

## **School Readiness Council Meeting**

**Monday, September 21, 2015**

**4:00 p.m.**

**Room 4**

**Gilead Hill School**

Present: Donna Lanza (Co-Chair, Town of Hebron), Eric Brody (Principal of Gilead Hill School), Cheri LaBombard (Douglas Library), Brittany Garnelis (Park and Recreation), Chris Lapsis (SR PreK Teacher), KaraLee Aubrey (PreK Teacher), Marilyn Picuch, (School Readiness Liaison) Nancy Simmons (School Readiness Clerk) and Rebecca Murray (AHM)

### **Introductions of Council Members**

#### **Approval of August 28, 2015 minutes**

- Marilyn Picuch motioned to approve minutes
- Donna Lanza seconded the motion.
- All in favor – no opposed

#### **Recruitment**

- Patti Buell will report at next meeting.

#### **Rivereast Article**

- Donna Lanza reported that she contacted Geeta at the Rivereast requesting to do an article regarding our School Readiness Program. Geeta will be in touch soon.

#### **Enrollment**

- Marilyn Picuch reported enrollment as follows:  
Lapsis (School Readiness Class) – 14  
Aubrey (Full Day Class) – 12 (10 full day and 2 half day students)  
Thayer (AM Half Day Class) – 13  
London (PM Half Day Class) – 8
- It was discussed that School Readiness slots may go to any other class (balancing classrooms). There would need to be more discussion with Patti Buell.

#### **Budget**

- Marilyn Picuch will report each month. See attached Budget Report.

#### **Non-Resident School Readiness Policy**

- Please see attached School Readiness Policy DRAFT concerning Non-Resident School Readiness Policy.
- If we are not filling slots we could open up slots from other area towns.
- All slots would be low-income.

- It was discussed to add East Hampton to the area town list.
- We will look at this policy next meeting and suggest changes or approve.

### **NAEYC Accrediation Letter**

- See attached NAEYC Accrediation letter and Summary Report.
- Chris Lapsis explained accreditation grades and stated that teachers are looking to expand curriculum.
- Donna Lanza commented that it was nice to see official letter and great job to all involved.

### **State Updates**

- Marilyn Piecuch reported regarding her State Meeting on September 16.
- Non-Residency Option was discussed at the meeting. Marilyn has written a policy (which we will discuss at next School Readiness Meeting in October. We will need to review our policy annually.
- Care For Kids Assistance Program now being administered by CEC.
- Website is [www.ctcareforkids.com](http://www.ctcareforkids.com)
- Or 1-888-214-5437
- Eligibility – below 50% medium income, below age of 18-19 if sped, parent needs to be working and family must meet income eligibility.
- Brittany Garnelis stated that they have a couple students that use CFC in the PREP Program
- 12 hours of PD is now required for teachers and paraprofessionals in the School Readiness Program.
- There is a new sliding fee schedule coming out. We only have to change fee if it's for the better.
- New EC information system regarding reports. Marilyn and Nancy are currently working on.
- New report system – Nancy will send NAEYC Accreditation form.
- We will need to inform parent that we share information with the state. We should add this to our School Readiness for next year. Nancy will talk to Patti Buell about this new requirement.

### **NAEYC Conference in Florida**

- NAEYC Conference is November 18-21 in Florida.
- The Hebron Board of Education has agreed to pay entry fee for teachers and cover the cost for substitutes.
- It was requested if School Readiness Tuition money (that was carried over last year) could be used for airfare, hotel accommodations and meals for 4 prek teachers that would attend conference. Teachers would only need 2 rooms as Chris Lapsis would have one room and 3 other prek teachers would share a room.
- Donna Lanza commented that it sounds like a very worthwhile conference that energizes teachers.

- Brittany Garnelis motioned to approve \$1000 per teacher not to exceed \$4000 to authorize prek teachers to attend the NAEYC Conference. Cheri LaBombard seconded. All in favor - none opposes - motion passes.
- Becky Murray would love for prek teachers to present to others (ie. AHM) what they learn at NAEYC Conference.

### **Comments**

- We need to get a parent(s) on School Readiness Committee. Marilyn Piecuch will talk to Patti Buell about this issue.
- Donna Lanza motioned to adjourn. Brittany Garnelis seconded. All in favor - none opposed. Meeting adjourned at 5:00 p.m.

### **Next Meeting(s)**

- Tuesday, October 27<sup>th</sup>, 4:00 p.m. at the Douglas Library.
- Tuesday, December 1<sup>st</sup>, 4:00 p.m. at AHM
- Tuesday, February 23<sup>rd</sup>, 4:00 at Park and Recreation Building at Burnt Hill Park
- Tuesday, March 29<sup>th</sup>, 4:00 at the Town Hall
- Tuesday, April 26<sup>th</sup>, location tbd
- Tuesday, May 24<sup>th</sup>, location tbd
- Tuesday, June 7<sup>th</sup>, location tbd
- Tuesday, August 29<sup>th</sup>, location tbd

**Hebron School Readiness Budget 2014-2015**

<b>Beginning Balances</b>	<b>Income</b>	<b>Expenses</b>	<b>Balance</b>
Tuition	\$ 28,608.00	\$ 22,491.06	\$ 6,116.94 (Carry forward)
Readiness	\$ 113,400.00	\$ 112,995.13	\$ 404.87 (Returned to State)
Quality Enhancement	\$ 3,790.00	\$ 3,484.75	\$ 305.25 (Returned to State)

**Hebron School Readiness Budget 2015-2016**

<b>Beginning Balances</b>	<b>Income</b>	<b>Expenses</b>	<b>Balance</b>
Expected Tuition	\$ 35,000.00		\$ 41,116.94
Readiness	\$ 113,400.00		\$ 113,400.00
Quality Enhancement	\$ 3,790.00		\$ 3,790.00

September 1, 2015

On August 28, 2015 at a Hebron School Readiness Council meeting, the Council discussed the new non-residency option under the Connecticut Statutes, Subdivision 1, Subsection (d) of Section 10-16p of general statutes.

After much discussion the Council determined that they would implement the non-residency option, as follows:

- (a) If the Hebron School Readiness Program has exhausted all possible solutions to fill existing eligible school readiness slots with Hebron families,
- (b) The Council would consider filling open slots with families from towns designated in our alliance district that do not have a Readiness Program

The Hebron School Readiness Council will follow the State's guidelines:

- (a) By establishing a written policy to enroll non-resident children
- (b) The Program is required to prioritize enrollment of 3- and 4-year olds from the grantee's municipality before accepting non-resident children
- (c) Enrollment of non-resident children may begin as early as July 1 of the grant year and spaces for resident children may not be held open past the November reporting period of each fiscal year
- (d) School Readiness programs must continue to serve 60% School Readiness children at or below 75% of the State Median Income (SMI)
- (e) School Readiness programs must continue to serve 50% full-day School Readiness children unless granted a waiver by the OEC
- (f) School Readiness programs must prioritize full-day spaces for non-resident School Readiness children

At all times the Hebron School Readiness Council shall insure that we are meeting the needs of our community by holding the appropriate number of slots for our Hebron families before offering additional slots to other communities.

HEBRON EARLY CHILDHOOD CENTER  
Policies and Procedures

Policy Title: School Readiness Non-Residency Option

Policy No:		Originated: September, 2015
Pertaining To:	C-06	Reviewed:
Approved By:		Revised:

**POLICY**

Connecticut General Statutes (C.G.S.) section 2 Subdivision (1) of subsection (d) of section 10-16p (c) and (d)(1) has been repealed and the following is substituted in lieu thereof (effective July 1, 2015):

The local School Readiness Council shall establish a written policy regarding whether to allow sub-grantee School Readiness programs to enroll non-resident children

**PROCEDURE**

Hebron is required to prioritize enrollment of 3- and 4-year olds from Hebron municipality before accepting non-resident children.

Enrollment of non-resident children may begin as early as July 1 of the grant year and spaces for resident children may not be held open past the November reporting period of each fiscal year.

Hebron must continue to serve 60% School Readiness children at or below 75% of the State Median Income (SMI).

Hebron must continue to serve 50% full-day School Readiness children unless granted a waiver by the OEC.

Hebron must prioritize full-day spaces for non-resident School Readiness children.

**IMPLEMENTATION**

If the School Readiness Council determines that there may be an opening for non-residents in the program, letters will be sent to alliance district schools by \_\_\_\_\_ informing them that:

1. Hebron may have an opening for school readiness slots
2. A packet will be included with the letter containing:
  - a. An application
  - b. Sliding fee schedule
3. The alliance town will then be responsible for identifying eligible candidates and referring them to Hebron

4. The referred family will then contact Hebron administration to formally apply for the slot
5. If accepted, Hebron will send an acceptance letter to the family and the alliance town indicating date of entry into the program
6. If the family does not access the program for a period greater than 2 consecutive weeks after enrollment, without a notice of acceptable absence (illness, transportation issue or family matter, etc.):
  - a. Notification letters will be sent to the family and the town indicating their non-participant status
  - b. If reasonable circumstances are not presented or no response is elicited from the family, termination letters will be sent to the family and the town and the slot will be revoked and filled with another Hebron child or appropriate alliance candidate

At all times the Hebron School Readiness Council shall insure that we are meeting the needs of our community by holding the appropriate number of slots for our Hebron families before offering additional slots to other communities. This policy will be reviewed annually.



**NAEYC Academy for Early Childhood Program Accreditation**  
1313 L Street NW, Suite 500, Washington, DC 20005-4101 202-232-8777 800-424-2460  
Fax 202-232-1720 www.naeyc.org/accreditation www.rightchoiceforkids.org

June 10, 2015

Barbara Wilson, Preschool Administrator  
Hebron Early Childhood Center (724193)  
580 Gilead Street  
Hebron, CT 06248

Dear Barbara Wilson,

**Congratulations!** Your program has achieved accreditation by the National Association for the Education of Young Children. The administration, teaching staff, and families of **Hebron Early Childhood Center** are all to be congratulated for earning the mark of quality represented by the NAEYC Accreditation system. On behalf of NAEYC, and specifically the NAEYC Academy for Early Childhood Program Accreditation, I commend your program's outstanding efforts in pursuing NAEYC Accreditation. Please note that this accreditation decision report is specific to the data collected during the NAEYC Site Visit only. If you have submitted a critical incident to NAEYC via the 72-hour notification form the outcome of the Scope and Severity Screen will be forthcoming under separate cover.

This letter includes information about the term of your NAEYC Accreditation as well as information about publicizing your accredited status. Attached to this letter you will find the Accreditation Decision Report that includes a summary of scores for each of the ten NAEYC Early Childhood Program Standards and suggestions for ongoing improvement by topic area based on the data collected during the site visit for use in your annual report.

#### TERM OF NAEYC ACCREDITATION

Your NAEYC Accreditation is granted on June 09, 2015 and is valid until July 01, 2020. (Anniversary Date)

To maintain NAEYC Accreditation, your program is required to maintain compliance with the NAEYC Early Childhood Program Standards and Accreditation Criteria. Additionally all NAEYC Accredited programs are:

- Required to file an Annual Report and applicable fees on the 1st, 2nd, 3rd, and 4th anniversary of the above Accreditation date;
- Required to report to the NAEYC Academy major programmatic changes within 30 days and event(s)/incident(s) related to potential required criteria violations within 72 hours (see [www.naeyc.org/academy](http://www.naeyc.org/academy) for more information regarding Self Report instructions and timeframes);
- Eligible to be randomly selected for an unannounced site visit;
- Required to respond to formal complaints and adhere to NAEYC's Complaint Policies and Procedures; and
- Required to agree to additional verification by adhering to NAEYC's Verification of Continued Compliance Policy.

Please, visit our website at <http://www.naeyc.org/academy> and your program record at <http://program.naeyc.org> for complete information and details on new policies, procedures and any announcements related to your NAEYC Accreditation.



## NAEYC Academy for Early Childhood Program Accreditation

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### PUBLICIZING NAEYC ACCREDITATION

In order to properly display your NAEYC Accredited status, the following information will be mailed to you in the coming weeks. The sample news release and camera ready logo will be posted in your program record (<http://program.naeyc.org>) for continued access.

- NAEYC Accreditation Certificate for public display.
- "Maintaining NAEYC Accreditation" flyer.
- Sample news release, so that you can publicize your NAEYC Accreditation (<http://program.naeyc.org>)
- Flyers for parents, describing what NAEYC Accreditation means.
- Identifying ribbons for you and your staff members to attach to a name badge when you attend conferences or public meetings.
- Camera-ready NAEYC Academy logo, which may be used freely on any printed materials such as stationery or brochures (<http://program.naeyc.org>).
- Samples of our new "NAEYC Accreditation: The Right Choice for Kids" brochures in English.
- NAEYC Accreditation Decal.

Please be sure to carefully review this information and share it as relevant with your teaching staff, administration and families. We encourage you to regularly visit your program record at <http://program.naeyc.org> to keep your program information up-to-date and to stay current regarding new policies, procedures and updates that occur throughout the term of your NAEYC Accreditation.

Thank you for making the commitment to pursue NAEYC Accreditation. Working together, we can improve the lives of children and families across the nation by building public recognition and support for NAEYC Accreditation, the mark of quality in early childhood education. Now that you have achieved this mark of quality we look forward to continuing to work with you throughout your accreditation term in a process of continuous improvement, the hallmark of any accreditation system.

If you have any questions about this report, please contact us at 800-424-2460, select Option 3, followed by Option 1. You may also e-mail us at [accreditation.information@naeyc.org](mailto:accreditation.information@naeyc.org).

Sincerely,  
NAEYC Academy for Early Childhood Program Accreditation

cc: Eric Brody (via e-mail)

## NAEYC Academy for Early Childhood Program Accreditation

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### NAEYC ACCREDITATION DECISION REPORT

#### Format of the Report

**Summary:** This table shows your program's scores\* for 1) each of the ten Program Standards, 2) each group observed during the site visit, 3) all required criteria, and 4) all Candidacy requirements. It also includes brief feedback on your Program Portfolio and Classroom Portfolio(s). To achieve NAEYC Accreditation, a program **MUST**:

- meet all Required Criteria; and
- meet at least 80% of assessed criteria for each program standard; and
- meet at least 70% of assessed criteria for each classroom/group observed; and
- continue to meet Candidacy requirements or be subject to further verification.

**Commendations:** This section contains Program Standards which received a score of 100%.

**Areas For Ongoing Improvement By Program Standard:** This section contains the Program Standards which met or exceeded the NAEYC Accreditation threshold of 80%. These contain topic areas for ongoing improvement.

**NAEYC Academy for Early Childhood Program Accreditation**

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**Summary**

<u>Percentage of Met Criteria By Program Standard</u>		<u>Percentage of Met Criteria For Each Classroom Observed</u>	
1. Relationships	100%	Preschool Program - Aubrey AM	97%
2. Curriculum	86%	Preschool Program - Lapsis	97%
3. Teaching	100%		
4. Assessment	100+*		
5. Health	100%*		
6. Teachers	100+*		
7. Families	100+*		
8. Community Relationships	100+*		
9. Physical Environment	100%		
10. Leadership and Management	100+*		

<u>Summary of Required Criteria</u>		<u>Candidacy Requirements</u>	
1.B.09	PASS	Administrator Qualifications	MET
3.C.04	PASS	Assistant Teacher Qualifications	MET
5.A.03	PASS	Collaboration	MET
10.A.02	PASS	License/License Exempt Status	MET
10.B.04	PASS	Teacher Qualifications	MET

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\* Score includes credit given for meeting Emerging Criteria. Please note that even if your program scored 100% or better on a particular Program Standard, there still may be topic areas reported for ongoing improvements. This can occur because Emerging Criteria are given extra credit when scoring. Therefore, there could be unmet criteria in a particular topic area although the credit given for meeting the emerging criteria raised the Program Standard score to 100% or more

## NAEYC Academy for Early Childhood Program Accreditation

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### Summary Continued

#### Program Portfolio Feedback

The NAEYC Academy commends your program for creating a Program Portfolio that thoroughly documents how the program's policies and procedures meet the NAEYC Accreditation Criteria assessed.

#### Classroom Portfolio(s) Feedback

The NAEYC Academy commends your program for creating Classroom Portfolio(s) that offer detailed and clear documentation of how your program's classrooms meet the NAEYC Accreditation Criteria assessed.

**COMMENDATIONS**

**1. Relationships**

The NAEYC Academy commends your program for promoting positive relationships among all children and adults to encourage each child's sense of individual worth and belonging as part of a community and to foster each child's ability to contribute as a responsible community member.

**3. Teaching**

The Academy commends your program for using developmentally, culturally and linguistically appropriate and effective teaching approaches that enhance each child's learning and development in the context of the program's curriculum goals.

**4. Assessment**

The NAEYC Academy commends your program for using ongoing, systematic, formal and informal assessment approaches to provide information on children's learning and development. These assessments occur within the context of reciprocal communications with families and with sensitivity to the cultural contexts in which children develop. Assessment results are used to benefit children by informing sound decisions about children, teaching, and program improvement.

**5. Health**

The NAEYC Academy commends your program for promoting the nutrition and health of children and protecting children and staff from illness and injury.

**6. Teachers**

The NAEYC Academy commends your program for employing and supporting a teaching staff that has the educational qualifications, knowledge, and professional commitment necessary to promote children's learning and development and to support families' diverse needs and interests.

**7. Families**

The NAEYC Academy commends your program for the high level of compliance with this component. Recognizing the importance of a reciprocal relationship between families and programs is essential to ensure that programs are meeting the needs of the children and families that the program serves.

**8. Community Relationships**

The NAEYC Academy commends your program for effectively establishing and maintaining reciprocal relationships with agencies and institutions that can support it in achieving its goals for the curriculum, health promotion, children's transitions, inclusion, and diversity.

**9. Physical Environment**

The NAEYC Academy commends your program for creating an environment, both indoors and outdoors that fosters the growth and development of the children.

**10. Leadership and Management**

The NAEYC Academy commends your program for administering a program efficiently and effectively, ensuring that all involved persons, staff, children, and families are included. The way in which a program is administered will affect all the interactions within the program.

AREAS FOR ONGOING IMPROVEMENT BY PROGRAM STANDARD

**2. Curriculum**

The NAEYC Academy commends your program for implementing a curriculum that is consistent with its goals for children and promotes learning and development in each of the following areas: social, emotional, physical, language and cognitive.

A curriculum that draws on research assists teachers in identifying important concepts and skills as well as effective methods for fostering children's learning and development. When informed by teachers' knowledge of individual children, a well-articulated curriculum guides teachers so they can plan learning experiences that foster children's growth across a broad range of developmental and content areas. A curriculum also helps ensure that the teacher is intentional in planning a daily schedule that (a) maximizes children's acquisition of desired knowledge and skills through the effective use of time and materials and (b) offers opportunities for children to learn through play and structured activities individually and in groups according to their developmental needs and interests.

**Topic areas for ongoing improvement:**

- 2.G Curriculum Content Area for Cognitive Development: Science
- 2.J Curriculum Content Area for Cognitive Development: Creative Expression and Appreciation for the Arts
- 2.L Curriculum Content Area for Cognitive Development: Social Studies

# National Association for the Education of Young Children

Having met the NAEYC Early Childhood Program Standards,

*Hebron Early Childhood Center*

580 Gilead Street  
Hebron, CT 06248  
Program ID 724193

is hereby awarded

## NAEYC Accreditation

by the NAEYC Academy for Early Childhood Program Accreditation

07/01/2020

Certificate is valid until date above.

[www.rightchoiceforkids.org](http://www.rightchoiceforkids.org)  
[accreditation.information@naeyc.org](mailto:accreditation.information@naeyc.org)  
800-424-2460



A handwritten signature in black ink, appearing to read "Jerlean E. Daniel".

Jerlean E. Daniel, Ph.D.  
NAEYC Executive Director