



*City of Bristol
School Readiness*

*INFORMATION TO ACCESS
THIS MEETING*

Ladies and Gentlemen:

The regular meeting will be held on Wednesday, October 2, 2024, at 12:15 PM. in City Hall, 111 North Main Street, Bristol, CT.

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

8. Appointments
 9. Old Business
 10. New Business
 11. Community Sharing
 12. Adjournment
 13. Next meeting date November 6, 2024
- PER ORDER OF THE CHAIRPERSON

**Bristol School Readiness Council
Regular Meeting
September 4, 2024**

- The regular meeting of the School Readiness Council was held on September 4, 2024 in person at the Bristol Board of Education and on the Zoom Meeting Platform and called to order by Liaison Donna Osuch at 12:18 PM.

Present: Maegan Adams, Mayor Jeffrey Caggiano, Cecilia Garay, Maureen Eaton, Yesenia Fuentes, Michelle Herens, Sarah Holmes, Donna Koser, Susan Adeife Lee, Amber Lipscomb, Alyssa McGhee, Wendy McGrath, Brenda Moore, Jillian Romann, Erick Rosengren, Dina Schaffrick, Jennifer St. John, Courtney Sugarman, Kristina Tanguay, Valerie Toner, Superintendent Iris White

Absent: Matt Baronowski, Valerie Pelletier

Also Present: Erica Cabiya, Michelle Fangiullo, Yolande Lazaruz-Guerrero

- **Swearing In:** Town & City Clerk Erica Cabiya swore in Council members who were present in person and distributed letters. Donna will distribute remaining letters.
- **Appointments:**
 - Meagan Adams, Bristol Child Development Center representing community-based programs
 - Erick Rosengren representing the Mayor and City Council
- **Welcome and Introductions**
- **Elect Chairpersons:**
 - *Motion by School Readiness Council member Donna Koser and seconded by Jennifer St. John, it was a unanimous vote to approve the appointments of Maureen Eaton and Jillian Romann as co-chairs of the Bristol School Readiness Council through August 31, 2025.*
- **Approval of School Readiness Council Meeting Minutes held June 5, 2024:**
 - *Motion by School Readiness Council member Val Toner and seconded by Amber Lipscomb, it was a unanimous vote to approve the minutes of the School Readiness Council Minutes held June 5, 2024.*
- **Comments by Superintendent Iris White**
- **Committee Updates**
 - Program Quality – Maureen Eaton and Michelle Fangiullo
 - Discussed staff and enrollment updates
 - Discussed new class at BristolWORKS!
 - Office of Early Childhood (OEC) updates:
 - Waiting for OEC to send Enrollment Grant report
 - Grant Award Letters came out later than prior year
 - Early Start CT Listening Sessions held August 12 and September 4 and 10
 - Local updates:
 - City Council, Board of Finance and Joint Board approval process underway for most SR grants

- Financial reports due August 16, 2024
 - Next meeting is September 11 at 10:00 at Edgewood Pre-K Academy and on Zoom
- Health Committee – Kristina Tanguay
 - No meetings over the summer, but planning to continue the focus of child mental health and educational health awareness series
 - Next meeting is September 10 at 2:00 on Zoom
- Governance – Sarah Holmes
 - No report
- Community Outreach – Donna Koser and Jennifer St. John
 - Parent Ambassadors started Special Ed HUB because parents were looking for support
 - Gaining momentum and has Bristol Public School's support
 - Planning sensory friendly movie night in fall with a Community Conversation
 - Third part of Survey Project is end of September and for parents of children under age 6
 - Parents who complete it will receive \$10 gift card
 - Bristol parents who send a screen shot of the completed survey will be entered to win a \$50 Amazon gift card; gave away \$100 card for second survey
 - Little Free Libraries looking for books
 - Parent Ambassadors partnering with Library for Halloween costume swap
 - Drop off costumes between now and October 3, and families can pick out costumes October 5
 - November 2 will be at the Farmers Market collecting children's clothing up to size 6
 - Next meeting is October 17 at 10:00 on Zoom
- Infant and Toddler – Maegan Adams and Michelle Herens
 - Children's clothing drive is October 2 - November 2, and families and agencies can pick up clothing November 14 from 1:00-6:00
 - Next meeting is September 17 at 1:30 on Zoom
- Transition to Kindergarten – Courtney Sugarman
 - No meetings over the summer
 - Winners of Firetruck raffle were brought to school on firetrucks
 - Piper McKee won and is at West Bristol
 - Xander Fuentes won and is at Mountain View
 - Mayor and Liaison went to both children's homes and schools
 - 403 children were registered on time, and 477 were enrolled as of 9/3 for 84.5% registered on time
 - Next meeting is September 16 at 3:45 on Zoom
- **School Readiness Liaison Report – Donna Osuch**
 - Office of Early Childhood (OEC) and other Updates
 - OEC is holding Listening Sessions regarding the upcoming significant policy and programmatic changes with the implementation of Early Start CT. Some of the changes being discussed include:
 - Programs will apply to OEC directly rather than go through the SRC

- Programs are only guaranteed to receive 90% of current allocation for FY26-27
 - Next round of RFPs (FY28-29) will be fully competitive
 - No information about the RFA/RFP process or new Local Governance Partners, but OEC welcoming questions
 - Next Listening Sessions are at 6:00 PM on 9/4 virtual and 9/10 in person and need to register - Donna will send the flyers
- **Local Updates**
 - Donna will send a short demographic survey through Google to collect required information
 - Financial Updates:
 - Bristol received new money in June for community programs only, Private Provider Payment (PPP), and new FY24 funds were paid in early July
 - The Q4 Enrollment Grant is being processed this week, and programs should receive payment very soon
 - Donna worked with the Comptroller's office over summer to close out all FY24 grants
 - All FY25 grants, except new PPP, have been approved by City Council and Board of Finance. Once they're approved by the Joint Board on 9/10, Donna will get the first quarter payments processed
 - Programs will be paid quarterly going forward rather than monthly
 - Donna attending CTAEYC Conference September 20, and Program Administration Scale Reliability Training at CREC September 23-27
- **Quality Enhancement Report:**
 - Funds for Quality Enhancement will be drawn down after the Joint Board approves grants
- **Monitoring Visits Report**
 - In September, so far,
 - Edgewood Pre-Kindergarten Academy (EPKA) has 135/149 part day/part year spaces filled
 - Bristol Child Development Center (BCDC) has 122/129 full day/full year spaces filled (five 3-year-old and two 4-year-old openings) and 56/56 CDC infant/toddler spaces filled
 - Imagine Nation, A Museum Early Learning Center (INMELC) has 119/119 full day/full year Pre-K spaces and 8/8 infant/toddler spaces filled
- **Resignations:**
 - Councilor Andrew Howe
 - Siri Gilmore
- **Old Business:** none
- **New Business:** none
- **Community Sharing:**
 - Sarah shared that the Family Resource Centers are setting up their play and learn groups to start at the end of September on Monday, Tuesday and Wednesday mornings; flyers will be posted

- Tina shared that the Bristol-Burlington Health District is hosting a Health Fair October 5 at Rockwell Park Amphitheater from 10:00-1:00; let her know if you want to be a vendor
 - Michelle Fangiullo shared that Bristol Boys & Girls Club is hosting its 5K Color Dash this Saturday; she also shared flyers for Playful Learners, a 4-week session for children under age 3; and Harvest Time on October 3 from 1:00-4:00
 - Michelle Herens shared that Bristol Health is remodeling its Labor and Delivery Unit currently and Birthing Center soon.
 - Jennifer shared that the Parent Ambassadors have their statewide quarterly meeting next Wednesday from 6:00-8:00; she will also attend the Parent Cabinet Retreat on behalf of Region 6; and, she has been asked to help New Britain Parent Ambassadors with their Community Café
 - Val shared data about Summer Reading at the Library: between 900-1,000 children participated reading the equivalent of 50 years! Greene-Hills School won, and their principal said he would dye his hair pink and sleep on the roof. Also, they served 5,000 free lunches from 6/24 - 8/16.
 - Any donations made for lunch today (and at October's meeting) will be made to Early Learning - A PET Project Fund at the Main Street Community Foundation to support the School Readiness providers
- **Adjournment: Meeting was adjourned at 1:00 PM.**

Next regular meeting date: October 2, 2024 in person and on Zoom

Respectfully Submitted,
Donna Osuch
School Readiness Liaison

Program Quality
Wednesday, September 11, 2024

Present: Maegan Adams, Renee Dailey, Maureen Eaton, Michelle Fangiullo, Laurie Nadeau, Donna Osuch, Courtney Sugarman, Pam Testa
Absent: Val Pelletier, Cindy Rogers

Welcome and Introductions:

Staffing and enrollment update:

- **Staffing:**
 - BOE made an offer to someone for Rachael's position, and needs a few paras
 - BCDC hired a floater and assistant teacher and wants to replace a floater
 - INMELC hired a preschool assistant teacher, but having trouble completing the background check (learned can't do background check on phone)
- **Enrollment:**
 - BOE has 4 openings
 - BCDC is full at Burlington Ave for September but has an opening for a younger 4, and has 3 PK3 and 2 PK4 openings at West St
 - INMELC is full
- **BristolWORKS!:**
 - New class starts 9/17 and also is recommended for new hires who have no experience in early childhood

OEC Updates:

- **Registry document** - Donna shared document from OEC about how to update the Registry
- **Another update to GP-A-03 Data Submission and Reporting Requirements** - OEC said the only change in the August policy vs. the July policy is they added a link to a contact form, but Donna couldn't find it
- **Enrollment Grant Payment** - programs should have received checks but have not; Donna will ask Comptroller's office (update is they mailed the checks 9/11)
- **Private Provider Payment (PPP) in eGMS:** Donna added the budget and waiting for OEC to adjust award to reflect only FY2025 (update is OEC forgot the IT amounts, so waiting for 2 adjustments now)
- **Early Start CT Listening Sessions** - sign up for upcoming sessions, and this is what they're saying:
 - Programs will apply to OEC directly this year
 - Programs only guaranteed to receive 90% of current allocation for FY26-27 (RFA)
 - Programs can apply for remaining 10% of current allocation for FY26-27 (RFP)
 - Next round of RFPs for FY28-29 will be fully competitive
 - September Listening Sessions are 9/4 virtual and 9/10 in person at 6:00 PM
 - October Listening Session is 10/3 virtual at 6:00 PM when we should learn more about RFA/RFP process and Local Governance Partners
- **Early Start CT webpage:** <https://www.ctoec.org/early-start-ct/>

Local updates:

- Still need City Council, Board of Finance and Joint Board approvals for **PPP**

- **RFP for Center Based Educator Registered Apprenticeship Program** - BristolWORKS! tentatively applying as intermediary unless programs plan to apply - let Donna know
- Submit family information to Donna for **Ready4K** - Donna will attach form to minutes
- Need invoices to pay first quarter, which Donna will submit this week

Early Childhood Alliance Fall Advocacy Academy:

- Here's the link if interested in registering for 3-part academy (2 days virtual and 1 day at Capitol): <https://www.cteca.org/advocacyacademy>
- Do we want to host a legislative breakfast? Yes, we should and help legislators understand demographics we're serving.

Next Meeting Date Wednesday, October 9 at 11:00 a.m. at Edgewood Pre-K Academy and Zoom

Respectfully Submitted,
Donna Osuch

Health Committee Notes September 10, 2024

The regular meeting of the Health Committee was held on September 10, 2024, on Zoom Meeting Platform and called to order by Tina and Leo.

Present: Maegan Adams, Stephanie Daniele, Yesenia Fuentes, Donna Koser, Jennifer St. John, Leo Suazo, and Tina Tanguay

Welcome and introductions: add

New Priorities/Ideas:

- **Behavioral Health** – Perhaps information on “How to develop a Safety Plan” or bringing back “Circle of Security” to the community were some ideas shared.
- **Host Zoom series for parents – presentations will be one hour (prepare for 45 minutes).**
 - Host the following at 6:00 on Zoom, and all have started researching:
 - Wednesday, October 2 eye health (Sherry and Dr. Bartles)
 - Wednesday, October 30 gardening and healthy eating rescheduled (Leo)
 - Record sessions and post for more to view
 - Flyer for virtual educational series to be shared widely
(https://www.canva.com/design/DAF_ZiySie8/mzIktqjMxNkw3AB8F72_5A/edit)
Leo invited everyone to update. Tina to reach out to the Bartles to update
- **Dental Clinic for preschool children -**
 - The dental hygienist was not available to attend to help plan but is willing to do a “screening” of children. It was mentioned that if we “screen” children, the committee should provide a “follow up” guide for families to include:
 - Information on Husky and how to sign up
 - Mission of Mercy in Waterbury (November) – on a bus route
 - UCONN School of Dental Medicine Farmington, CT
 - List local dentists in area.
 - Post during Dental Health Awareness Week

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.
 - Be more proactive during meetings and look at calendar to determine posts together
- **Seed Project** – Went well and the committee will consider doing it in the Spring.
- **Little Read** – *Members were asked to think about books for the spring. Some ideas were to find books around:*
 - **Mental Health (Coping with trauma, such as, suicide)**
 - **Feelings**

Members present were asked to bring ideas to the next meeting.

Other:

- Diversity, equity and inclusion – Looking to connect with Polish families.
- Brainstorm ideas to grow committee: Reach out to other organizations that serve the same population. Perhaps Familia’s en Accion?

Respectfully Submitted,
Donna Koser

Infant & Toddler Committee

Zoom Meeting Notes

September 17, 2024, from 1:30 – 2:30 p.m.

In attendance: Michelle Fangiullo, Yesenia Fuentes, Michelle Herens, Tracy Krasinski, Yolande Lazarus-Guerrero, Laurie Nadeau, Donna Osuch, Kaitlyn Rondeau and Jennifer St. John

Members present discussed the following items.

Equity and Inclusion:

- BECA has asked that all committees think about equity and inclusion.
- The Special Education Hub met August 21st, and participants want to continue to meet. Several parents attended as well as community providers and the Director of Special Services for BPS. The next meeting is October 16th at noon. A smaller group met to plan a sensory-friendly movie night at Edgewood Pre-K Academy on November 7th.

Events

- Clothing Swap
 - o October 2nd through November 2nd – collect clothing
 - o November 14th from 1:00 – 6:00 p.m. families/agencies can pick up clothing. Need to confirm which BCDC site. Donate remaining clothing to Caring Closet.
 - o Need flyer - Maegan is creating
- Farmer's Market November 2nd
 - o Collect clothing for swap
 - o Who can help? Donna K, Donna O, both Parent Ambassadors, Jenn

Michelle brought up the hospital admission packet and the bags she gives to new mothers:

- Give Michelle materials you think would be helpful
- Already contains information on: birth certificate, Sparkler, car seat safety, poison control, vaccines, post-partum health, airbags, safe sleep, breastfeeding, hearing screen and more

Other discussion:

- There may be a need for a weekly support group
- Bristol Health does not currently have a certified facilitator.

Opportunities for Infants and Toddlers –

- Could we host a car seat safety check and include books and outreach? Michelle said many changes going on at the Bristol Police Dept. and that the person who would coordinate this is “probably” being assigned different duties. Donna O will ask the chief and ask about accident data related to car seats.

Next Steps / Updates

- Maegan to create a flier for the clothing drive.
- Library is collecting Halloween costumes now through October 2nd, with October 5th from 10:00-12:00 the swap day for families

Next Meeting: *October 22, 2024, at 1:30 p.m. on ZOOM*

Transition to Kindergarten Committee

September 16, 2024

The regular meeting of the Transition to Kindergarten Committee was held September 16, 2024 on Zoom Meeting Platform and called to order by Christina Macioci at 3:50 PM.

Welcome and Introductions:

Attendees: Maegan Adams, Michelle Fangiullo, Yesenia Fuentes, Yolande Lazarus-Guerrero, Christina Macioci, Donna Osuch, Laurie Nadeau, Misty Palaia, Gail Zimmerman

Transition to Kindergarten Activities

- Summer recap
 - Fire Truck rides - Piper McKee (West Bristol) and Xander Fuentes (Mountain View) won
 - Parent survey report - report attached. Highlights:
 - 160 surveys returned (much fewer than previous years)
 - Fewer children attended preschool, or parents have high school diplomas
 - More parents read to their child daily, and more children getting adequate sleep and engaging in 4 hours of physical activity
 - New questions about napping and familiarity with programs used in Kindergarten
 - Ask if we can include survey with registration process to ensure better data
 - Kindergarten registration data - 403 were registered on time, and 477 enrolled on 9/3, for 84.5% registered on time - better than past years
 - City-wide Parent Orientation May 22nd debrief:
 - Families schools want to be there are not
 - Noticed that many children stayed with their parents rather than run around
- Review 2024-2025 timeline - did not have time
- Kindergarten age change impact so far -
 - Noticing bigger discrepancies with children who received waiver, especially those who did not attend preschool (is it because teachers are more aware this year?)
 - What happened to children who did not pass waiver and the option for a second chance assessment? Donna will ask.
 - Will there be a waiver process for next year? Waiver process is in legislation and will be in place until removed from legislation, but Donna will ask what Bristol intends to do.
- Transition of children with IEPs
 - Christina said transition team was “spot on”, and she called community teachers for more information when they noted a concern
 - Misty said transition worked well, except they have several children with little data
 - Maegan said Bristol Child Development Center has 25-40% children with IEPs and some children with uncontrollable behaviors

Dine & Discuss

- Plan Fall event
- Prior Idea: Play based learning- what does this mean for teachers with possible guest speaker
- Discussion about addressing concerns about increase in identified special needs
- Donna will draft a survey to decide between special needs and play based learning

Ready 4K

- Donna sent template to providers to gather family information

Next Meeting October 21, 2024 at 3:45 on Zoom