

Program Quality
Thursday, October 12, 2023

Present: Maegan Adams, Laura Carlisle, Melinda Coko, Renee Dailey, Wendy McGrath, Laurie Nadeau, Donna Osuch, Cindy Rogers, Courtney Sugarman, Pam Testa, Rachael Witkewicz
Absent: Maureen Eaton, Michelle Fangiullo, Val Pelletier

Welcome and Introductions:

Staffing and enrollment update:

- **Staffing:**
 - BOE has new teacher starting Monday and then fully staffed
 - BCDC looking for teachers for new classroom at Burlington Ave, and one assistant teacher and floater at West St
 - INMELC has two new head teachers and is fully staffed
- **Enrollment:**
 - BOE has 3 openings
 - BCDC has 23 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 with 25 participants

OEC/Other Updates:

- **Blue Ribbon Panel for Early Childhood** - most recent 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** - SDE said it was coming out with new guidance but have not seen it yet
 - **OEC Guidance:** <https://www.ctoec.org/health-and-safety/covid-19/>
- **Enrollment Grant** - OEC said it's coming out with updated guidance soon
- **OEC ARPA Grant** – programs were approved and signed contracts
 - OEC has not said how it will pay programs (through City or directly to programs), but they will be reimbursed after completing work, so keep ALL documentation and receipts
- **LISC Facilities Grant** - OEC is partnering with LISC to offer a facilities grant for new construction and renovations. An email from LISC came during the meeting, so programs can explore if interested.
- **The Night Before the Assessor by Meg Formica** - fun book to read during reaccreditation <https://a.co/d/1y5T5Nm>

Local updates:

- **Contracts** - Donna shared with each program individually and waiting for them to be returned
- **Payment process** - Programs to submit invoices by first Friday after month ends for Donna to submit to City Hall for payment, and then she will submit ECE Reporter reports as backup after completed (due second Friday after month ends)
- **Wheeler Clinic** - BCDC and INMELC to meet with Wheeler Clinic October 20, 2023 at 11:30 to discuss opportunity for clinician to be housed on site for kids to be serviced
 - Flyer about therapy for pre-K to be shared

Legislative Session:

- Planning breakfast meeting for legislators on Thursday, November 30, 2023 at 9:30 at BCDC, Burlington Ave

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:

- Would programs be interested in exploring Program Administration Scale? Maegan used it for strategic planning when she first started at BCDC, and Donna's learning about the tool.
- 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:

- Laura shared new forms and requested that all concerns be listed so there are no surprises
- Meeting November 2, 2023 at 1:30 at Edgewood Pre-K Academy (virtual link also shared) to streamline the process

Next Meeting Date November 9, 2023 at 9:30 a.m. at Edgewood Pre-K Academy and Zoom

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