



*City of Bristol
School Readiness*

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*Meeting ID: 852 1033 3475
Passcode: 053493*

Ladies and Gentlemen:

The regular Bristol Early Childhood Collaborative (formerly School Readiness Council) meeting will be held on Wednesday, November 5, 2025, at 12:00 PM on Zoom.

1. Call to Order, Welcome and Introductions
 - a. Welcome new Family & Community Engagement Coordinator
2. Approval of Minutes
 - a. Regular Meeting - October 1, 2025
3. Committee Reports
 - a. Program Quality
 - b. Health and Wellness
 - c. Governance
 - d. Community Outreach
 - e. Transition to Kindergarten
4. Strategic Framework
 - a. Approve Vision and Mission Statements
 - b. Update Strategic Framework
5. Bristol Early Childhood Collaborative Liaison Report

- a. Office of Early Childhood and Shine Updates
 - b. Local Updates
 - i. Approve 2026 Meeting Schedule
- 6. Resignations
 - a. Kate Kerchaert, Main Street Community Foundation, effective 11/14/2025
 - b. Jennifer St. John, Parent Cabinet, effective 11/14/2025
- 7. Appointments
 - a. Donna Koser, United Way of Central and Northeastern CT
 - b. Whitney Shufelt, Main Street Community Foundation
- 8. Old Business
- 9. New Business
 - a. Loss of Federal Benefits
- 10. Community Sharing
- 11. Next meeting date December 3, 2025
- 12. Adjournment

PER ORDER OF THE CHAIRPERSONS, Maegan Adams and Sandra Godin

**Bristol Early Childhood Collaborative
Regular Meeting
October 1, 2025**

The regular meeting of the Early Childhood Collaborative (BECC), formerly School Readiness Council was held on October 1, 2025 on the Zoom Meeting Platform, and called to order by Chair Sandra Godin at 12:04 PM.

Present: Maegan Adams, Michelle Fangiullo, Cecilia Garay, Sandra Godin, Michelle Herens, Kate Kerchaert, Amber Lipscomb, Melissa Mendez, Brenda Moore, Kaitlyn Rondeau, Dina Schaffrick, Kara Singleton, Jennifer St. John, Claire Strillacci, Courtney Sugarman, Iris White

Absent: Stephanie Daniele, Yesenia Fuentes, Susan Adeife Lee, Liz McGuire, Valerie Pelletier, Erick Rosengren

Also Present: Dagmary Balanta, Sarah Ethier, Donna Koser, Dawn Leger, Aubrey Minkler, Whitney Shufelt

- **Welcome and Introductions**
 - Nominations and approve Co-Chair – ***Motion by BECC member Jennifer St. John and seconded by Amber Lipscomb, it was a unanimous vote to approve Maegan Adams as co-chair to serve with Sandra Godin.***
- **Approval of Bristol Early Childhood Collaborative Meeting Minutes held September 3, 2025:**
 - ***Motion by BECC member Amber Lipscomb and seconded by Michelle Fangiullo, it was a unanimous vote to approve the minutes of the regular Bristol Early Childhood Collaborative Minutes held September 3, 2025.***
- **Transition:**
 - Strategic Framework report – Donna shared the Strategic Framework which came out of the June retreat by Fio Partners, and we'll work on it at a future meeting.
 - Vision and Mission Statements – BECC members worked in small breakout groups to discuss the following:
 - Draft Mission: To connect and empower families, educators, and community partners to ensure that all children in our community – from birth through age eight – have access to the resources, relationships, and opportunities they need to thrive.
 - Draft Vision: A Connected community where every child and family is supported, valued, and prepared for lifelong success in school and life.
 - We will send a survey with the options discussed for members to vote.
 - New Logo update – Sandra and Donna shared logo options from WORX, and BECC members discussed. We will include logo questions in the survey before reaching out to WORX.
- **Committee Updates – all committee notes were emailed after the meeting**
 - Program Quality – Michelle Fangiullo
 - Next meeting is October 8 at 10:00 at Imagine Nation and on Zoom
 - Health and Wellness Committee – Maegan Adams and Stephanie Daniele
 - Next meeting is October 14 at 2:00 at City Hall Room 1-3 and on Zoom

- Governance – TBD – no report
- Community Outreach – Jennifer St. John – no report
 - Next meeting is October 16 at 10:00 on Zoom
- Transition to Kindergarten – Courtney Sugarman
 - Next meeting is October 27 at 3:45 on Zoom
- **Bristol Early Childhood Collaborative Liaison Report – Donna Osuch**
 - Office of Early Childhood (OEC) and Shine Early Learning Updates
 - Bristol signed contract with Shine Early Learning, though question by Corp Counsel has not been addressed. We submitted our Match Letter and other documentation once the contract was signed, and the budget was submitted 9/30.
 - Shine has held several trainings/meetings this week, specifically on the monitoring tools and process, and the regular monthly check-ins.
 - OEC has held Listening Sessions about the Early Childhood Education Endowment and plan to hold more. Donna will share.
 - Commissioner Beth Bye retired September 30, and Deputy Commissioner Elena Trueworthy will take her place.
 - Local Updates
 - Donna held an orientation for new members, and is holding another one next Wednesday, October 8th at 1:00. Anyone interested is welcome.
 - Donna is working with HR to hire a new position, Family and Community Outreach Coordinator, and three (3) Parent Ambassadors.
 - Donna attended the CT Association for the Education of Young Children (CTAEYC) Conference September 25th, and will attend the national conference November 19-22, 2025, in Orlando.
- **Resignations:** none
- **Appointments:** none
- **Old Business:** none
- **New Business:** none
- **Community Sharing:**
 - Informational meeting at JF Kennedy Apartments **today, October 1, 2025, at 4:30** to learn more about impact of government shutdown
 - CT Hospital Association received a grant supporting women who recently gave birth, and Bristol Health is participating. Connecticut Urgent Maternal Warning Signs Bracelet Initiative-- <https://cthosp.org/connecticut-urgent-maternal-warning-signs-bracelet-initiative/> and to learn more, here's a free webinar for Community-Based Organization Healthcare Providers and Staff Training <https://www.school-network.net/Courses/Register/32276>
 - Superintendent will share information she received from the Commissioner of Education about impact of shutdown on education funding

- Main Street Community Foundation has a new, unique grant cycle opening today for resident artists. The Love of Art Fund will award stipends of \$1,000-\$5,000. Go to www.mainstreetfoundation.org and the grant tab.
 - Family Resource Centers have a new Program Director, Laura Callachan, most recently from United Way of Greater New Haven. They have started play groups and home visiting.
 - The First Five Years Fund sent an overview of the shutdown related to early care and education programs: <https://www.ffyf.org/resources/2025/10/state-of-play-shutdown/>
- **Adjournment:** Meeting was adjourned at 1:05 PM

Next regular meeting: November 5, 2025 on Zoom

Respectfully Submitted,
Donna Osuch
School Readiness Liaison

Program Quality
Wednesday, October 8, 2025

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

Welcome and set agenda:

Staffing and enrollment update:

- **Staffing:** programs are fine right now
- **Enrollment:**
 - BOE is full in current space– can't take more children
 - BCDC has 4 openings for 4-yr-olds at West and 2 openings each for 3 and 4-yr-olds at Burlington
 - INMELC has 18 openings for preschool

Edgewood/Giamatti update:

- BOE seeking additional money from the State for more upgrades to Edgewood, and the City share would be less than current share; received BOE approval and seeking BOF approval 10/28

OEC and statewide updates:

- **Elena Trueworthy** OEC Acting Commissioner
- **Updated Health & Safety requirements** – Donna will inquire whether BOE has to comply with Care4Kids training
- **OEC and Shine monitoring requirements** – Donna will schedule monitoring visits to half of each program's classrooms over the next two months
- **ECE Reporter** – September reports due by 10/10
- **Early Start CT General Policies** recently updated:
 - A-01 Staff Qualification FAQ: <https://www.ctoec.org/wp-content/uploads/2025/09/QSM-FAQ-Document-FINAL9-25.pdf>
 - A-04 Requirements for conducting research: https://www.ctoec.org/wp-content/uploads/2025/10/GP-A-04_FINAL-OCT-2025.pdf
 - A-07 Meeting Quality Assurance requirements: https://www.ctoec.org/wp-content/uploads/2025/10/GP-A-07_FINAL-OCT-2025.pdf
 - B-02 Fee Guidance: https://www.ctoec.org/wp-content/uploads/2025/09/GP-B-02_REV1-SEPT-2025-1.pdf
 - D-01 LGP membership & responsibilities: https://www.ctoec.org/wp-content/uploads/2025/09/GP-D-01_REV1_FINAL_SEPT-2025.pdf
 - D-02 LGP Liaison role and responsibilities: https://www.ctoec.org/wp-content/uploads/2025/09/GP-D-02_REV2_FINAL_SEPT-2025.pdf

Local updates:

- Updated Early Intervention Request Form – Courtney will ask Laura if the form could be emailed to a shared address
- Lead levels and special education
 - Notice to BBHD if over 3.5% and redraw every 6 months if over 10%

- Health forms note if lead levels are elevated
- How can we create a system to monitor children with elevated lead, continuing through transitions?
- New program at 271 Enterprise Drive, The Crib
- Nancy less involved at Whiz Kids
- Interviews for Family & Community Engagement Coordinator
- New vision, mission, logo for Bristol Early Childhood Collaborative (BECC) coming soon

Concerns for Legislators or local officials:

Compare program policies:

Other:

Next Meeting Date Wednesday, November 12 at 10:00 a.m. at BCDC and Zoom

- December 10, 2025 at 10:00 at Giamatti and Zoom
- January 14, 2026 at 10:00 at TBD
- February 11, 2026 at 10:00 at TBD
- March 11, 2026 at 10:00 at TBD
- April 8, 2026 at 10:00 at TBD
- May 13, 2026 at 10:00 at TBD
- June 10, 2026 at 10:00 at TBD

Respectfully Submitted,
Donna Osuch

Health and Wellness Committee Notes

October 14, 2025

The Health and Wellness Committee was held on October 14, 2025, on Zoom Meeting Platform and called to order by Maegan Adams.

Present: Maegan Adams, Sherry and Tad Bartles, Michelle Fangiullo, Michelle Herens, Donna Koser, Tracy Krasinski, Barbara Lozier, Donna Osuch, and Kaitlyn Rondeau

Welcome and introductions:

Update Health & Wellness committee goals, priorities, and activities:

- Data shared:
 - Michelle H met with Lauren at DCF, who is working on our data request.
 - Stephanie looked at the 2025 Town Profile, and shared that the poverty rate is 8%, median age is 38, largest population groups are 20-29 and 30-39 at 15% each, which are prime childbearing years.
 - Stephanie looked at domestic violence data statewide and found that it's up 6% over last year, average length of shelter stay is 51 days, and average child age in shelter is 6. She will try to gather local data. Donna will ask Cecilia for local student data. Michelle H will share information she received on this issue from Hispanic Maternal Health Council.
 - Discussion around abuse and neglect data, which was presented as high last year, but we didn't have anything to look at during the meeting.
 - Donna shared population data for Bristol, including #children ages 0-4 and poverty rate for 2016, 2018, 2023, 2024, 2025 (attached)
 - Lead poisoning rates haven't changed over the years (2018, 2019, 2020), but discussion was held about creating a system to bridge BBHD knowledge with early education and schools. Approximately 5.5% of children test positive for lead at varying levels, and if children have delays, knowledge of lead would be helpful information (attached).
 - Learned during meeting that every birth goes into state system called Maven. BBHD is notified by Maven, pediatricians or DPH when a child tests high for lead.
 - HUSKY requires lead testing, but not all private insurances do, for toddlers between 9-35 months
 - Physical forms for early childhood requires lead testing results
 - Kindergarten immunization rates are good in Bristol, and we had questions last month about the # of children who are home schooled. We found out it's 41 as of 10/7, and the majority are in upper grades (attached).
 - School District Profile and Performance Report data was shared from 2015, 2019, 2021, 2022, 2023, including enrollment, race and ethnicity, ELL, free/reduced meals and students with disabilities (attached).
 - Pre-K experience looks good overall in Bristol, though the % was low at 62.48% for the most recent year, 2023-2024 (attached). Donna will try to find out the accuracy of the data.
- Maegan reviewed the Health committee's priorities and activities:
 - Behavioral Health – aligns with maternal depression (below), and WIC now does screening of pregnant and new moms for depression; raise awareness
 - Zoom classes, educational series for parents – BCDC is hosting quarterly half hour Lunch and Learn series with ideas from parents; let Maegan know if you have topic ideas for Jan-March session; will help her advertise and grow its reach

- Idea to teach parents how to help children deal with anxiety from pandemic
- Dental screening for preschool children – BBHD does education for public and parochial school preschoolers; community programs have used Tunxis students
- Wellness Wednesdays – Donna K has continued posting
- Seed Project – Family Resource Centers have led so ask Leo; have not heard if UConn Extension will distribute free seeds again
- Little Read – ask Program Quality and Transition to Kindergarten committee for ideas
- Maegan reviewed the Infant Toddler committee’s priorities and activities:
 - Maternal Depression – WIC conducts statewide after success of Bristol’s pilot
 - Neonatal Abstinence Syndrome – need updated data; raise awareness
 - Changing tables in men’s rooms – tried to address several years ago
 - Community Baby Showers – in past partnered with Library and BBHD, but didn’t hold last year due to staff changes (ask Claire at Library and Angie K at BBHD); showers also offered throughout state by different groups; ask DPW if they have storage space
 - Breastfeeding awareness – WIC leads in August
 - Children’s clothing drive and distribution – Maegan planning second event for December; ask Stephanie to contact Once Upon a Child; ask senior knitters for hats and mittens; ask Hand to Hand for donations

Next steps:

- Donna will remind Lauren at DCF for Bristol CAPTA data, ask BBHD for local abuse and neglect data, try to verify 2023-2024 pre-K experience data, and ask Cecilia for student homelessness data.
- Ask Program Quality and Transition to Kindergarten committees for Little Read ideas
- Maegan will share children’s clothing drive flyer
- Everyone invited to bring data and information to next meeting to help determine priorities

Next meeting is changed to Wednesday, November 12 at 2:00 due to Veteran’s Day holiday. We’ll meet at City Hall and on Zoom.

Respectfully Submitted,
Donna Osuch

BECC Outreach Committee
October 16, 2025 - 10:00 a.m. on ZOOM

Attendance: Maegan Adams, Yesenia Fuentes, Donna Osuch and Jennifer St. John

Start up: After welcome and introductions, committee discussed having a parent co-chair

Community Outreach:

- Stephanie wants to hold a coat drive, and Maegan is organizing a **clothing and coat drive** for young children; could Stephanie ask Once Upon a Child for donations?
- **Polar Express** – need to get date from the library and reach out to Walmart; Five Below donated toys to the library and need to see what they're doing with them – if enough could they be distributed during Polar Express?

Equity and Inclusion: Donna O. asked the committee members to think about “how do we evaluate the effectiveness of our efforts”. Moving forward, we will offer surveys to families at events asking them what they want/need.

Rebranding:

- **Logo:** Donna O. is collecting comments from BECC about the logo options.
- **Facebook:** Donna K. continuing to update social media until the Family & Community Outreach Coordinator is hired and settled.
- **Website:** No update

Subcommittee Updates:

- **Special Education Hub** – promote heavily once more content on Facebook group; Kristen Giantonio and Joan Pelky interested
- **Family Fun Day 2026** – Maegan will schedule first meeting. Debrief from committee:
 - Hiccup with trash
 - Water Dept. didn't show
 - Stamps for food truck vouchers in one location went well
 - Maegan knows a someone who DJs children's events if Manny can't

Brainstorm how to reach families:

- Create Parent Council
- Partner with WIC and provide flyers for families
- Hang out at Bracket Park and host reading at Bracket Park
- Ask Superintendent to include BECC activities in her weekly overview

- Table in front of grocery stores with our newly branded merchandise and information

Other: invite new Parent Ambassadors to join BECC committees and hope for at least one on each committee

Upcoming Meeting Dates: Suggestion to hold a meeting in early December when the Family & Community Outreach Coordinator and Parent Ambassadors are hired. Scheduled meetings are:

- January 15, 2026 at 10:00 a.m.
- April 16, 2026 at 10:00 a.m.
- July 16, 2026 at 10:00 a.m.

Transition to Kindergarten Committee

October 27, 2025

The regular meeting of the Transition to Kindergarten Committee was held October 27, 2025 on Zoom Meeting Platform and called to order by Christina Macioci.

Welcome and Introductions (add missing partners):

Attendees: Laura Callachan, Kristen Cicchetti, Carly Fortin, Maura Hopkins, Colleen Kelly, Donna Koser, Christina Macioci, Donna Osuch, Jillian Pollack, Stacy Rivoira, Jennifer St. John, Claire Strillacci, Courtney Sugarman, Iris White, Gail Zimmerman, Erin Zukowski

- With principal changes, suggestion to invite LaTanya Farrell to represent principals. Donna planning to meet with each principal and will see if anyone else is interested.
- Invite Hubbell Kindergarten teacher Mr. Brunet

Review May Parent Orientation

- Clarify purpose of event – after lengthy discussion, it was agreed that purpose of event is to share information with parents about kindergarten expectations, and teachers want “eyes on students”
- Discuss potential changes/ideas
 - Ensure messages are aligned between Central Registration, schools and BBHD, especially regarding health forms and attendance at May orientation
 - Share packet with families when registering that includes event dates, FAQ, who to contact for questions, expectations and activities to prepare for kindergarten. Give to parents who register in person and email to parents who register online.
 - Could families be added to ParentSquare as soon as they’re registered for superintendent and principals to contact?
 - Could registration system alert families to complete registration on regular basis for those who started? Iris asking IT.
 - Edgewood Pre-K Academy emails families and includes FAQ flyer when registration is complete
 - List expectations for event (families and children) on the flyer
 - Shorten slide deck and allow each school to tailor
 - Post slide decks on BPS and school websites after event
 - South Side breaks families into smaller groups and rotates among presenting information and tours
 - Could older siblings help watch younger siblings (probably need a staff watching)

Transition to Kindergarten Activities

- Review 2025-2026 timeline – ran out of time and will discuss in November (if needed)
- Kindergarten age change impact so far – ran out of time and will discuss in November
- Transition of children with IEPs – ran out of time and will discuss in November

Update Goals

- Play-based learning – how to implement with law’s intent and district’s curriculum

- Want unstructured time not tied tightly to curriculum with imaginary playtime that's appropriate for developing social-emotional skills
- The less time children have for unstructured play, harder for them to focus on academics and leads to behavior problems
- Kindergarten teachers felt they had time for play, but it's been absorbed by WINN (What I Need Now) and literacy time
- Carly asked teachers to identify where they see time
- Courtney has some resources she can share at the next meeting

Ready 4K

- We have 409 families enrolled

Dine and Discuss – ran out of time and will discuss in November

Next steps

- Review 2025-2026 timeline and email Donna suggestions
- Iris will ask Central Registration to distribute packets of information to parents
- Iris will ask IT about the registration system alerting families who haven't completed the process and when they're finished, and if families can be added to a separate ParentSquare for spring/summer communication
- Committee to create FAQ for families in partnership with Central Office
- Determine who would email families when registration complete if not the system, and who (maybe multiple) should be listed on the FAQ to answer questions from families
- Subcommittee to work with BPS to edit slide deck
- Kindergarten teachers reflect on time for unstructured play
- Everyone reflect on relevant topics for Dine & Discuss

Other

Next Meeting November 17, 2025 at 3:45 on Zoom

Strategic Framework: Bristol's Early Childhood Collaborative (BECC)

Our Mission

The mission is still under development. Below is a working draft for member input and consideration:

To connect and empower families, educators, and community partners to ensure that all children in our community—from birth through age eight—have access to the resources, relationships, and opportunities they need to thrive.

Our Vision

The vision is still under development. Feedback on vision emphasized a need for simpler, emotionally connected, community-rooted, and family-friendly language. Below are two working drafts of BECC's vision for the Bristol community for member input and consideration.

Version A: A connected community where every child and family is supported, valued, and prepared for lifelong success in school and in life.

Version B: A caring and connected community that works together, so every child and family feels included, gets the support they need early on, and is ready to learn, grow, and succeed in school and in life.

How We Fulfill Our Vision

- **Support Families from the Start** – Focus on early support, beginning at birth.
- **Partner with Families** – Make sure families feel welcome, heard, included, and engaged in shaping solutions.
- **Respect All Cultures** – Offer programs that match the needs and backgrounds of all families.
- **Promote Community Collaboration** – Bring together parents, providers, schools, and organizations to work hand-in-hand.
- **Help Kids Get Ready for School** – Support early learning and make sure children are prepared to move smoothly from preschool into kindergarten.
- **Invest in a Skilled Early Childhood Workforce** – Advocate for training and support for those who care for and teach young children.

Commented [GU1]: I love vision version A!

- **Advocate for Affordability and Access** – Push for policies and funding that make early childhood programs affordable for all families.
- **Connect and Align Services** – Help programs work together and share information.
- **Use Data and Stories to Drive Change** – Make decisions based on children and families' real-life experiences and evidence-based practices of what works.

Our Core Values – Guiding How We Behave

- **Child and Family-Focused:** We support learning, health, and well-being at home, in school, and in the community for the whole child and their family.
- **Inclusion:** We welcome all families by honoring diverse experiences and breaking down barriers to access.
- **Community-Rooted:** Our work is informed by, accountable to, and grounded in the needs and voices of our community.
- **Collaboration:** We work across sectors to build strong relationships and shared goals.
- **Responsiveness:** We listen, adapt, and act based on real-time community needs and feedback.
- **Innovation & Learning:** We embrace new ideas and use data and stories to drive improvement.

2025 – 2028 Strategic Priorities & Guidelines as Collaborative

Priorities for Our Work with Our Community	Guidelines for Our Collaborative
Priority 1: Increase Access & Sustainability Priority 2: Influence Community and State-Level Policy Through Advocacy and Communications Priority 3: Increase Engagement and Connection by Acting as The Community Table Priority 4: Enhance Program Quality & Alignment Priority 5: Advance Health & Well-being	Guideline 1: Demonstrate Impact & Strengthen Accountability Guideline 2: Cultivate Inclusive, Shared Leadership Guideline 3: Plan for Long-Term Sustainability & Growth

Commented [GU2]: Priority 5 feels out of place. I should have responded sooner to the retreat notes, but we have multiple committees, and only health was addressed (health, infant toddler, transition to kindergarten, outreach, and program quality). Outreach and program quality seem to be embedded in the other priorities. We were contemplating combining the health and infant toddler committees. I wonder if it would make better sense for the 5th priority to be along the lines of Advance Parent Voice - and we would have to flesh out the role, strategies and activities. Parent Ambassadors are a required component of our new work.

Commented [DD3R2]: I hesitate to change the priorities without further input from the membership since this was pulled directly from the retreat notes (although to your point several people questioned the Health & Well-being priority then). Keeping in mind that this is a living document, you can always adjust the title/language in committee. In the meantime, Advancing/Elevating Parent Voice/Participation is embedded in the role and strategies for Priorities 2 & 3 and Guideline 3.

Commented [GU4R2]: Okay, I agree that we shouldn't change anything without working with the membership!

Priority 1: Increase Access & Sustainability

BECC's Role:

- Advocates - championing diverse and sustained funding from state, private, and local funders.
- Collaborators - fostering community connections and engagement needed to diversify and increase funding sources for childcare and early childhood education.

Supporting Strategies and Activities:

- Secure Office of Early Childhood (OEC) funding to support Bristol's early childhood programs
- Increase visibility through marketing, social media, and resource-sharing platforms.
- Partner with community businesses and libraries to share resources and promote programs.
- Promote investments in prevention vs crisis mitigation
- Explore feasibility and benefits of seeking 501(c)(3) status or partnership with another fiscal agent for grant eligibility.

Priority 2: Influence Community and State-Level Policy Through Advocacy and Communications

BECC's Role:

- Promoters - elevating family voices and parent leadership
- Communicators – community presence attending and speaking out at public meetings, forums
- Subject Matter Experts – knowledge of legislative/administrative policies and how they impact programs and families

Supporting Strategies and Activities:

- Train and support parent advocates to speak at public forums.
- Partner with state and local advocacy organizations.
- Create family-friendly, data-informed communication materials.
- Prepare and deliver public comments at local meetings and community forums
- Identify and monitor key policy barriers and engage decision-makers.
- Gather and share community stories alongside data to humanize needs.

Priority 3: Increase Engagement and Connection by Acting as The Community Table

BECC's Role:

- Convener – offering and fostering connections
- Community Experts in Birth to 8
- Community Resource Hub (Plants and Roots!)

Commented [GU5]: LOVE this!

Supporting Strategies and Activities:

- Recruit and support diverse parent leaders and ambassadors.
- Establish clear participation pathways (e.g., core members vs. contributors).
- Offer orientation and mentorship for new members.
- Adapt meeting times and formats to improve accessibility.
- Develop multilingual, jargon-free communication tools.
- Use journey mapping to identify gaps and representation needs.

Priority 4: Enhance Program Quality & Alignment

BECC's Role:

- Lead Partner/Liaison – manage multiple partners equitably
- Quality Control – monitor to ensure maintenance of high-quality programming
- Data Resource – conduct early childhood (e.g., infant toddler, transition to kindergarten) assessments and share data

Supporting Strategies and Activities:

- Ensure alignment with Office of Early Childhood (OEC), Shine Early Learning (Intermediary) and Local Governance Partner (LGP)
- Define what “quality” looks like in the local context.
- Foster alignment between the Bristol Public School district and early learning community programs, including transition to kindergarten.
- Create space for providers to share best practices.
- Monitor and support continuous improvement among partners.
- Explore collaboration with higher education to expand workforce training.
- Collect, assess, and analyze relevant data.

Priority 5: Advance Health & Well-being

BECC's Role:

- Promoter – championing the whole child/whole family
- Advocate – creating ‘bridges’
- Convener/Organizer – hosting committee meetings and engaging members

Supporting Strategies and Activities:

- Broaden and promote the definition of “health” to include behavioral, family, and community well-being.
- Build partnerships/collaborations with hospitals, public health, and community mental and behavioral health providers (e.g. Bristol Health, Wheeler Health, BBHD).
- Create bridges between health, early childhood programs and transition to kindergarten (e.g. pediatrics to early childhood, maternity to community programs, parents to community, community to schools, etc.)
- Engage in cross-sector planning and referral pathways.

Commented [GU6]: While I love everything created under the health and well-being priority, I feel like we're missing the same level of detail for the infant toddler and transition to kindergarten committees. But then we'd have too many priorities!

Commented [DD7R6]: Could we integrate details specific to the infant toddler and transition to K committees into the priorities (e.g. I added language to Priority 4 related to the infant toddler and transition to K assessments). Let me know your thoughts.

Commented [GU8R6]: Yes! I added a couple of phrases, which hopefully helps and doesn't confuse.

- Assess current committee structure for priorities and strategies, accessibility, flexibility in scheduling and participation
- Foster and sustain committee engagement through intentional outreach, interactive meeting design, and regular feedback.

Sample Metrics for Success

Priority Area	Sample Metrics
Access & Sustainability	Monitor and pursue diversified funding to support long-term sustainability; resource distribution tallies; increased engagement on social media platforms
Advocacy	Number of advocacy actions taken; number of parent leaders trained
Connection – Acting as a Community Table	Percentage of meetings with parent/family participation; number of new members oriented
Program Quality & Alignment	Number of partner meetings held; quality improvement plans initiated
Health & Well-being	Number of partner agencies engaged; number of referrals; family satisfaction scores

Commented [GU9]: With the significant new state funding and City match of \$50,000, I don't see seeking new funding streams as a priority right now. I know that could change in the future, so maybe ensuring diversification is probably smart.

Turning Strategy into Action: Implementation & Accountability Guidelines and Aligned Tactics and Metrics

To ensure the strategic framework translates into meaningful action, the following guidelines, drawn from the retreat output, are designed to support consistent progress, promote shared responsibility, and enable clear tracking of activities throughout the year in preparation for longer-term planning.

The guidelines can also be used to support the development of an annual work plan that aligns with BECC's priorities, identifies specific action steps, and designates responsible individuals or teams. By establishing regular checkpoints, feedback loops, and clear roles, this approach strengthens transparency, reinforces commitment to shared goals, and supports continuous learning and improvement.

Guideline 1: Demonstrate Impact & Strengthen Accountability

Objective: Build a data-informed culture that values participation, elevates community voice, and drives continuous improvement.

This guideline supports Priority 2: Advocacy and Communication by ensuring that policy efforts are informed by real-time community input and Priority 4: Program Quality & Alignment by providing mechanisms to monitor participation, collaboration, and access.

Commented [DD10]: I added language to show how the guidelines support and relate to the priorities.

Key Tactics	Key Metrics & Supporting Activities
Track Engagement & Reach	• Monitor attendance rates: aim for majority participation (e.g., 70%+ of 40 members). • Require committee participation from all members and track fulfillment. • Track service penetration (families accessing more than one program). • Monitor network density: number of providers actively collaborating. • Count new member organizations/groups joining annually. • Collect booth sign-ups and count resources disseminated at outreach events.
Create Feedback Loops	• Disseminate short feedback surveys post-meeting and after events. • Use QR codes to gather real-time feedback from families. • Ask targeted questions: What do they know about the collaborative? What services do they use? What do they need?
Improve Accessibility	• Consider alternative meeting times/formats (e.g., evening or virtual). • Design parent-centered agendas. • Implement journey mapping to identify service and representation gaps.
Evaluate Progress	• Develop benchmarks for incoming members. • Conduct annual member self-assessment survey to monitor and gauge satisfaction and gain perspectives and input.

Guideline 2: Cultivate Inclusive, Shared Leadership

Objective: Foster a collaborative leadership model rooted in equity, accountability, and shared responsibility.

This guideline strengthens Priority 3: Engagement and Communication by fostering community leadership and broadening access to the collaborative. It also advances Priority 5: Health & Well-being, where diverse and sustained engagement, particularly from parents, is essential to shaping responsive, cross-sector participation.

Key Tactics	Key Metrics & Supporting Activities
Implement Shared Leadership	• Rotate meeting hosts. • Dedicate time in meetings for business and relationship-building. • Vote by consensus.

Onboard & Support New Members	• Review and update orientation process • Create an annual check-in process. • Pair new members with mentors. • Develop a leadership pipeline.
Promote Representation & Equity	• Encourage diverse leadership. • Approach employers to support participation. • Design inclusive meetings.
Model Collaborative Values	• Ensure neutral, organized facilitation. • Emphasize positivity, flexibility, and responsiveness. • Groundwork in community need.

Commented [GU11]: We do this, but it's confusing if it's not your work. I think an annual check-in, update to orientation might be helpful as well.

Commented [GU12]: LOVE this!

Guideline 3: Plan for Long-Term Sustainability & Growth

Objective: Position the collaborative for long-term relevance, adaptability, and resource development.

This guideline underpins Priority 1: Access and Sustainability by ensuring that BECC can continue to address the evolving needs of children and their families, and it reinforces Priority 5: Health & Well-being by ensuring that BECC's family-centered strategies remain grounded in lived experience and supported by a strong infrastructure.

Key Tactics	Key Metrics & Supporting Activities
Assess Organizational Structure	• Explore 501(c)(3) or 'Friends of' group. • Leverage existing fiscal sponsorship.
Undertake Broad Community Assessment to Support and Inform Long and Short-Term Planning Efforts	• Hold an annual retreat. • Conduct annual survey. • Involve parents, providers, city leaders, and youth voices.
Center Parent & Community Leadership	• Develop parent advocacy training. • Re-engage former service users. • Build a community calendar.
Be Realistic, Respectful, and Responsive	• Align strategies with member capacity. • Consider wellness and constraints. • Review peer practices.



City of Bristol
Office of Town and City Clerk
111 North Main Street
Bristol, Connecticut 06010

To: Town & City Clerk

From: Early Childhood Collaborative (formerly School Readiness Council)
(Name of Board or Commission)

Contact Person: Donna Osuch Telephone Number: 860-584-6254

Address: 111 N Main St E-mail Address: donnaosuch@bristolct.gov

In compliance with Section 1-225 of the Connecticut General Statutes the following is a listing of dates of the regular meetings of the Early Childhood Collaborative
(Name of Board or Commission)

MONTH	DATE	TIME & PLACE OF MEETING
January	7, 2026	12:00 PM Zoom
February	4, 2026	12:00 PM Zoom
March	4, 2026	12:00 PM Zoom
April	1, 2026	12:00 PM Zoom
May	6, 2026	12:00 PM Bristol Library Room 2 and Zoom
June	3, 2026	12:00 PM Bristol Library Room 2 and Zoom
September	1, 2026	12:00 PM Bristol Library Room 2 and Zoom
October	7, 2026	12:00 PM Bristol Library Room 2 and Zoom
November	4, 2026	12:00 PM Zoom
December	2, 2026	12:00 PM Zoom

Yours very truly,

(Signature) Chairman

(Signature) Secretary

(Date)