



Milford School Readiness Council November 17, 2021 Minutes (Unapproved)

Members Present

Mayor Benjamin Blake (Co-chair)
Dr. Amy Fedigan (Co-chair)
Suzanne Thomas
Christine Kennedy
Gary Johnson
Lindsay Doyle
Andrea Giannattasio
Amy Donegan
Lesley Darling
Mary Kate Williams

Council Members Absent

Joan Campbell
Nicole Flanagan
Tammy Satterlee
Amanda Steigers

Administrators Present

Elizabeth Gaffney
Carole Swift

1. **Call to Order/Roll Call:** Mayor Blake called the meeting to order via Zoom at 5:34 p.m. and conducted the roll call. 12 members were present; 4 members absent.
2. **Consideration of Minutes:** [October 20, 2021](#) Gary Johnson made a motion to approve the October 20, 2021 minutes; Amy Donegan seconded. There being no discussion, a vote was taken. Minutes were approved unanimously.
3. **Program Coordinator Report:** Ms. Liz Gaffney delivered her Program Coordinator Report.
 - A. **Enrollment:** Ms. Gaffney reported all grant seats are now full. There are more families eligible to be on the grant than there are seats due to recent employment matters. Mayor Blake inquired about enrollment procedures and how placements are determined. Liz explained the procedure of looking at 'first come first served' while confirming the program is fulfilling the requirements of the state grant, as well as trying to put families in the school building of choice (which isn't always possible). At this point, waitlists are full into the 2024-2025 school year.
 - B. **Staffing:** The program is having difficulty hiring substitute staff with only a few applicants interested so far.
 - C. **Professional Learning Update:** A full day of Professional Learning for staff was conducted on the subject of Intentional Play on Nov. 2, 2021.

4. **Liaison Report:** Mrs. Carole Swift delivered her Liaison Report.

A. Follow up Reports from October

- 1) **Snow Day Pay for Teaching Assistants:** Ms. Flanagan had asked about teaching assistants being paid on called snow days. Mrs. Swift reported that employee salary issues come under the jurisdiction of the program operation and do not fall under the purview of Council.
- 2) **RTL Funding Sources Other Than School Readiness Grant:** there are no other funding sources.
- 3) **Changing Full Day/Full Year spaces to School Day/School Year spots:** Mrs. Darling had asked about the possibility of converting Full Day/Full Year seats to School Day/School Year seats. Mrs. Swift reported her findings.

In order to change the dynamics of the program's operation, there must be evidence that the FD/FY spaces are not needed by the community. To make that determination, the following data must be considered:

- *Is there a history of chronically under-used FD/FY spaces across several years?*
There is no known history of this.
- *Are there waitlists indicating the spaces will be filled?*
Yes. As reported by Ms. Gaffney, our waitlists are currently full through 2024-2025.
- *Can the program afford to operate in a FD/FY format if several families do not attend in the summer?*
No. Chief Operations Officer James Richetelli indicated our Full Day/Full Year format cannot be sustained without FY/FD tuition.
- *If there is evidence that all of the FY/FD seats are not needed, can Council vote to convert a number of seats?*
If the evidence supports the concept of converting seats to another operational format, the topic can be brought up for a vote by Council. If approved, the request is forwarded to the Office of Early Childhood (CT) for possible authorization.

Discussion: Lesley Darling asked for this to be researched further. Mayor Blake would also like more information connected to the possibility of School Day/School Year seats. Mrs. Swift reminded the Council that the program has experienced financial difficulties in previous years. If non-grant students did not attend in the summer and did not pay tuition, this may have been a contributing factor.

She will review past state reports we have on record, as well as past minutes and any other relevant data to determine if the full day/full year grant seats are not needed and will report her findings at the December meeting.

B. Site Visits: Site visits took place in November with a focus on health, safety, and well-being.

5. New Business

A. July 2021 Legislation on Council configuration: the new legislative requirements were reviewed. Suzanne Thomas and Gary Johnson will work with Carole Swift to draft a survey to go out to our current council this month, with results of the survey ready for review at the next meeting.

Supporting Documents were sent to Council prior to the meeting. These included:

[Substitute Bill No. 6559](#)

Bristol's Compliance Plan

A link to [Milford's Census](#) information

6. Adjournment: There being no further business to address, Gary Johnson made a motion to adjourn the meeting. Andrea Giannattasio seconded the motion. Motion passed unanimously. The meeting adjourned at 6:16 p.m.

Minutes respectfully recorded and submitted by:

Carole Swift
School Readiness Liaison