

Milford School Readiness Council

October 20, 2021 Minutes (Approved)

Board Members Present

Mayor Benjamin Blake (Board Co-chair)
Dr. Amy Fedigan (Board Co-chair)
Suzanne Thomas
Joan Campbell
Gary Johnson
Lindsay Doyle
Nicole Flanagan
Tammy Satterlee
Andrea Giannattasio
Amy Donegan
Lesley Darling
Amanda Steigers

Board Members Absent

Christine Kennedy

Administration Present

Liz Gaffney
Carole Swift

1. **Call to Order:** Mayor Blake called the meeting to order via Zoom at 5:38 p.m. Mayor Blake conducted the roll call. 12 members were present; 1 absent (Kennedy).
2. **Consideration of Minutes:** Lesley Darling made a motion to approve the August 18, 2021 minutes; Nicole Flanagan seconded. There being no discussion, a vote was taken. Minutes were approved unanimously.
3. **Program Coordinator Report:** Ms. Gaffney delivered her Program Coordinator Report.
 - **Enrollment:** 54 seats are filled; 2 seats still available.
 - **Professional Learning:** Play-based learning PD is underway and will be the focus of Preschool and Kindergarten PD for this school year.
 - **NAEYC Accreditation Status:** Status is provisional this year.
4. **Liaison Update:** Mrs. Swift delivered her Liaison Report.
 - **Ready, Set, Rebuild funding:** The program has received \$24,574.40; this funding is going toward paying the teacher salary of the added classroom
 - **Family Fee reimbursement:** The Milford Public Schools Finance office is in the process of crediting or reimbursing grant families for the July/August fees per the requirement of the OEC
 - **Care4Kids updates:** 2 families taking advantage of this so far
 - **Enrollment & Funding Loss:** The program lost 6 students enrolled in the program during July and August, reflecting a loss of \$17,104.08 in grant dollars
 - **Supplemental Administrative Funding:** Mrs. Swift updated the Board on the extra duties taken on in September and October under the supplemental administrative funding grant. They include: attendance at the weekly Early Childhood Alliance meetings; attendance at the monthly Milford Collaborative meetings, participation in a NAEYC accreditation

meeting. The required site visits, including the added 5th classroom, are set to begin in November.

5. **New Business:** Mrs. Swift called for New Business Items.

- **Snow Day Fee Adjustments:** Two families asked Ms. Gaffney if there would be snow day refunds. This request was brought to the board to consider implementing a refund to families when snow days result in a program closure. Discussion followed. Council took no action on snow day refunding. Nicole Flanagan asked if teaching assistants could be paid for snow days if tuition was not being refunded. This item was tabled until a later date.
- **Website Improvements:** Lesley Darling asked if the Board would consider making the Preschool Programming information, including Ready to Learn, to be more clear and easier to find on the City website and on the Board of Education website. Mayor Blake said an icon would be created specifically for Ready to Learn on the City website. Dr. Fedigan said she would connect with the MPS website administrators to address these concerns.
- **Flexibility in Full Year/Full Day Commitments:** Lesley Darling asked if the Full Year/Full Day spaces (50 weeks/10 hours per day) currently in place could be converted to School Year spaces (6 hours per day/school year only). Carole Swift stated it can be done but it had to be determined to be a community need, with subsequent consideration and approval by the Board and by the Office of Early Childhood. Mrs. Swift said she would look into this process and report back to Council at the next meeting.

6. **Adjournment:** There being no additional business to address, Nicole Flanagan made a motion to adjourn. Lesley Darling seconded the motion. Motion passed unanimously. Meeting adjourned at 6:26 pm.

Minutes respectfully recorded and submitted by:

Carole Swift
School Readiness Liaison