



*City of Bristol  
School Readiness*

*INFORMATION TO ACCESS  
THIS MEETING*

Ladies and Gentlemen:

The regular [AGENDA\_OFFICAL\_BODY] meeting will be held on Wednesday, January 7, 2026, at 12:00 PM. in City Hall, 111 North Main Street, Bristol, CT.

1. Call to Order, Welcome and Introductions
2. Approval of Minutes
  - a. Regular Meeting - December 3, 2025
3. Committee Reports
  - a. Program Quality
  - b. Health and Wellness
  - c. Governance
  - d. Community Outreach
  - e. Transition to Kindergarten
4. Strategic Framework
  - a. Logo Update
  - b. Update Strategic Framework Priority 3: Increase Engagement and Connection by Acting as The Community Table
5. Bristol Early Childhood Collaborative Liaison/Staff Report
  - a. Office of Early Childhood and Shine Updates
  - b. Local Updates
    - i. Approve FY27 City Budget

6. Resignations
7. Appointments
  - a. Cristina Gutierrez, Parent Ambassador
8. New Business
9. Old Business
10. Community Sharing
11. Next meeting date February 4, 2026
12. Adjournment

PER ORDER OF THE CHAIRPERSON

**Bristol Early Childhood Collaborative  
Regular Meeting  
December 3, 2025**

The regular meeting of the Early Childhood Collaborative (BECC), formerly School Readiness Council was held on December 3, 2025 on the Zoom Meeting Platform, and called to order by Chair Maegan Adams at 12:04 PM.

A recording of this meeting is at: [https://drive.google.com/file/d/1w8oeJKoL0k-N5xTQDc6mbETKzICil9Xp/view?usp=drive\\_link](https://drive.google.com/file/d/1w8oeJKoL0k-N5xTQDc6mbETKzICil9Xp/view?usp=drive_link)

**Present:** Maegan Adams, Stephanie Daniele, Michelle Fangiullo, Yesenia Fuentes, Michelle Herens, Peter Kelley, Donna Koser, Amber Lipscomb, Liz McGuire, Melissa Mendez, Brenda Moore, Valerie Pelletier, Kaitlyn Rondeau, Whitney Shufelt, Claire Strillacci, Courtney Sugarman

**Absent:** Cecilia Garay, Sandra Godin, Susan Adeife Lee, Kara Singleton

**Also Present:** Cristina Gutierrez, Donna Osuch, Jennifer St. John

- **Welcome and Introductions**
  - Welcome new City Council Liaison, Peter Kelley
- **Approval of Bristol Early Childhood Collaborative Meeting Minutes held November 5, 2025:**
  - *Motion by BECC member Kaitlyn Rondeau and seconded by Michelle Fangiullo, it was a unanimous vote to approve the minutes of the regular Bristol Early Childhood Collaborative Minutes held November 5, 2025.*
- **Committee Updates – all committee notes were emailed after the meeting**
  - **Program Quality – Michelle Fangiullo**
    - Programs discussed staffing and enrollment – openings at Bristol Child Development Center and Imagine Nation
    - BOE received approval to renovate like new Edgewood Pre-K Academy
    - Programs will receive 8% increase, retroactive to 10/1/2025
    - New Request for Applications released and due 12/17; 1/3 of the spaces will be for infants and toddlers, and family child care will be a priority
    - CT Early Learning Development Standards were recently updated
    - Committee discussed elevated lead levels and special education, and follow-up with Courtney and BBHS
    - Goodwin dental hygienist students willing to screen community preschool children
    - Next meeting is December 10 at 10:00 at Imagine Nation and on Zoom
  - **Health and Wellness Committee – Maegan Adams and Stephanie Daniele**
    - Committee reviewed activities for the year, including children's clothing drive in December; not many items have been collected, so rethinking that event
    - Bristol Child Development Center has been hosting Zoom educational session at noon, and they want to expand and invite the community; committee planned a few
    - Discussed how to bring back a community Baby Shower, and Maegan will host a meeting with interested members
    - Next meeting is January 13 at 2:00 at City Hall Room 1-3 and on Zoom

- Governance – TBD – no report
- Community Outreach – Jennifer St. John
  - In process of interviewing Parent Ambassadors
  - Polar Express is 12/13 at the Library, and we need volunteers starting at 9:00
  - Planning to offer Snack & Chat events at the Library in the winter
  - Committee keeping Appetite for Reading and Little Free Library shelves stocked
  - Circle of Security being offered on Wednesday evenings with dinner and child care included
  - Next meeting is January 15, 2026 at 10:00 on Zoom
- Transition to Kindergarten – Courtney Sugarman
  - Formed a subcommittee to work on May Parent Orientation ideas
  - Reviewed transition timeline and impact of kindergarten age change so far
  - Discussed the transition of children who have IEPs
  - Discussed play-based learning goal and how to find time in curriculum:
    - Adding movement to transitions and taking a few minutes from each subject
    - Courtney has resources she will share at the next meeting
  - We have 409 families enrolled in Ready4K
  - Next meeting is December 15 at 3:45 on Zoom
- **Strategic Framework:**
  - Update Strategic Framework – Donna shared the Strategic Framework priorities, BECC’s role, strategies and activities from the June retreat with Fio Partners, and small groups worked on the second priority, Influence Community and State-Level Policy Through Advocacy and Communications. Strategies are in italics, and comments are below and next to strategies in parenthesis:
    - *Train and support parent advocates to speak at public forums.* (support Parent Ambassadors; who is training intended for?)
    - *Partner with state and local advocacy organizations.* ( )
    - *Create family-friendly, data-informed communication materials.* (what data is required?; put QR Code on postcards, keychains, etc.; across digital and print forms; make sure materials are updated)
    - *Prepare and deliver public comments at local meetings and community forums.* (need to clarify who will manage forums – believe some forums are managed by other groups, and we attend, and perhaps BECC organizes some)
    - *Identify and monitor key policy barriers and engage decision-makers.* (identify local, state and federal policy-makers; educate policy-makers and families about Head Start and other state-funded programs)
    - *Gather and share community stories alongside data to humanize needs.* (stories and testimonials make more personal)
      - Roles are well-defined, but not sure how the roles match with strategies
      - Do we need a policy committee?
- **Bristol Early Childhood Collaborative Liaison Report – Donna Osuch**
  - Office of Early Childhood (OEC) and Shine Early Learning Updates

- Shine Early Learning holding monthly meetings with liaisons and fiduciaries
- Shine hired CT Program Director, Allison Cusano
- Request for Applications (RFA) by OEC for approx. 1,000 new state-funded spaces, due December 17 at 5:00 PM by interested programs
- Still no information about Quality Enhancement funding, though the General Policy is published
- Grant from WORX is out with a medical issue, and we are trying to meet with him
- **Local Updates**
  - Jennifer taking course to be certified community McKinney-Vento liaison
  - Meeting with Gloria Dei Church to start weekend food backpack program at Edgewood, and then expand to community programs
  - Interviews are being held to hire Parent Ambassadors
  - Jennifer created a Google spreadsheet for BECC members and Parent Ambassadors to keep track of community connections
  - CT ELDS (Early Learning and Development Standards) have been revised, and Jennifer ordered 50 copies
  - Donna attended the National Association for the Education of Young Children conference November 19-22, 2025, in Orlando
- **Resignations:**
  - Dina Schaffrick, Retired Educator
- **Appointments:** none
- **Old Business:** none
- **New Business:** none
- **Community Sharing:**
  - Michelle H has bracelets and asked if she could mail them to BECC members; Donna will share addresses.
  - Maegan will be in touch about the clothing drive
  - Remember the Polar Express on December 13<sup>th</sup>
- **Adjournment:** Meeting was adjourned at 1:04 PM

**Next regular meeting: January 7, 2026 on Zoom**

Respectfully Submitted,  
Donna Osuch  
School Readiness Liaison

Logo Options

Logo 1



Logo 2



Logo 3



Logo 4



# Strategic Framework

Bristol Early Childhood Collaborative  
for revisions at winter meetings

# Priority 1: Increase Access & Sustainability

## ***BECC's Role:***

- Advocates - champion diverse and sustained funding from state, private, and local funders.
- Collaborators - foster 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 - elevate family voices and parent leadership.
- Communicators – support community presence attending and speaking out at public meetings, forums.
- Subject Matter Experts – share 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 – offer and foster connections.
- Community Experts in Birth to 8.
- Community Resource Hub (Plants and Roots!).

## ***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 – champion the whole child/whole family.
- Advocate – create ‘bridges’.
- Convener/Organizer – host committee meetings and engage 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.
- 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.

### Proposed Budget for Bristol Early Childhood Collaborative FY 2026-2027

For the City to receive \$300,000 in Administration funds, we must spend at least \$50,000 in the City Budget for Early Start CT. The proposed budget reflects expenditures of \$350,000, broken out by City and OEC.

| <b>Budget Heading</b>                                                                                                                            | <b>Line item #</b> | <b>Amount from City</b> | <b>Amount from OEC</b> | <b>Total</b>     |
|--------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------------|------------------------|------------------|
| Regular Wages Liaison Step 8/6                                                                                                                   | 514000-26G04       |                         | \$108,062              | \$108,062        |
| Regular Wages Family & Comm. Coord.                                                                                                              | 514000-26G04       |                         | \$85,322               | \$85,322         |
| Part-Time Wages for 4 Parent Ambassadors                                                                                                         | 514000-26G04       |                         | \$12,000               | \$12,000         |
| Tax and Fringe Benefits                                                                                                                          |                    |                         | \$87,720               | \$87,720         |
| Professional Fees <ul style="list-style-type: none"> <li>Professional Development \$2,000</li> <li>Food/supplies for meetings \$1,896</li> </ul> | 531000-26G04       |                         | \$3,896                | \$3,896          |
| Program Supplies                                                                                                                                 | 561800-26G04       |                         | \$3,000                | \$3,000          |
| Quality Enhancement Grant*                                                                                                                       | 531000-            |                         | TBD*                   | TBD*             |
| <b>Subtotal</b>                                                                                                                                  |                    |                         | <b>\$300,000</b>       | <b>\$300,000</b> |

\*Separate grant

|                                                                                                                                                                             |        |                 |                  |                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------|------------------|------------------|
| Professional Fees <ul style="list-style-type: none"> <li>Coaching/Monitoring for Programs \$15,000</li> <li>Behavior Support - shared position with BOE \$14,000</li> </ul> | 531000 | \$29,000        |                  | \$29,000         |
| Training BECC Program Staff and Liaisons                                                                                                                                    | 531140 | \$7,000         |                  | \$7,000          |
| Postage                                                                                                                                                                     | 553100 | \$100           |                  | \$100            |
| Travel (\$0.70 x 2,140 miles)                                                                                                                                               | 554000 | \$1,500         |                  | \$1,500          |
| Printing (outreach brochures/materials)                                                                                                                                     | 555000 | \$1,000         |                  | \$1,000          |
| Advertisement (rebranding merchandise)                                                                                                                                      | 557700 | \$1,000         |                  | \$1,000          |
| Program Supplies                                                                                                                                                            | 561800 | \$4,500         |                  | \$4,500          |
| Conference/Membership                                                                                                                                                       | 581120 | \$5,400         |                  | \$5,400          |
| Office Supplies                                                                                                                                                             | 569000 | \$500           |                  | \$500            |
| <b>Total</b>                                                                                                                                                                |        | <b>\$50,000</b> | <b>\$300,000</b> | <b>\$350,000</b> |