

Program Quality
Thursday, January 12, 2023

Present: Maegan Adams, Sara Castle, Renee Dailey, Maureen Eaton, Jackie Furniss, Wendy McGrath, Donna Osuch, Kristen Peck, Pam Testa, Rachael Witkewicz
Absent: Val Pelletier, Leah Zukauskas

Staffing and enrollment update:

- **Staffing:**
 - BOE fully staffed
 - BCDC needs an assistant toddler teacher and sub; still looking for five staff to open new waddler and toddler rooms
 - INMELC needs two assistant teachers and has an interview tomorrow – prompted discussion about candidates not showing up
- **Enrollment:**
 - BOE has ten openings (139/149), and processing three applications
 - BCDC has eight openings and saving three spots at Burlington Ave for January (116/124)
 - INMELC has nine openings (110/119), but expect to bring in 11 in January
- **BristolWorks:**
 - Contract in process
 - Planning for first cohort to start in spring with identified staff
 - Still need an answer about cost for nonresidents

OEC Updates:

- **Enrollment Grant** – second quarter report due Friday, January 13, 2023 – all had submitted
 - Donna will ask for an invoice and the last spreadsheet of the report as backup a few days before the Joint Board meeting on February 14th, after which the City can release the funds – first payment will be first two quarters
- **ECE Reporter** – report due date postponed to January 20, 2023 since site is down
 - Pam updated BCDC earlier this week so Donna will find out when data entry was still valid (response was last Friday, January 6th)
- **COVID-19** – rates are as high as they were last year at this time, but masks not mandated
 - OEC said they will email providers reminding them to follow guidelines (not changed)
- **Monitoring** – Donna sent a schedule to conduct in-person monitoring to each program
 - Discussion about staff files and what would be monitored: professional development, Registry and QSM
 - Donna will modify or create a form outlining what looking for related to staff files

Professional Development:

- **CLASS training** – Donna will email the interested team to plan training
 - Interested so far: Donna, Meagan, Wendy, BCDC Ed Coordinator, Rachael, Meghan and Leah
- Donna asked if anyone needs something for February 17th training

Classroom Observations

- As of December 8, 2022, Rachael had serviced 22 children with 11 waiting to be screened, and she continues to check in with 26 children
 - Numbers are similar with a few additional referrals

- Kristen noted that the Evaluation Team said **referrals are up 50** compared to last year
 - Referrals include Birth to Three, pediatricians, teachers, the community and magnet schools
 - BCDC seeing increase of Birth to Three – 3/8 in Waddler Room receiving services
 - Kristen said that population receiving SPED is approx. 20% district-wide, but 50-60% in Pre-K

Talking points for Bristol State legislators – Donna shared the draft fact sheet:

- Discussed data still need to collect – Donna will ask providers via email
- Once complete, we'll share fact sheet with everyone

Early Notification Form – questions about the redistricting map on the BOE page

- Looked at it on Zoom to clarify
 - Scroll down to Reimaging BPS on main webpage: <https://www.bristol.k12.ct.us/> and click on interactive map for redistricting link
 - Scroll about halfway down to map
 - Click on magnifying glass in top left corner of map, type address in pop up and click enter
 - Click on large dot signifying address, and elementary and middle schools will pop up

Old Business

- Mini voice amplifiers – Donna distributing to Kindergarten teachers who requested them
 - Donna will ask principals if they want remaining amplifiers for café, etc.

Next Meeting Date February 9, 2023 at 9:30 a.m. on Zoom

September 8, 2022 at 9:30 on Zoom

October 13, 2022 at 9:30 on Zoom

November 10, 2022 at 9:30 on Zoom

December 8, 2022 at 9:30 a.m. on Zoom

January 12, 2023 at 9:30 a.m. on Zoom

February 9, 2023 at 9:30 a.m. on Zoom

March 9, 2023 at 9:30 a.m. on Zoom

April 13, 2023 at 9:30 a.m. on Zoom

May 11, 2023 at 9:30 a.m. on Zoom

June 8, 2023 at 9:30 a.m. on Zoom

Respectfully Submitted,
Donna Osuch