

**Middletown School Readiness Council
Minutes**

April 8, 2015

Members Present: Ed Bonilla, Jessica Stewart, Wendy Berling, Amy Waterman, Beverly Lawrence, Donna Marino, Izzi Greenberg, Susan Sienkiewicz, Monica Belyea, Jim Gaudreau Christine O'Grady. **Also present:** Cindy Guerreri.

I. Call to Order, Welcome, Introductions:

Ed Bonilla called the meeting to order at 12:14 P.M Introductions were made.

II. Announcements: Monica Belyea reminded all that Grand Rounds are tomorrow at Middlesex Hospital and USDA is accepting comments for the child and adult care food program. Donna Marino sent around a flyer for the Immigration Info Session April 29th: suggestion of the group was to reach out to the faith based community. Jim announced that Kindergarten Orientation is at Snow tonight, and Town & Country Preschool will visit Snow on April 9th for a Kindergarten Tour.

III. Acceptance of Minutes from the February 2015 meeting:

Wendy Berling made motion, Donna Marino Seconded and all were in favor. No one opposed, and no abstentions

IV. Financial Report:

Jessica shared the financial report for March and stated all slots are filled and it looks like slots will remain filled for through at least June 2015.

V. Coordinator's Report:

Jessica stated we are now entering two year grant cycle. There is no new funding, but possible expansion (if more state money comes in). The currently funded programs re-applied, no new applications were received. Same programs applied as last year at the same funding levels

Jessica stated the Council must vote on Slot distribution for 2015-2016. Jessica stated all slot funds will remain the same as they currently are awarded to programs. VOTING to approve the "Program Space Grid" as a guiding document for the school readiness allocation for the 2015-2016 year: A motion was made by Wendy Berling, Seconded by Izzi Greenberg. Abstentions: Donna Marino, Amy Waterman, Jim Gudreau as employees of MPS. All in favor, no one opposed.

We are considering a sub-committee to look at the school readiness programs' parent handbooks to make sure they are family friendly and meet with our parent-first cultural standard. Jessica will send an email to the council to see who would like to be on the sub-committee.

Amy Waterman: Quality Enhancement (QE) Grant Update:

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This is the first year we had a competitor for the QE coaching/consultant funding. During the review process, it was clear the RFP needed updating, and a protocol needs to be created to evaluate the agency/person awarded funding on an annual basis. The two applications were very strong, and the review team spoke about funding both applications and splitting the services between the two. The RFP asks for a Masters level consultant, but does not ask for a resume, so upon gaining a copy of the resume of the new applicant it was established the person did not meet the Master's degree requirement. This coming year the RFP QE review team will look at the RFP and scoring mechanism to make sure it is up to date, and a survey is in place to ensure dollars are being spent wisely. Next year the RFP review team wants to remain open to funding more than one applicant and will look at ways to revise the RFP to best meet the needs of applicants and the community at large.

There was only one applicant for the Middletown Early Childhood Network funding, so there was no review. ACES is the final applicant for the coaching and consulting (\$18,000) United Way (\$7,380) for early childhood network. VOTING to approve these two applicants for the QE money: a motion was made by Amy Waterman and seconded by Wendy Berlind. All were in favor, no one opposed. Abstentions: Ed Bonilla as an employee of the United Way.

VI. Discovery Community Self-Assessment Tool Review:

Cindy Guerreri led the discussion about our "measures of success" and Jessica took notes on the assessment tool document.

Topic areas: Broad and Inclusive Collaborative: 3 (with work to be done around outreach), Engaged Collaborative Group: 4, Strategic Use of Data: 4, Governance Structure with Working Committees: 4, Parent Engagement: 3, Support of Mayor/Chief Elected Official: 3, Support of Superintendent: 4, Strong Collaborative Leadership: 4, Engaged Collaborative Sponsor: 4, Community Champion/Spokesperson: 3, Skilled Facilitator (Coordinator): 4, Meaningful Local Match: 4

VI. Adjournment: Ed closed the meeting at 1:37 P.M. thanking those present for their attendance.

The next Middletown School Readiness Council meeting will be on May 20, 2015.

Respectfully Submitted by:

Izzi Greenberg & Jessica Stewart