



*City of Bristol
School Readiness*

*INFORMATION TO ACCESS
THIS MEETING*

Ladies and Gentlemen:

The regular School Readiness Council meeting will be held on November 6, 2024, at 12:15 PM on Zoom

Join Zoom Meeting:

zoom.us/j/92046208066?pwd=WVl3cU...

ID: 92046208066

passcode: 355413.

1. Call to Order
2. Welcome and Introductions
3. Approval of Minutes
 - a. Regular Meeting - October 2, 2024
4. Committee Reports
 - a. Program Quality
 - b. Health
 - 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 and Statewide Updates
 - b. Local Updates

6. Quality Enhancement Report
 7. Monitoring Report
 8. Resignations
 - a. Maureen Eaton after November meeting
 9. Appointments
 10. Old Business
 11. New Business
 12. Community Sharing
 13. Adjournment
 14. Next meeting date December 4, 2024
- PER ORDER OF THE CHAIRPERSONS, Maureen Eaton and Jillian Romann

**Bristol School Readiness Council
Regular Meeting
October 2, 2024**

- The regular meeting of the School Readiness Council was held on October 2, 2024 in person at the Bristol Board of Education and on the Zoom Meeting Platform and called to order by Jillian Romann at 12:20 PM.

Present: Maegan Adams, Matt Baronowski, Cecilia Garay, Maureen Eaton, Yesenia Fuentes, Michelle Herens, Donna Koser, Susan Adeife Lee, Amber Lipscomb, Wendy McGrath, Brenda Moore, Valerie Pelletier, Jillian Romann, Erick Rosengren, Sarah Roy, Dina Schaffrick, Jennifer St. John, Courtney Sugarman, Valerie Toner

Absent: Alyssa McGhee, Kristina Tanguay

Also Present: Michelle Fangiullo, Yolande Lazaruz-Guerrero

- **Welcome and Introductions**
- **Approval of School Readiness Council Meeting Minutes held September 4, 2024:**
 - ***Motion by School Readiness Council member Jennifer St. John and seconded by Val Toner, it was a unanimous vote to approve the minutes of the School Readiness Council Minutes held September 4, 2024.***
- **Committee Updates**
 - Program Quality – Maureen Eaton and Michelle Fangiullo
 - Discussed staff and enrollment updates
 - Discussed new class at BristolWORKS! and that it might benefit staff new to ECE
 - Office of Early Childhood (OEC) updates:
 - Donna shared document about how to update the Registry
 - Highlights from Early Start CT Listening Sessions were shared
 - Local updates:
 - Still need City Council, Board of Finance and Joint Board approvals for the Private Provider Payment (PPP)
 - Donna requesting family information for Ready4K text alerts
 - Committee planning to hold a fall legislative event
 - Next meeting is October 9 at 10:00 at Edgewood Pre-K Academy and on Zoom
 - Health Committee – Donna Osuch for Kristina Tanguay
 - Ideas shared to perhaps share information about “How to develop a Safety Plan” or bring “Circle of Security” class to community to address child mental health
 - Zoom educational classes for parents are being rescheduled
 - Discussion about dental screening of children by BBHD dental hygienists and creating follow up guide for families
 - Committee is asked to bring ideas for Little Read books that address mental health and feelings
 - Discussion about how to connect with Polish speaking families and growing committee
 - Next meeting is October 8 at 2:00 on Zoom

- Governance – Sarah Holmes
 - No report
- Community Outreach – Donna Koser and Jennifer St. John
 - Parent Ambassadors planning sensory friendly movie night November 7 with a Community Conversation; movie is Winnie the Pooh, and looking for sponsors to pay for the movie license and snacks
 - Third part of Survey Project started last week 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
 - Parent Ambassadors partnering with Library for Halloween costume swap October 5
 - November 2 will be at the Farmers Market
 - Next meeting is October 17 at 10:00 on Zoom
- Infant and Toddler – Maegan Adams and Michelle Herens
 - Children’s clothing drive details are being confirmed with everything now happening at the library - more to come
 - November 2 will be at the Farmers Market
 - Discussion about committee working with the Police Dept. on a car seat safety event with outreach and children’s books
 - Next meeting is October 15 at 1:30 on Zoom
- Transition to Kindergarten – Courtney Sugarman
 - Parent survey report 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 re: napping and familiarity with programs used in Kindergarten
 - Ask if we can include survey with registration process to ensure better data
 - Discussed Transition of children with IEPs:
 - Kindergarten teachers said transition team was “spot on”, and they called community teachers for more information when they noted a concern
 - Discussed community preschool programs have 25-40% children with IEPs and some children with challenging behaviors
 - Planning Fall Dine & Discuss:
 - Donna sent a survey to decide between special needs and play based learning
 - Donna sent the Ready4K template to providers to gather family information
 - Next meeting is October 21 at 3:45 on Zoom
- **School Readiness Liaison Report – Donna Osuch**
 - Office of Early Childhood (OEC) and other Updates
 - Liaisons were told that this year we would pay programs up front and quarterly, but at a meeting with OEC, we were told to go back to monthly reimbursement starting in the 2nd quarter. After requesting clarification, communities can choose their preference.

- Bristol's Comptroller's Office prefers to pay monthly, which was communicated to programs.
- OEC is holding Listening Sessions regarding the upcoming policy and programmatic changes with the implementation of Early Start CT. The changes being discussed in the upcoming session includes the Local Governance Partners (LGP), which are currently School Readiness Councils. Responsibilities of the council and liaison will change, including not deciding program funding. Next session is 10/3 at 6:00 PM on Zoom.
 - Our membership with CT Early Childhood Alliance includes 2 free opportunities to attend an Advocacy Academy. Donna and Yesenia will attend.
 - **Local Updates**
 - Bristol has two groups working on early childhood issues, Bristol Early Childhood Alliance (BECA) and the School Readiness Council. At the BECA meeting we started conversations to combine the two groups, which will continue. We want to streamline efforts and be ready for the State's requirement that we have one council, the LGP (see above).
 - Private Provider Payment has been submitted for approval by City Council and Board of Finance. Once they're approved by the Joint Board on 11/12, Donna will get the first payments processed
 - Donna passed Program Administration Scale Reliability Training. Maegan also passed.
 - **Quality Enhancement Report:**
 - The first quarter funds for Quality Enhancement were drawn down, and Donna will inform programs when the second quarter are available
 - **Monitoring Visits Report**
 - In October, so far,
 - Edgewood Pre-Kindergarten Academy (EPKA) has 147/149 part day/part year spaces filled
 - Bristol Child Development Center (BCDC) has 122/129 full day/full year spaces filled 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:** none
 - **Appointments:** none
 - **Old Business:** none
 - **New Business:** none
 - **Community Sharing:**
 - Val Toner shared that story times begin next week for the next 10-week session; library is hosting a costume swap this Saturday; and she will be out for surgery in two weeks for an extended period
 - Jenn shared that the newest parent survey is available and asked if Courtney could share on Parent Square and if Donna could send to all Bristol providers

- 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
 - Donna Koser shared that United Way is hosting its Community Impact celebration October 29 at the DoubleTree by Hilton
 - Any donations made for lunch today 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 1:08 PM.**

Next regular meeting date: November 6, 2024 on Zoom

Respectfully Submitted,
Donna Osuch
School Readiness Liaison

Program Quality
Wednesday, October 9, 2024

Present: Maegan Adams, Anne Burke, Renee Dailey, Maureen Eaton, Michelle Fangiullo, Laurie Nadeau, Donna Osuch, Courtney Sugarman

Absent: Val Pelletier, Cindy Rogers, Pam Testa

Welcome and Introductions:

Staffing and enrollment update:

- **Staffing:**
 - BOE needs a few paras; onboarding person hired for Rachael's position
 - BCDC will have 1 long-term leave and 3 back-to-back maternity leaves
 - INMELC okay for now
 - Discussion about staff who are habitually tardy, want to leave early and "don't want to work". INMELC has a policy: 1 verbal warning, 2 written warnings, and fire
- **Enrollment:**
 - BOE is full
 - BCDC is full at Burlington Ave and has 7 openings at West St, needs 4 year-olds
 - INMELC is full
- **BristolWORKS!:** No update

OEC Updates:

- **New memo released today:** OEC will pay programs 100% of allocation if enrollment is 85% or higher, monthly and by funding source
- Renee shared memo (sent yesterday) from OEC Licensing stating **RFA applications should be released soon**, and that programs will apply **based on utilization from FY23 and FY24**
- **ECE Reporter data and incorrect family income related to SMI** - please check your data and the reports' results as they were way off for INMELC the last couple months; if results are incorrect, please request support from help desk as it's likely a system issue
- **Early Start CT Listening Sessions** - October sessions are regarding Local Governance Partners:
 - RFA went to OPM for approval on 10/1 and programs will apply to OEC directly this year
 - Timeline is programs apply this fall; notification of funding by Jan. 2025; notify LGPs by April 1; and launch Early Start CT July 1, 2025
 - Discussion about an intermediary between OEC and LGPs
 - Donna will share PowerPoint
- **Early Start CT webpage:** <https://www.ctoec.org/early-start-ct/>

Local updates:

- City Council, Board of Finance and Joint Board approvals for **Private Provider Payment (PPP)** in process
- **Screening process reminder (updated)** - Laura Carlisle shared updated forms via email, and Anne Burke joined the meeting to clarify process:
 - Request is for a screening, not an evaluation
 - Note if school is also concerned
 - Ask parent to submit if school is not concerned
- Submit family information to Donna for **Ready4K** - Donna will attach form to minutes

- Billing form should reflect both allocation and enrollment, and percentage of enrollment - Maegan will edit and share form she created
- Donna will reach out regarding program and classroom monitoring

Early Childhood Alliance Fall Advocacy Academy October 15, 18 and 25

Changing January meeting to January 15 at 10:00 a.m. at Edgewood Pre-K Academy and Zoom

Next Meeting Date Wednesday, November 13 at 11:00 a.m. at Edgewood Pre-K Academy and Zoom

Respectfully Submitted,
Donna Osuch

Health Committee Notes

October 8, 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, Alyssa Arnista, Sherry and Tad Bartles, Donna Koser, Donna Osuch, Jennifer St. John, Leo Suazo, and Tina Tanguay

Welcome and introductions:

New Priorities/Ideas:

- **Behavioral Health** – Perhaps bring back “Circle of Security”; Youth & Community Services discussing that program also; Donna K trained and could co-facilitate with a social worker
- **Host Zoom series for parents – presentations will be one hour (prepare for 45 minutes).**
 - Host the following at 6:00 on Zoom:
 - Wednesday, November 6 eye health (Sherry and Dr. Bartles)
 - Wednesday, December 11 respiratory illness (Tina Tanguay) - Donna K will host
 - Reschedule for early spring gardening and healthy eating (Leo)
 - Record sessions and post for more to view
 - Donna K will update flyers - presenters send short bio and description of presentation (https://www.canva.com/design/DAF_ZiySie8/mzIktqjMxNkw3AB8F72_5A/edit)
 - Donna K will create an event on Facebook
 - Donna O will host on Zoom and use Zoom registration - test with Bartles' tomorrow
- **Dental Screening for preschool children -**
 - The dental hygienist is working to figure out if they can spend their time with preschool or high school. We can also look into:
 - Information on Husky and how to sign up
 - Ask UCONN School of Dental Medicine Farmington, CT
 - Tell people about Mission of Mercy in Waterbury (November) – on a bus route
 - 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** – Leo starting to reach out to Courtney; SSS, WBS, GHS and community programs
- **Little Read** – Val Toner sent book ideas related to feelings/mental health, and others suggested:
 - Wemberly Worried by Kevin Henkes
 - When Sophie Gets Really, Really Angry by Molly Bang
 - The Color Monster: A Story About Emotions by Anna Llenas
 - The Feelings Book by Todd Parr
 - My Body Sends a Signal by Elizabeth Maguire
 - When Words Have Power by Lisa Chong
 - The Way I Feel by Janan Cain
 - Committee is asked to look at the ideas so we can select at the next meeting

Other:

- Diversity, equity and inclusion – Looking to connect with Polish families, and Angie (Polish speaking) interested in joining. Tina will invite her.
- Brainstorm ideas to grow committee: invite participants at end of virtual education classes; invite health care providers; invite Aubrey or social worker from Youth & Community Services

Respectfully Submitted,
Donna Osuch

Infant & Toddler Committee

Zoom Meeting Notes

October 15, 2024, from 1:30 – 2:30 p.m.

In attendance: Maegan Adams, Michelle Fangiullo, Yesenia Fuentes, Michelle Herens, Donna Koser, Yolande Lazarus, Wendy McGrath, and Kaitlyn Rondeau

Members present discussed the following items.

Equity and Inclusion:

BECA has asked that all committees think about equity and inclusion. A recap was provided.

A sensory friendly movie is planned for Nov. 7, 2024 at Edgewood. Parent Ambassadors will complete Part II of Community Conversation around Special Education.

Events

Clothing Swap being held at the Bristol Public Library

- Collection of clothing to be held until November 9th
- November 13th from 9 a.m. to 5 p.m. families/agencies can pick up clothing.
- A few suggestions:
 - Sign up Genius for members to help with sorting and distribution
 - Add Contact to flyer
 - Translate to Spanish

Farmers Market – Nov. 2

- Collect clothing
- Adopt Reading Buddies

Other discussion:

- Today is Prenatal Loss Awareness – Donna K to post something about Wave of Light
- Toy Swap for growing babies - discussion to continue.
- The Bridge Project – an amazing opportunity for families. <https://bridgeproject.org/>
- Dental Hygienist at Tunxis is looking for ways to impact children. Wendy to keep the committee posted on opportunities or if someone will attend the Farmers Market.
 - A guide for parents around dental hygiene would be welcomed.
 - Imagination and Bristol Child Development Center would be interested in partnering.
- LaLeche breastfeeding group – Yesenia to reach out to a previous contact to see if there is a group that currently serves the Bristol area.
 - Kaitlyn is certified and is currently gaging interest from clients about a possible breastfeeding support group. Michelle is interested in partnering.

Opportunities for Infants and Toddlers –

- Families with children birth to age 6 are encouraged to complete the CT Rapid survey. Please let Donna K know of an opportunity to reach families with children who are Birth to age 6.

Next Steps / Updates

- Maegan to create a flier for the clothing drive and translate to Spanish.

Next Meeting: November 19, 2024, at 1:30 p.m. on ZOOM

Transition to Kindergarten Committee

October 21, 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, Donna Koser, Yolande Lazarus-Guerrero, Christina Macioci, Donna Osuch, Laurie Nadeau, Meghan Nadeau, Misty Palaia, Dina Schaffrick, Jennifer St. John, Courtney Sugarman

Transition to Kindergarten Activities

- October activities:
 - Case Consultation Committee - do we want to bring this back?
 - Alternative idea is to create an electronic way to communicate (WhatsApp, Google doc)
 - Donna will bring to next Program Quality meeting (Yolande is interested)
 - Parent survey - Donna needs to ask Central Registration if we can include survey with registration process to ensure better data next year
- Review 2024-2025 timeline - suggested changes include: adding lawn signs to “time to register” media blitz and removing letters to parents (not done in recent years)
- Kindergarten age change -
 - Donna asked Jillian if there will be a waiver process for next year, and was told that she had not heard yet what Bristol will do
 - If a family tries to access waiver now, they will be told to wait until February to register their child for school

Dine & Discuss

- Donna shared survey results: event will be Tuesday, November 19th from 5:30-7:00
- Topic will be addressing concerns about increase in young children with identified special needs: how we can support teachers, families and children
- Donna will pull together smaller committee to plan details, including: Christina, Misty, Courtney, Donna K, and others who volunteered in survey
- Comments shared: how to streamline effective documentation; what the laws say; present resources; how to support child so that everyone can be successful in classroom; transparency, patchwork quilt; invite Amy Martino, Molly Goodine, Azra, Jillian, BCBAs/social workers/support staff

Ready 4K

- Donna sent template to providers to gather family information

Next Meeting November 18, 2024 at 3:45 on Zoom