

**Program Quality**  
**Thursday, August 10, 2023**

**Present:** Maegan Adams, Renee Dailey, Maureen Eaton, Michelle Fangiullo, Wendy McGrath, Laurie Nadeau, Donna Osuch, Rachael Witkewicz

**Absent:** Jackie Furniss, Kristen Peck, Val Pelletier, Pam Testa

**Welcome and Introductions:** Wishing Kristen well!

**Staffing and enrollment update:**

- **Staffing:**
  - BOE looking for one teacher
  - BCDC looking for teacher for new preschool room and a floater; Ivona retiring
  - INMELC needs an infant toddler teacher and recently hired 4 PT staff to cover 9:00-3:30 (accepting parents)
- **Enrollment:**
  - BOE unsure right now with move and registrations
  - BCDC opening new waddler room, and need 20-30 preschool at West St for September
  - INMELC is full, but need approx. 15 preschool for September
- **BristolWorks:**
  - Planning for new fall cohort starting September 12 (contact Kim Holley [k.holley@bristolworksct.org](mailto:k.holley@bristolworksct.org) or 860-634-5333 to make sure staff are enrolled)

**OEC/Other Updates:**

- **Updated General Policies** - Summary of changes attached to notes
- **Blue Ribbon Panel for Early Childhood** - There's a form online to provide feedback to the panel: <https://www.ctoec.org/blue-ribbon-panel/feedback/>
- **EC Reporter due August 11<sup>th</sup>**
- **No update for OEC ARPA Grant** – OEC said programs would hear soon about ARPA grant

**Local updates:**

- **Contracts** - Donna updating them and will share with each program individually
- **FY24 grants winding their way through City processes** - Donna will let programs know when to submit invoices for COLA, etc.
- **Moving liaison office to Edgewood Pre-K Academy** - Open House and Ribbon Cutting on August 24 at 3:00
- **Mayor's Pencil Hunt** - at Muzzy Field on August 24 at 5:00

**Legislative Session:**

- Discussed attending breakfast hosted by legislators - Donna will reach out

**Ready4K:**

- Donna will reshare form - please send data for all new families
- Donna and Rachael will remove "old" children to make room for new children

**Professional Development:**

- August Professional Development through EC Consortium

- Monday, August 21, 2023, from 8:30-11:30 in Room 127-128 in 600 Building - Tunxis will provide breakfast
- Trauma informed practice by Peg Oliveira from Yale's Gesell Institute of Child Development with 3 additional 90-minute evenings with Peg scheduled in September, October and December

**Classroom observations:**

- Rachael working with one child through summer

**End of Year Financials:**

- Remember they're due!

***Next Meeting Date August 10, 2023 at 9:30 a.m. on Zoom***

September 14, 2023 at 9:30 a.m. at Edgewood Pre-K Academy

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

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

December 14, 2023 at 9:30 a.m. on Zoom

January 11, 2024 at 9:30 a.m. on Zoom

February 8, 2024 at 9:30 a.m. on Zoom

March 14, 2024 at 9:30 a.m. on Zoom

April 11, 2024 at 9:30 a.m. on Zoom

May 9, 2024 at 9:30 a.m. on Zoom

June 13, 2024 at 9:30 a.m. on Zoom

July 11, 2024 at 9:30 a.m. on Zoom

Respectfully Submitted,  
Donna Osuch