

MILFORD

School Readiness Council



In partnership with the
CT Office of Early Childhood

**Milford School Readiness Council
February 16, 2022 Minutes (Unapproved)**

Members Present

Mayor Ben Blake (Co-chair)
Dr. Amy Fedigan (Co-chair)
Suzanne Thomas
Christine Kennedy
Amanda Steigers
Andrea Giannattasio
Lesley Darling
Lindsay Doyle
Amy Donegan
Mary Kate Williams
Joan Campbell

Council Members Absent

Gary Johnson
Nicole Flanagan

Administrators Present

Elizabeth Gaffney
Carole Swift

Administrators Absent

Members of the Public:

Sheri Flanagan

1. **Call to Order/Roll Call:** Mayor Blake called the meeting to order at 5:34. Gary Johnson was absent. Tammy Satterlee submitted her resignation effective immediately.
2. **Consideration of Minutes: January 19, 2022**
Amy Donegan made a motion to accept the minutes. Lesley Darling seconded the motion. There was no discussion. All were in favor of the motion.
3. **Program Coordinator Report:** Ms. Liz Gaffney delivered her Program Coordinator Report.
 - A. **Enrollment:** Ms. Gaffney reported all grant seats remain full. There are currently 7 students on the waitlist for grant seats for next year. There is a change in office personnel. Utilizing this opportunity to strengthen processes surrounding billing and payment. A FAQ google form was sent out to parents enrolled for the 2022-2023 school year. All families are aware of the grant and the program and the details of the program. Mayor Blake referenced a letter sent to Council last month from program teacher, Sheri Flanagan. In the letter she describes past summer enrollment as very low. Discussion ensued. No action to be taken to convert full year/ full day seats to school year/school

day seats. Instead, conversations about non-grant seats being converted will be brought to the program Chief Operations Officer. Because non-grant seats do not fall under the purview of Council, this matter will be addressed outside of Council.

- B. Staffing:** Ms. Gaffney reported the RTL program is fully staffed.
- C. Professional Learning:** Upcoming full day PD is focused on the upcoming NAEYC visit. PPS is conducting a learning session with teaching assistants focused on challenging behavior. In addition, teachers are receiving training and coaching related to the CT DOTs (no longer the PAF) with a focus on Intentional Play.
- D. Summer Update:** Liz is meeting with lead teaching assistants to plan the summer program, to include field trips, and activities incorporating their work with Intentional Play.

4. Liaison Report:

A. Survey Results for Council Constitution

Supporting Documents: [School Readiness Council Membership Form](#)

New requirements for Council must be in place by RFP submission.

Local Business Rep- Gary is still working on this. Carole has reached out to the Chamber of Commerce. If any Council members know a local business owner who might be interested, let Carole know.

Job Training Rep- Lesley had reached out to Lisa Streit, the City Employment Training Director. She is interested in serving on Council.

Parent Rep- With Tammy Satterlee's resignation, we need to add another parent. The Mayor and Dr. Fedigan have a list of parents who indicated they would be interested in serving on Council. Carole will reach out to interested parents and secure a new member.

B. Supplemental Administrative Grant updates

Site visits to 5 classrooms took place this week. Focus was on safety and planned classroom learning experiences. Carole has been utilizing tools shared at the newly organized liaison meetings for site visits. Carole is working with the program director on formatting and posting learning experiences aligning with the professional learning and coaching. It's a NAEYC requirement and supports the teaching team and the parent re: awareness of learning focus and plans.

Carole attended required OEC meetings this month focused on the RFP, a meeting with another director and liaison from Norwich, weekly Early Childhood Alliance meetings - focused on the state budget lately, Childcare for CTs future, and Milford Collaborative.

C. RFP, public notice, process, timeline:

Public notice: published in NH Register, City website, BOE website, ECE list serve, FRC Newsletter, and CRC Newsletter.

Process: Need 2 small groups. One for the community RFP review. This should be a mix of Council historians and newer members. (Lesley, Gary, Mary Katherine, Lindsay, Nicole, Amanda.) One for the local RFP review. This should be a mix of Council members with no personal interest in the programs (employee of the program or current or future parent), and have EC background and experience. Andrea, Christine, Suzanne, Amy Donegan.

Time line: RFPs were posted on or before February 14th on the city website, BOE website, New Haven Register, EClistserve., and the newsletters from the FRC and the CRC. RFPs due on April 1st in hard copy and electronically.

Sub-committees to meet in person on April 6th and April 13th (if these dates work) to review and score the community RFP and the Local RFP(s).

Council approval will be sought at the April 20th meeting. Board approval will be sought at the April 25th meeting.

Supporting Documents: Council must be aware of the information in the documents below.

[Public Notice for School Readiness Grant RFP](#)

[Public Notice for Quality Enhancement](#)

[Overview and Description of the School Readiness Grant](#)

[Grant Submission Information](#)

[Staff Qualifications and the Early Childhood Professional Registry](#)

[Local Requests for Proposals Requirements](#)

[Community RFP Scoring Packet](#)

[Local RFP Scoring Packet](#)

[School Readiness Grant](#)

5. New Business - None

6. Adjournment

Mayor Blake called for a motion to adjourn; Andrea made a motion to adjourn. Motion approved unanimously. The meeting was adjourned at 6:36p.m.