

EARLY LEARNING STRATEGY GROUP AND SCHOOL READINESS COUNCIL  
 MEETING AGENDA  
 April 6<sup>th</sup>, 2016  
 TIME: 1:00-3:00  
 HOST: HFSC RESEARCH AND EDUCATION BUILDING ROOM 107

**Members**

Co-chairs: Nancy Sarra, Talhaht Mannan

Members: Amy Litke, Aniella Fignon, Adrienne Ricciardi, Barbara Heidenis, Colleen Krieger, Darlene Hurtado, David Tompkins, Dorothy Zyla, Liz Donnellan, Geethika Fernando, Linda Heiten, Heidi Levitz, Kim Jackson, Jennifer Hernandez, Joeline Wruck, Judith Alvarado, Julie Arcila, Justin Dorsey, Kate Clark, Kate Lincoln, Kris Keidel, Wynter Lapila, Lauren Pederson, Michele Eathorne, Mary Lombardi, Ryan Morgan, Kyle Pilon, Robin Sparks, Sarah Flythe, Sarah Mahaffy, Nancy Sarra, Sherman Fletcher, Tracey Madden, Hennessey, Joe Vaverchak, Vicki Armstrong, Maegan Adams, Liz Gaffney

**Desired outcomes:** Break into workgroups to complete Strategy Framework

Time	Discussion	Facilitated by	Questions Raised	Actions to take/Comments Notes
1:00-1:05	<b>Welcome</b>	<i>Talhaht</i>	<i>Introductions</i>	<i>Maegan, Liz G, Talhaht, Joe, Kate, Tracey, Darlene, Nancy, Julie, Michele, Amy, Liz D, Heidi, Kim, Kelly .</i>
1:05-2:30	<b>Early Learning Strategy Group</b>	<i>Darlene, Liz, Joe, Ryan and Maegan</i>	<ul style="list-style-type: none"> <li>• <i>Introduction of the new structure of the Coalition</i></li> <li>• <i>Strategy Framework</i></li> <li>• <i>Summer Learning</i></li> <li>• <i>Chronic Absenteeism</i></li> <li>• <i>Break into workgroups: birth to 3, 3 to 5, K-3<sup>rd</sup> grade</i></li> <li>• <i>Each workgroup will look at the impact statement from your groups' perspective. Minutes need to be submitted at end of meeting.</i></li> <li>• <i>Sharing of workgroup discussions.</i></li> </ul>	<ul style="list-style-type: none"> <li>• New Structure of Coalition- All organizations need a membership to be part of the Coalition- April 20<sup>th</sup> the new Leadership Group, would like all that attend leadership to be a member, \$75.00 per organization. Money is going to the coalition to help support the growing group. For Granters it will be easier to name the agencies.</li> <li>• Anyone can be on the leadership group if they'd like to be on it, April 20<sup>th</sup>, Nancy speaking, all strategy groups will be discussing their Frameworks and strategies. Individuals can add their input and ideas. April 14<sup>th</sup>, going to the Capital to support and Advocate ECE. April 26<sup>th</sup>, Family Literacy Center, Early Childhood Day at the Capital, 30 Women going from Fast Track around 9:30, program begins at 10:30. Legislative session ends first week in May, everyone is coming together now. Everything is currently on the table.</li> <li>• New Britain named Pace Setter, finalist for Summer and All American Cities</li> <li>• New Work Groups- Need copies of agenda and minutes, part of the grant is to prove the work being done, when the groups split up they will be working on the framework together. It will start to bring a focus to where the goals are and how we plan on moving forward. B-3, 3-5, K-3. Darlene is here to help with the process, think about leadership within the work groups.</li> <li>• <i>SEE Summer Learning- letters have been sent inviting students, a number of parents have responded with questions (transportation/understanding what is indicated in the letter).</i> Pending grants are out for funding the programs, training agenda is</li> </ul>

				<p>done for leadership, teachers, community providers etc. July 14 and 15 first aid, and well managed. Do we want to open up trainings to community? Cost? How many slots? Advertising?</p> <ul style="list-style-type: none"> <li>• CA- A meeting has been set up for chronic absenteeism for 1:00 on Tuesday April 19<sup>th</sup>. It has come to our attention that we should have similar processes in place from center to center to ensure that the data we are collecting is accurate- this will also help us to keep up to date information on the children as we move forward with PowerTeacher and the PAF/Incoming Child Data (rollout to begin April 21). Joe, Maegan, Nancy, Ryan, Robin, Shermane, and Kate have expressed interest at our last meeting- who would like to join this group moving forward, HRA? A meeting has been set up with Jeff also to determine how we can fix the calendar year and see if we can merge data collected (Calendars, Assessment Periods etc.)</li> <li>• Include Jeff and John in the April 19<sup>th</sup> meeting.</li> <li>• Collect the data on absences.</li> </ul>
2:30-3:00	<b>School Readiness Council:</b>	<i>Maegan</i>	<ul style="list-style-type: none"> <li>• <i>Slot Utilization</i></li> <li>• <i>T2K Updates</i></li> <li>• <i>QE Proposal</i></li> <li>• <i>RFP Review Committee</i></li> <li>• <i>ECIS</i></li> <li>• <i>CLASS Training &amp; CLASS observations</i></li> <li>• <i>PALS</i></li> </ul>	<ul style="list-style-type: none"> <li>• Currently programs are fully utilized</li> <li>• BOE is bursting, there are about 30 student that are possibly identified so far for next year. Next month are fall students that have PPTs. If programs need more students we will “share the slots.” BOE needs to look at how to service their identified prek student- “co-teach model”</li> <li>• Get names of children going to the BOE to receive services and get them to Kelly.</li> <li>• T2K- registration packets have been distributed.</li> <li>• Currently T2K is working on connecting with FRC to set up tables and hand out flyers in community locations. Kim’s FRC staff will also have some registration packets with them to hand out to families who indicate they need them.</li> <li>• Suggestions of how to get in touch with home providers has been discussed with Kim also.</li> <li>• Advertisement needs to go out to Spanish Radio- look into this (Maegan)</li> <li>• Robo-calls are being done in English and in Spanish</li> <li>• A flyer has been created in English, Spanish, Arabic, and Polish to alert families that registration has begun this will be posted on the website, facebook and instagram.</li> <li>• Currently the workgroup is looking into Orientation practices at the school level to see if there is more we can do for families.</li> <li>• Books per child/per classroom estimates coming in from Scholastic, Barnes and Noble.</li> <li>• YWCA is going to have a café for parents about K. Other programs are interested, this will be looked into more thoroughly for the next</li> </ul>

				<p>school year allowing more time.</p> <ul style="list-style-type: none"> <li>• Next T2K meeting will be April 20<sup>th</sup> at Roosevelt School. Please let Maegan know if you are interested in joining.</li> <li>• T2K also discussed the possibility of using busses during down time to transport families to central registration- concerns were that not all families can do this during the day, concerns were also that Central Registration is only open until 3:00. How could we fix this? Keep central registration open longer- flex hours. Need MOU to be completed. Possibly overtime for this year moving forward change it, also robo-call to let families know that we are staying open late.</li> <li>• QE for FY 16-17</li> <li>• Coaching- \$23,000.00- this is something we had as a line item for FY 16 however we didn't have enough data and we didn't have coaches/consultants in order to carry out the work. This past year the funding was split up and programs received a lump sum for PD. This year FY17 we would like to submit an RFP for coaching and see who responds. If there isn't a high response other agencies such as Eastconn, CREC, Education Connection and ACES will be looked into.</li> <li>• Community PD- \$8,000.00 this will go towards providing community PD that meets the needs of programs, the ELSG, and work within the Coalition. As coaching occurs discussions on what PD would be most beneficial will occur. There has also been agreement to help the Coalition with some of the PD for other committees as well.</li> <li>• Tunxis Donation- \$2,000.00- this is the same as last year as all of our programs utilize their free workshops.</li> <li>• T2K- \$3,361.00- this has been increased from this past year's budget to allow for more T2K activities and new banners.</li> <li>• \$16,910.00 is remaining which would be split by classroom to equal 445 per room for equipment and supplies.</li> <li>• RFP's are due on Monday the 18<sup>th</sup>, RFP committee will be set up to check for completeness. Who could assist? Heidi, Kate, Kim</li> <li>• Early Childhood Information System should be up and running- programs will receive notice of log-ins and passwords to begin checking student accuracy. New children will have to be entered (data was from October) this must be done for ALL state funded children.</li> <li>• CLASS Training: Maegan will be the only one in attendance. It will be paid for out of the Admin Budget, possibilities are: Boston May 24 and 25 850.00, Providence July 12 and 13, New Haven August 23, 24= 850.00. Motion made by Liz for Maegan to attend Class in Providence, on July 12-13. Seconded by Kim- Heidi, voted: Kate, Amy, Talhaht voted to approve.</li> <li>• PALS- Group discussion a decision needs to be made today because</li> </ul>
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				<p>the next round of screenings should be done before May. Optional to programs? A decision was made to let programs continue to use PALS if they'd like to, but it will not be required moving forward.</p> <ul style="list-style-type: none"> <li>• April 13<sup>th</sup> SERC Middletown is having new guidance for the ELDS available for pick up.</li> <li>• Brochures can be taken today.</li> <li>• Next meeting the ELSG and SRC will clarify who members are vs nonmembers. A set a time slot will be discussed and stuck to- there is a lot of confusion as the time for the SRC continues to change from meeting to meeting.</li> <li>• SRC attendance: Nancy, Kelly, Michele, Heidi, Liz, Kate, Amy, Talhaht, Liz, Darlene were present.</li> </ul>
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*Minutes from the break-out Groups.*

*Birth to 3 Minutes: (Julie, Linda, Kim, Amy, Liz)*

- *Birth cohort data needs to be obtained breaking down children attending programs and types of programs (community daycare, home based, family)*
- *Under indicators what is the actual % of children that transition from a program into a preschool*
- *How many infants' slots are in NB centers?*
- *How many receive home Visitation programs?*
- *Remove words "smooth and positive" from results/outcomes*
- *Under indicators what is the actual % of children that transition from a program into a preschool*
- *# infants in kith and care*
- *# receiving care for kids.*

*3-5 Minutes (Talhaht, Michele, Kelly, Heidi, Liz, Maegan)*

- *The document should be looked at and reviewed step by step. Starting with the results, and then make sure that the strategies will effectively represent our anticipated outcome. The numbers are all inaccurate of one another.*
- *Result 1- The number of children participating in PreK experience will increase by....*
- *Result 2- Define what a smooth and positive K transition is- create a parent survey, come up with 10 indicators.*
- *Result 3- how do we know if a child is social and emotionally ready for K? Will there be a K inventory at the beginning of the year?*
- *Strategy 1- in the process of making PowerSchool more aligned.*
- *Strategy 4- what is parent engagement mean? Again create a list of 10 possible indicators.*
- *Indicator 2- How will K children at performance level 3 in language and personal social be obtained? What is the pre and posttest?*
- *Data Points- surveys need to be created and implemented. Baseline data needs to be collected.*

*K-3 Minutes (Ryan, Kate, Tracey, Nancy)*

- *Not submitted.*