

Program Quality
Thursday, September 13, 2023

Present: Maegan Adams, Anne Burke, Renee Dailey, Maureen Eaton, Donna Osuch, Cindy Rogers, Courtney Sugarman, Pam Testa, Rachael Witkewicz
Absent: Michelle Fangjullo, Wendy McGrath, Laurie Nadeau, Val Pelletier

Welcome and Introductions: Welcome Courtney!

Staffing and enrollment update:

- **Staffing:**
 - BOE looking for two teachers
 - BCDC looking for one teacher, one assistant teacher and a part-time floater
 - INMELC needs an infant and preschool teacher
- **Enrollment:**
 - BOE unsure right now with move and registrations
 - BCDC has 17 preschool openings plus their 5 new slots; holding some slots at Burlington Ave for transitions
 - INMELC has 4 preschool openings
- **BristolWorks:**
 - New fall cohort started September 12 (contact Kim Holley k.holley@bristolworksct.org or 860-634-5333 to make sure staff are enrolled)

OEC/Other Updates:

- **Infant Toddler Survey** - each program should submit survey to let OEC know if they might want to change their space allocation in future when processes are established - Donna emailed link
- **Blue Ribbon Panel for Early Childhood** - draft outline is available for review: https://www.ctoec.org/wp-content/uploads/2023/09/0230915_BRP-Plan-Outline_vSep20th-Meeting_vOEC.pdf
- **COVID-19 Guidance** - programs seeing uptick in cases, but parents are not sharing
 - **OEC Guidance:** <https://www.ctoec.org/health-and-safety/covid-19/>
 - **Bristol-Burlington Health District:** Donna emailed flyer
 - **SDE coming out with new guidance soon**
- **Enrollment Grant will be due October 13** - will new Infant Toddler slots be included?
- **No update for OEC ARPA Grant** – OEC said programs would hear soon about ARPA grant
- **Annualization of Hours** - OEC has changed its policy, and programs no longer need to submit forms about hours served for children with IEPs: GP B-06 <https://www.ctoec.org/wp-content/uploads/2020/02/GP-B-06-Spaces-for-Children-with-an-IEP-08.01.2023.pdf>

Local updates:

- **Contracts** - Donna updating them and will share with each program individually
- **Payment process** - Donna will ask City Hall about invoices to ensure payments are correct but programs don't have to complete two reports

Legislative Session:

- Ran out of time to discuss hosting breakfast for legislators - Donna reached out and found that only Republicans host joint breakfast for constituents, and we might not get their full attention

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:

- We didn't have time to discuss, but would programs be interested in exploring Program Administration Scale? Donna's doing a training on it.
- Lots of fall Professional Development available, such as Tunxis Community College Trauma informed practice series with by Peg Oliveira from Yale's Gesell Institute of Child Development, CTAEYC conference, St. Joseph School for Young Children workshops, etc.

Classroom observations:

- Rachael starting soon with new forms out next week

Next Meeting Date October 12, 2023 at 9:00 a.m. on Zoom - please note time change

Discussed holding in-person meetings whenever possible.

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

October 12, 2023 at 9:00 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