30th at Imagine Nation and will be about Fostering Connections & Collaboration Between Pre-K and Kindergarten staff
 - Next meeting is April 15 at 3:45 on Zoom
- School Readiness Liaison Report – Donna Osuch
 - Office of Early Childhood (OEC) and other Updates

- We received most of the grant extension materials, and have begun to submit requests to City Council and complete tasks due before May 3, 2024.
 - Donna described the three documents that must be read and understood by all Council members and the process we will use to ensure compliance- all Council members will certify they have read and understood the documents through a google survey by April 24, 2024 (**emailed and attached**):
 - General Policy C-01 School Readiness Council Membership, Responsibilities, and the Role of the Liaison
 - Overview and Description – Connecticut School Readiness Grant
 - Quality Enhancement Overview and Allowable Uses
 - Enrollment Grant by programs is due by April 12, 2024
 - Donna downloaded the remaining COLA and Quality Enhancement funds from State
- **Local Updates**
 - Kindergarten registration started February 1st, so please tell families to register as soon as possible. Even if they're waiting for their well-child visit, they should upload everything else now. Children registered by the last day of school will be entered into a raffle to be taken to their first day of Kindergarten on a fire truck.
 - Waiting for confirmation of "One Night, One Purpose," an evening when every school hosts Kindergarten orientation
 - Donna will attend Board of Finance budget workshop tonight, April 3rd
 - Dine & Discuss is April 30, 2024 at Imagine Nation
 - Approval of Quality Enhancement activities for FY 2025:
 - ***Motion by School Readiness Council member Dina Schaffrick and seconded by Michelle Herens, it was a unanimous vote to approve the same Quality Enhancement activities for FY 2025 as FY 2024, except "Health Committee activities" will be changed to "Committee activities" to support all of the committees.***
- **Quality Enhancement Report:**
 - The library is running numerous animal, puppet and magic events as well as special story time programs with Quality Enhancement funding
 - Family Resource Center's Road to Reading in April and May with a free book to all community preschool children, and Kith and Kin and licensed Family Child Care providers
- **Monitoring Visits Report**
 - In March,
 - Edgewood Pre-Kindergarten Academy (EPKA) had 149/149 part day/part year spaces filled with wait list
 - Bristol Child Development Center (BCDC) had 121/129 full day/full year spaces filled and 55/56 CDC infant/toddler spaces filled
 - Imagine Nation, A Museum Early Learning Center (INMELC) had 119/119 full day/full year Pre-K spaces and 8/8 infant/toddler spaces filled with wait list for August enrollment
- **Resignations:** none
- **Appointments:** none

- **Old Business:** none
- **New Business:** none
- **Community Sharing:**
 - Val shared that the Library has many activities planned for school vacation week, including a free lunch, presentation and book signing with Rajani LaRocca (Newberry Honor winning author)
 - Andrew shared that Parks, Rec, Youth and Community Services summer programming is out at <https://bristolct.myrec.com/info/default.aspx>
 - Donna Koser shared that United Way is running the Volunteer Income Tax Assistance (VITA) program through tax season and has a few appointments left: <https://fb.watch/rdgQewUbM8/>
 - Sarah shared that they received positive feedback on their toddler and preschool development series, funded by QE, and that they're offering their Road to Reading program for preschool and kith & kin providers
- **Adjournment:** Meeting was adjourned at 12:57 PM.

Next regular meeting date: May 1, 2024 in person and on Zoom

Respectfully Submitted,
Donna Osuch
School Readiness Liaison

Program Quality
April 26, 2024
Notes in lieu of meeting

OEC Updates:

- **Grant extension** - still waiting on guidance about the Infant/Toddler Expansion funds, which is holding up Bristol's submission. Donna asked OEC on 4/5 and again on 4/22, and spoke with OEC on 4/25. She was assured it's a priority for their finance team, and if they can't answer soon, we and others will be granted an extension. The question is do we include the IT funds on this grant or keep separate (they're currently separate in eGMS)?
- **Enrollment-based grant** - Q3 was submitted and waiting for report from OEC to pay programs
- **Meetings** - OEC holding in-person meetings for CDC contractors and subcontractors on May 7 and liaisons on May 21

Local updates:

- **Clarifying process for children struggling in community programs** - while we adopted a process at March meeting, let's continue discussion in future to minimize issues and maximize communication.
- **Transition to Kindergarten update** -
 - Transition Summary Sheets were due to Donna week of April 15th (attached), and still waiting for them from some programs
 - One Night, One Purpose is May 22nd from 5:30-6:30 at every elementary school
- **Spring Dine & Discuss April 30th at INMELC from 5:45-7:15** - cancelled due to low interest
- **NAEYC processes changing** - they can drop in anytime during the 5-year window and adding tier
 - Maegan and Wendy attending informational session and will share what they learn
- **BristolWORKS! Celebration for first cohort May 7th at BristolWORKS! at 6:00 p.m.**
- **Family Fun Day June 29th at BAIMS from 11:00-2:00**

Legislative Session:

- Due to lower than anticipated revenues, the legislature doesn't want to modify the budget, or they will have to make cuts
- The only early childhood language that's still alive doesn't have funding attached
- Language that was passed last year (increasing the pre-K FD/FY reimbursement rate to \$10,500) won't be changed
- Session ends May 8th

Classroom observations:

- Courtney would like to set up monthly meetings with programs to check in with and discuss shared students with EPKA

Next Meeting Date May 8, 2024 at 11:00 a.m. at Edgewood Pre-K Academy and Zoom (NOTE DATE AND TIME CHANGE):

June 12, 2024 at 11:00 a.m. at Edgewood Pre-K Academy and Zoom

July 10, 2024 at 11:00 a.m. at Edgewood Pre-K Academy and Zoom (check schedules/move location?)

Respectfully Submitted,
Donna Osuch

Health Committee Notes April 9, 2024

The regular meeting of the Health Committee was held on April 9, 2024, on Zoom Meeting Platform and called to order by Leo and Tina.

Present: Maegan Adams, Sherry and Tad Bartles, Yesenia Fuentes, Donna Koser, Donna Osuch, Tina Tanguay

Welcome and introductions:

New Priorities/Ideas:

- **Behavioral Health -**
 - Infant Toddler committee planning Maternal Mental Health event May 5th from 1:00-3:00 at Rockwell Park
- **Host Zoom series for parents -**
 - Host the following at 6:00 on Teams and FB Live, and all have started researching:
 - Wednesday, April 17 gardening and healthy eating (Leo)
 - Wednesday, May 15 mental health awareness with child therapist (Tina)
 - Wednesday, October 2 eye health (Sherry and Dr. Bartles) - note changed date
 - Record sessions and post for more to view
 - Need to share flyer that Leo will create
 - Maegan created link for first session:
<https://events.teams.microsoft.com/event/5c76b7c9-fd58-4900-a8ea-3b1de8397114@be800ca9-2637-475f-bb3e-87f6179ef0f9>
- **Dental Clinic Opportunity -**
 - Waterbury this year, so planning for a future year
 - Waiting to see if BBHD will take lead, and Yesenia will help bring collaborators; UW help with volunteers

Updates about ongoing ideas:

- **Wellness Wednesday** – This project to promote health information on social media and the website continues, and Donna Koser is requesting content from all partners.
- **Seed Project** – Tad, Sherry, Jenn, Donna K and Donna O picked up seeds, and Leo implementing at Greene-Hills and South Side's after school programs. We could give away extra seeds at Family Fun Day.
- **Little Read** – *Maisy Goes to the Eye Doctor* by Lucy Cousins has been ordered
- **Senior Knitters** – Committee delivered thank you card to the Senior Knitters March 15th

Next steps:

- Research Mission of Mercy
- Create flyers for virtual educational series and share widely
- Continue prepping for virtual educational series

Other:

- Diversity, equity and inclusion - BECA offers additional languages on its website
- Parent Ambassadors conducting survey for parents with children birth to age 6

Meeting schedule: The committee will continue to meet the second Tuesday of the month on Zoom at 2:00 PM. The schedule for the rest of the year is:

Tuesday, May 14 at 2:00

Tuesday, June 11 at 2:00

Respectfully Submitted,
Donna Osuch

Infant & Toddler Committee

Zoom Meeting Notes

April 16, 2024, from 1:30 – 2:30 p.m.

In attendance: Maegan Adams, Michelle Fangiullo, Donna Koser, Donna Osuch and Kaitlyn Rondeau

Members present discussed the following items.

Equity and Inclusion:

BECA has been meeting with Bristol SEPTO, parent ambassadors and parents who are interested in creating a Special Education Hub. BECA/SR are hoping for the following outcomes:

1. SEPTO reaches an active level of participation with community members. This organization was very active before the pandemic.
2. Advocate for translation of IEP's, PPT's and conferences.
3. Advocate for places to "play". Perhaps a playground with fencing and playground equipment for all abilities.

Translation at programs:

- WIC uses PROPIO through the hospital for translation.
- Bristol Child Development Center – has several Spanish speaking staff who can help with translation. They also have headsets that can translate.

Planning for Events:

- April Baby Shower 4/17/24 – Donna K. reminded everyone to reach out to Val if they plan to be in attendance.
- May Maternal Mental Health Event – Date is set for May 5, 2024 from 1:00 to 3:00 p.m. at Rockwell Park. Event Link:
[https://www.facebook.com/events/3497821237105169/?acontext=%7B%22event_action_history%22%3A\[%7B%22surface%22%3A%22home%22%7D%2C%7B%22mechanism%22%3A%22your_upcoming_events_unit%22%2C%22surface%22%3A%22bookmark%22%7D\]%2C%22ref_notif_type%22%3Anull%7D](https://www.facebook.com/events/3497821237105169/?acontext=%7B%22event_action_history%22%3A[%7B%22surface%22%3A%22home%22%7D%2C%7B%22mechanism%22%3A%22your_upcoming_events_unit%22%2C%22surface%22%3A%22bookmark%22%7D]%2C%22ref_notif_type%22%3Anull%7D)
- August Breastfeeding Event – Donna K. to check with Val at the Bristol Public Library to see if we could hold our event on Thursday, August 1st.
- Summer Farmer's Market (Mid-June- October) – There will be a \$25.00 charge to non-profit agencies. As a backup, BBHD will be in attendance for many of the market dates and is willing to share information on behalf of BECA and the committee.

Opportunities for Infants and Toddlers:

- Funding Opportunities – none to report.
- Collaboration Opportunities – none to report

Next Steps / Updates

- Family Fun Day is scheduled for June 29, 2024, with a rain date of 6/30. Donna K. to send more information. Committee members were encouraged to attend as vendors.

- WIC – changes with the food packages are expected to happen over the next two years. Bristol WIC is now seeing all families in-person unless there is a reason the family is unable to.



Next Meeting: May 21, 2024, on ZOOM

Transition to Kindergarten Committee

April 15, 2024

The regular meeting of the Transition to Kindergarten Committee was held April 15, 2024 on Zoom Meeting Platform and called to order by Christina Macioci at 3:48 PM.

Welcome and Introductions

Attendees: Michelle Fangiullo, Siri Gilmore, David Huber, Donna Koser, Christina Macioci, Donna Osuch, Dina Schaffrick, Courtney Sugarman, Barbara Tedesco, Rachael Witkewicz

Transition to Kindergarten Activities

- Kindergarten age change and Bristol's waiver process
 - Estimate to be around in 60's – will report back with numbers
 - Some students from each school are in "holding period"- second assessment to be held
 - Potential wrap around services to be held at EPA to cover full day
- Central Registration opened February 1, 2024
 - As of April 1st, total of 252 students registered (includes all BOE of students already in BOE program)
 - Numbers lower than last year at this point
- "Time to Register" media blitz
 - Lawn signs will start to be picked up due to mowing
- Pre-K teachers submitting Transition Summary Sheets
 - Will have the end of the week (4/19)
- Invite Kindergarten teachers to Transition Team meetings and to visit EPKA classrooms
 - Schools have been coming out to visit students and are continuing to make 1st & 2nd visits
- Run videos already created on social media and website
 - Jillian Roman has requested updated videos
 - Permission slips need to be distributed to re-record videos
 - Videos are run through social media, BOE PowerPoints, at several outlets

Dine & Discuss

- Currently 15 registered
- To be held April 30th
- If not enough RSVP will postpone until Fall- looking for at least 25

Little Read

- *Maisy Goes to the Eye Doctor* by Lucy Cousins - new and available April 16th
- Donna will distribute as soon as they arrive

One Night, One Purpose

- City-wide parent orientation- May 22nd 5:30 to 6:30
- Update parent survey
- Survey to be converted to Google Form- QR code in PowerPoint – to be given at arrival
- English and Spanish option in one
- Include academic familiarity question, napping, school location

Next meeting May 20, 2024 at 3:45 on Zoom

OVERVIEW AND DESCRIPTION

Connecticut School Readiness Grant

Purpose of grant as outlined in Connecticut General Statutes (C.G.S.) Section 10-160 is to:

- Provide open access for children to quality programs that promote the health and safety of children and prepare them for formal schooling;
- Provide opportunities for parents to choose among affordable and accredited programs;
- Encourage coordination and cooperation among programs and prevent the duplication of services;
- Recognize the specific service needs and unique resources available to particular municipalities and provide flexibility in the implementation of programs;
- Prevent or minimize the potential for developmental delay in children prior to their reaching the age of five;
- Enhance federally funded school readiness programs;
- Strengthen the family through encouragement of parental involvement in a child's development and education; and enhancement of a family's capacity to meet the special needs of the children, including children with disabilities;
- Reduce educational costs by decreasing the need for special education services for school age children and avoiding grade repetition;
- Assure that children with disabilities are integrated into programs available to children who are not disabled; and
- Improve the availability and quality of school readiness programs and their coordination with the services of child care providers.

For additional information about School Readiness requirements, the OEC's General Policies (GPs) for all state-funded programs are available at:

[General Policies - Connecticut Office of Early Childhood](#)

The School Readiness grant is intended to provide funds for:

- Infants and Toddlers and children ages three and four and five year-olds not eligible to attend kindergarten who access care in the following type of settings: for-profit or not-for-profit private preschool programs, public preschool programs, Head Start programs, faith-based preschool programs, and state-funded day care programs. Programs must be Head Start approved **AND/OR** NAEYC accredited or eligible for NAEYC accreditation. Please visit the GPs link described above for more information.

FY 25 SCHOOL READINESS REIMBURSEMENT RATES

Services may be provided in combination of the following space types:

Space Type	Services Must be Available	Rate
Full Day/Full Year Infant and Toddler	10 hours per day 5 days per week min. 48 weeks per year	\$13,500/YR \$1125/MO JULY-JUNE
Full Day/Full Year Preschool	10 hours per day 5 days per week min. 48 weeks per year	\$10,500/YR \$875/MO JULY-JUNE
School Day	6 hours per day 5 days per week 180 days minimum	\$6,000/YR \$600/MO SEP-JUNE
Part Day	2.5 hours per day 5 days per week 180 days minimum	\$4,500/YR \$450/MO SEPT-JUNE
Extended Day (Wrap-around) *Priority SR only	Extends the day for children enrolled in another non-SR funded space min. 48 weeks per year	\$2,772/YR \$231/MO JULY-JUNE

Community Administrative Funds: For the purpose of coordination, program evaluation and administration of the community School Readiness grant. These funds are generally used for liaison salary and contracts for a 3rd party monitor. School Readiness municipalities receive 5% of their calculated space amount total not to exceed \$75,000. Towns that exceed the \$75,000 calculated amount may request up to \$100,000 in administrative funds when a cash match is provided by that town as contribution. **Example:** A town calculation of 5% of the space funds equals \$85,000. OEC will provide \$75,000 as the base and if the town wishes to request the additional \$10,000 then a \$10,000 cash match from the town would be outlined in a letter of request to OEC.

Monitoring Requirements

Each grantee is responsible for monitoring their sub-grantees to ensure programmatic and fiscal compliance, accountability for children served, and that each program is implementing the 11 quality components under Section 10-16q of the C.G.S., as detailed below:

- A plan for collaboration with other community programs and services including public libraries, and for coordination of resources in order to facilitate full-day and year-round child care and education programs for children of working parents and parents in education or training programs;
- Parent involvement, parenting education and outreach;
- Record-keeping policies that require documentation of the name and address of each child's doctor, primary care provider and health insurance company and information on whether the child is immunized and has had health screens pursuant to 42 U.S.C. Section 1396d and referrals for health services, including referrals for appropriate immunizations and screenings;
- A plan for the incorporation of appropriate pre-literacy practices and teacher training in such practices;
- Nutrition services;
- Referrals to family literacy programs that incorporate adult basic education and provide for the promotion of literacy through access to public library services;
- Admission policies that promote enrollment of children from different racial, ethnic and economic backgrounds and from other communities;
- A plan of transition for participating children from school readiness program to kindergarten and transfer of records from program to kindergarten under Section 10-16a(a)(8);
- A plan for professional development for staff, including but not limited to, training in pre-literacy skills development and designed to assure respect for racial and ethnic diversity;
- A sliding fee scale for families participating in the program pursuant to section 17b-749d; and
- An annual evaluation of the effectiveness of the program.

The OEC may conduct announced and unannounced site visits.

All state funded programs must meet basic health and safety requirements, determined by the OEC.

REPORTS

MONTHLY REPORTS: All School Readiness funded sites must submit School Readiness monthly reports, including fiscal data, and monthly space utilization reports, and any other additional requests for data through ECE Reporter by the established timelines.

FINAL EXPENDITURE REPORTS: Within 60 days after the close of the fiscal year, each grantee must file a financial statement of expenditures (FER) with OEC through the Electronic Grant Management System (eGMS).

Grantees are required to participate as requested in all state-level evaluation activities.

ENROLLMENT REQUIREMENTS: Each site must enroll at least 60 percent of School Readiness-funded children at or below 75 percent of the state median income.



Connecticut Administered State-Funded Program
General Policy C-01

School Readiness Council Membership, Responsibilities, and the Role of the Liaison

- | | |
|--------------|---|
| _____ | OEC Child Day Care Contractors |
| <u> X </u> | OEC Competitive School Readiness Municipalities |
| <u> X </u> | OEC Priority School Readiness Districts |
| _____ | OEC State Head Start Supplement |
| _____ | OEC Smart Start |

In order to satisfy the School Readiness Statute under Connecticut General Statutes (C.G.S.) section 10-16r (a), local School Readiness Councils (SCRs) must be developed and include representatives from the following:

The chief elected official of the town, or in the case of a regional school district, the chief elected officials of the towns in the school district and the superintendent of schools for the school district shall jointly appoint and convene such council. Each school readiness council shall be composed of: (1) The chief elected official, or the official's designee; (2) the superintendent of schools, or a management level staff person as the superintendent's designee; (3) at least twenty-five percent of the membership of the school readiness council shall be parents or guardians of children eligible to attend a school readiness program (4) representatives from local programs such as Head Start, child care providers receiving state financial assistance pursuant to section 8-210, family resource centers, nonprofit and for-profit child care centers, group child care homes, prekindergarten and nursery schools, and family child care home providers; (5) a representative from a health care provider in the community; (6) the local homeless education liaison designated by the local or regional board of education for the school district, pursuant to Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act, Substitute House Bill No. 6559 Public Act No. 21-172 18 of 37 42 USC 11431 et seq., as amended from time to time; (7) a representative from a workforce or job training entity in the community; (8) a representative from a local business in the community; and (9) other representatives from the community who provide services to children.

Parents or guardians of children eligible to attend a school readiness program shall include those identified as eligible in the past, present or future.

- Such parents or guardians of children may, within available appropriations, be compensated for any time and travel related to council meetings, and any activities related to training, leadership, and community engagement.
- Members of the council serving as parents may not serve in a dual role.

As outlined in the School Readiness Statute under C.G.S. sections 10-16p, 10-16u, 17b-749a and 17b-749c; the local SRC shall:

- hold school readiness council meetings at times and locations that are convenient for the council members, including the parent and guardian members;
- document efforts to ensure that the racial, ethnic and socioeconomic composition of the council reflects that of its town or region, as applicable;
- make recommendations to the chief elected official and the superintendent of schools on issues relating to School Readiness, including any applications for grants pursuant to sections 10-16p, 10-16u, 17b-749a and 17b-749c of the C.G.S.;
- foster partnerships among providers of School Readiness programs;
- cooperate with the Connecticut Office of Early Childhood (OEC) in any program evaluation, use measures developed pursuant to section 10-16s of the C.G.S. for purposes of evaluating the effectiveness of School Readiness programs;
- identify existing and prospective resources and services available to children and families;
- facilitate the coordination of the delivery of services to children and families, including (1) referral procedures, and (2) before- and after-school child care for children attending kindergarten programs;
- exchange information with other SRCs and community organizations serving children and families;
- make recommendations to school officials concerning the transition from School Readiness programs to kindergarten; and
- encourage public participation.
- collaborate with the Office of Early Childhood related to planning improvements to the state early care and education governance structure.

Two or more towns or school districts and appropriate representatives of groups or entities interested in early childhood education in a region may establish a regional SRC. If a priority school is located in at least one of such school districts, the regional SRC may apply for a grant pursuant to subsection (d) of section 10-16p of the C.G.S. The regional SRC should perform the duties outlined in the section above.

School Readiness Council Structure:

Refer to SRC membership as outlined above in legislation. For further clarification:

- The chief elected official and the superintendent, or their designees, are members of the SRC.
- The chief elected official convenes the SRC and leads in collaboration with the superintendent.
- The members of the council shall elect the chairperson(s).

To avoid administrative conflicts of interest, the following guidelines are provided:

- The OEC recommends having co-chairs for the SRC.
- Program directors that receive School Readiness funds, School Readiness liaisons, or direct supervisors of liaisons are not eligible to be chairs or co-chairs of the SRC.
- Program directors that receive School Readiness funds, School Readiness liaisons, or direct supervisors of liaisons may not be designees on behalf of the chief elected official or superintendent.
- When the chief elected official or superintendent and their designees attend SRC meetings, the chief elected official and the superintendent vote, the designees do not vote. When designees represent the chief elected official or the superintendent, the designees vote on their behalf.

School Readiness Council By-Laws and Decision-making:

SRCs should have written by-laws and policies that describe the role and responsibilities of the Council Chair(s) and decision-making processes utilizing the existing State School Readiness policies as a foundation. By-laws and policies should not favor one sector (example: public school, community provider).

Recommendations for funding and all SRC work shall not be overruled by the chief elected official or superintendent or any other governing body at the local level. The SRC is a collaborative network charged with planning to serve all infants, toddlers, 3- and 4-year-old children and 5-year-old children not eligible to attend kindergarten in high quality programs.

The intent is:

- To engage in shared and informed decision-making; for example, informed by the cross-sector membership of the SRC. Since the involvement of the chief elected official and superintendent offices is required, all matters and decisions are discussed and voted upon openly at SRC meetings;
- School Readiness liaisons do not vote on SRC matters;
- Early childhood providers do not vote on distribution of funds;
- The fiduciary (the Town, Board of Education, Regional Education Service Center [RESC], the Human Resource Agency, or Department of Health/Youth Services) assists the SRC with fiscal responsibilities associated with the administration of the grant. The fiduciary's governing body does not hold decision-making authority regarding the administration, coordination, or evaluation of the School Readiness grant, including funding decisions.

The Role of the SRC Liaison:

The liaison is responsible for the coordination, program evaluation, and administration of the School Readiness Grant and serves as liaison between the local or regional SRC and the OEC. One of the primary responsibilities is to recruit eligible programs for potential funding (see appendix: Role of the Liaison).

To ensure bias-free implementation of the grant, it is necessary that the Liaison remain impartial. The following guidance is provided:

- The liaison may be a contracted position with an independent consultant or an educational organization. The liaison may be employed by the municipality, RESC, Local Education Agency (LEA), Community Action Program, etc.
- The liaison must be supervised by an individual who is not directly overseeing programs that receive School Readiness funds.
 - Example: Liaisons can be supervised by non-program administrators such as an assistant superintendent, mayor or administrative staff not directly overseeing funded programs. Program administrators receiving School Readiness funds may not supervise liaisons.
- Liaisons are specifically charged with the administration, coordination, and evaluation of the School Readiness grant in collaboration with the OEC. Program directors and/or staff who work in programs that receive School Readiness funds may not act as the liaison, however, exceptions may be granted. The School Readiness Council should seek assistance from the OEC program manager if an exception is being considered.

It is the responsibility of the SRCs and the liaisons to share this information with their sub-grantees and ensure that each program is in compliance with these guidelines in order for sub-grantees to receive funding as a School Readiness program.

General Policy C-01 Appendix
Roles and Responsibilities in the Administration, Coordination and Evaluation of the School Readiness Program

The designated person(s) responsible for coordination, program evaluation and administration and who acts as liaison between the local or regional School Readiness Council (SRC) and the Connecticut Office of Early Childhood (OEC) shall:

- Maintain ongoing communication between the OEC, the local or regional SRC, the mayor (or designee), the superintendent (or designee) and the sub-grantees.
- Serve as staff to the SRC and be responsible for:
 - Meeting agendas
 - Meeting minutes
 - Completing reports, (e.g., unmet needs, utilization, fiscal, school readiness monthly reports) Maintaining SRC membership
 - Communicating legislative requirements of the School Readiness grant
 - Providing resources to and guiding, reviewing, and updating policy and procedure development with the SRC
- Oversee the School Readiness and Quality Enhancement grant application processes using the OEC template and following local procurement processes:
 - Author the Community School Readiness and Quality Enhancement requests for proposals
 - Coordinate the development of the Letters of Agreement
 - Organize the review of proposals and submit program allocation recommendations to the SRC for approval
 - Manage the delivery of the award letter to the city for the local acceptance and approval process
 - Provide technical assistance to individual programs applying for School Readiness funds
 - Work with the local fiscal agent to ensure the proper expenditure of funds
 - Develop contracts with School Readiness sub-grantees
- Provide outreach to the community to assist families in the enrollment process for School Readiness and other early care opportunities.
- Meet regularly with SR providers to provide a forum to:
 - Share information and best practices
 - Review and clarify policies
 - Disseminate information
 - Assess needs and set priorities
 - Problem solve
 - Share resources
 - Develop collaborative initiatives
 - Provide technical assistance on policies and practices related to the School Readiness Quality Components or seek those with expertise to provide assistance.

- Conduct regular site visits* to monitor compliance with all of the School Readiness grant regulations and develop action plans as appropriate. The areas to be regularly monitored include:
 - Fiscal and policy compliance
 - Staff qualifications
 - Attendance
 - Family fees
 - Annual State Single Audits (required for programs receiving \$300,000 or more of state funds)
 - Curriculum and assessment
 - Accreditation and approval timelines
 - Licensing
 - Professional development activities
 - Program adherence to all School Readiness components
- Collaborate with local school systems and early care and education programs to develop and implement local transition to kindergarten plans
- Manage and archive records
- Attend OEC scheduled liaison meetings
- Respond to OEC requests for information
- Support the development and ongoing implementation of the community's early childhood plan
- Represent the SRC in the community and across the state

* The School Readiness liaison is responsible for monitoring individual sub-grantees. While monitoring activities may be subcontracted out, indicators related to the areas of curriculum and assessment must be assessed by someone with early childhood expertise and experience.

For further information concerning this GENERAL POLICY please contact the OEC program manager. If you're not sure who that is, visit: <https://www.ctoec.org/contact-us/>

FY25 QUALITY ENHANCEMENT OVERVIEW AND ALLOWABLE USES

Purpose: The OEC shall establish a program, within available appropriations, to provide on a competitive basis supplemental quality enhancement (QE) grants to providers of School Readiness programs pursuant to C.G.S. Sections 10-16p and 10-16u to enhance the quality of early childhood education programs. School Readiness programs in Priority School Readiness districts, and Competitive School Readiness municipalities may apply for a quality enhancement grant. These applicants must use their local School Readiness Council to review and recommend projects for funding.

The purpose of the Quality Enhancement funding is to assist early care and education programs in addressing quality standards and/or expand comprehensive services for children and families. C.G.S. Section 17b-749c identifies the following as appropriate use of grant funds:

1. Help providers who are not accredited by the NAEYC to obtain such accreditation;
2. Help directors and administrators to obtain training;
3. Provide comprehensive services, such as enhanced access to health care, a health consultant, a mental health consultant, nutrition, family support services, parent education, literacy and parental involvement, and community and home outreach programs; and provide information concerning access when needed to a speech and language therapist;
4. Purchase educational equipment;
5. Provide scholarships for training to obtain a credential in early childhood education or child development;
6. Provide training for persons who are mentor teachers, as defined in federal regulations for the Head Start program, and provide a family service coordinator or a family service worker as such positions are defined in such federal regulations;
7. Repair fire, health and safety problems in existing facilities and conduct minor remodeling to comply with the Americans with Disabilities Act; train child care providers on injury and illness prevention; and achieve compliance with national safety standards;
8. Create a supportive network with family day care homes and other providers of care for children;
9. Provide for educational consultation and staff development;
10. Provide for program quality assurance personnel;
11. Provide technical assistance services to enable providers to develop child care facilities pursuant to C.G.S. Sections 17b-749g, 17b-749h and 17b-749i;
12. Establish a single point of entry system; and
13. Provide services that enhance the quality of programs to maximize the health, safety and learning of children from birth to three years of age, inclusive, including, but not limited to, those children served by informal child care arrangements. Such grants may be used for the improvement of staff to child ratios and interaction, initiatives to promote staff retention, pre-literacy development, parent involvement, curriculum content and lesson plans.

Priorities for Funding: This grant should not duplicate program accreditation or training activities that are generally available at the local or regional level. Additionally, funds cannot be used for increasing staff salaries or for administrative or planning functions. This section of funding is based upon availability of funds. The plan must align with the purpose of the funding (above).

Funds Available: The OEC anticipates that a total amount of \$892,955 will be available between July 1, 2024 and June 30, 2025. All grants shall be funded within the limits of available appropriations. The table below details the proposed allocations for the Priority School Readiness municipalities.

Municipality	Grant Award	Municipality	Grant Award
Andover	3,881	Milford	3,881
Ansonia	6,447	Naugatuck	3,881
Ashford	3,881	New Britain	39,928
Bloomfield	8,035	New Haven	81,386
Branford	3,881	New London (LEARN)	17,226
Bridgeport	101,074	North Canaan	3,881
Bristol	18,756	Norwalk	37,688
Brooklyn	3,881	Norwich	20,120
Canterbury	3,881	Plainfield	3,881
Chaplin	3,881	Plainville	3,881
Colchester	3,881	Plymouth	3,881
Coventry	3,881	Putnam	6,447
Danbury	24,889	Scotland	3,881
Derby	3,881	Seymour	3,881
Eastford	3,881	Shelton	3,881
East Hartford	21,242	Sprague	3,881
East Haven	3,881	Stafford	3,881
Ellington	3,881	Stamford	48,970
Enfield	3,881	Sterling	3,881
Greenwich	3,881	Stratford	3,881
Griswold	3,881	Thomaston	3,881
Groton	3,881	Thompson	3,881
Hamden	3,881	Torrington	3,881
Hampton	3,881	Vernon	3,881
Hartford	112,523	Voluntown	3,881
Hebron	3,881	Waterbury	75,641
Killingly	3,881	West Hartford	3,881
Lebanon	3,881	West Haven	24,973
Ledyard	3,881	Winchester	3,881
Lisbon	3,881	Windham	13,963
Manchester	3,881	Windsor	3,881
Mansfield	3,881	Windsor Locks	3,881
Meriden	28,337	Wolcott	3,881
Middletown	19,023	TOTAL	\$892,955