

Meeting Date: June 1, 2009

<p align="center"><b>STEPS COLLABORATIVE 2008-2009 ACTION PLAN</b></p> <p align="center"><b>In Attendance: Kathryn Hassler (Chair), Marybeth Moyer (Chair), Marilyn Piecuch, Michelle Abbatemarco, Bruce Johnson, Mary Sposito, Ronnie Kim Monica Swanson, Deb Leichner, Judith Richard, Mary Minor, Deb Boya</b></p> <p align="center"><b>Meeting Frequency - Monthly</b></p>						
Action/Task	Owner	Start Date	Target End	Actual End	Status (O/C/P)	Comments
<b>GENERAL ADMIN</b>						
Opening Statements	KH	10/08			O	• Kathryn welcomed Council and introductions were made
<b>STATE MEETING</b>						
Participation in CT Charts A Course Training Approval Board	MP	11/08	11/08	11/08	C	Marilyn will gather information to determine if this is something she would like to serve on. Marilyn will not participate due to time.
State Updates	MP	9/08	6/08	Ongoing	O	Family handbook now included in State Grant application, Care 4 Kids funding is being cut, annual report is due 8/21
Training Information from 211 childcare infoline	MP	11/08			C	Marilyn will find out if the trainings are open to the public and if we can post them on our website and at the school for interested parents.
<b>2009/2010 REGISTRATION</b>						
Enrollment & Registration	MS/MA				O	94 students, 19 readiness, 12 special education, 6 5 day a week PM slots still open Registration for the 2009-2010 School year is going very well.
<b>BUDGET</b>						
Budget	KH/MM	11/08	1/09		C	\$10,000 unspent School Readiness (originally budgeted for the architect) grant funds need to be spent. Council determined the following: \$2000 for scholarship fund; \$approx. \$3000 for Music Together program; remaining to CECC to further assist in off-setting costs. Determined Music Together was too costly. Will look into other music program vendors. Jean Eberle to maintain readiness budget. Reviewed 2009-2010 budget. Questions regarding Assessment tool. Is this an annual cost or a onetime cost?
Creation of Scholarship account	KH	11/08	Ongoing		O	Kathryn reported that we have a family that qualifies for SR, but they are not able to pay the reduced tuition amount. Should we set up a scholarship account to assist families in this situation? The Council agreed to offer the family a scholarship, if the family could at least pay something. To do: <ul style="list-style-type: none"> <li>• Write a policy &amp; procedure for the use of the scholarship fund</li> <li>• \$2000 will be allocated toward fund and managed by CECC</li> </ul>

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Monica Swanson, Deb Leichner, Judith Richard, Mary Minor, Deb Boya  
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2009/2010 School Readiness Grant	KH/MM	5/09	5/09	5/09	C	Council reviewed the School Readiness Grant budget. Kathryn will send out the grant via email for the Council to review prior to submission.

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<b>Discovery Grant</b>						
Legislative Tour of CECC	KH	10/08	10/08	10/08	C	In attendance were State Rep Joan Lewis; Senator Anthony Guglielmo; Dr. Bernard; John Elsesser, and Board of Ed member Cheri Trudon. The entire staff of CECC attended along with Deb Boya; Liz Murphy; Ronnie Kim; Judith Richard; Marybeth Moyer and Kathryn Hassler. It was very successful. There was an open dialogue about the importance of quality early childhood education as well as some discussion about the Town of Coventry losing SR funding. All agreed it was a success!
Background of Discovery	CG	11/08	11/08		C	Cindy, our Discovery Liaison, provided us all with a lot of background information on the purpose of Discovery. She also provided us with some examples of how other communities have made Discovery such a success!
Idea Brain storming	DB and Council	11/08	11/08		C	<p>Deb Boya distributed a great list of ideas on ways we can combine efforts with other pre existing events, instead of hosting our own events.</p> <ul style="list-style-type: none"> <li>• Work more with home day care providers.</li> <li>• Gather others in the community who work with children and families.</li> <li>• More use of printed documents and on-line resources.</li> </ul>
Creation of new School Readiness/Discovery structure	Council	10/08	1/09	12/08	C	<ul style="list-style-type: none"> <li>• We will immediately form a Communications sub committee to work on a logo and "Tag Line."</li> <li>• We will work on forming other committees- professional development and School Readiness for now. Others may follow in the future.</li> <li>• Sub Committee came up with Coventry S.T.E.P.S. Approved by council. Committee members: Mary Sposito; Ronnie Kim; Deb Boya; Marilyn Piecuch.</li> <li>• To be formed: Events Committee (Farmers Market, health fair, Kids Fair)</li> </ul>

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Advertising	Sub Comm	12/08	2/09		C	<p><b>S.T.E.P.S.</b> – Pamela Miller has designed several logos. The Council decided on one that they liked. A few changes need to be made and it will be presented to the Council for final approval during the May meeting.</p> <p><b>Coventry Monthly:</b> Early Childhood Connections  <i>January:</i> preschool and options in town; financial subsidies available to families; new web address  <i>February:</i> Program and meaning  <i>March:</i> STEPS Program &amp; meaning  <i>April:</i> Kindergarten registration  <i>May:</i> Things to do over summer- library, recreation programs  <i>June:</i> Introduction of STEPS logo, and mission statement</p>
Discovery Funds/Collaborative Agent	KH/CG	2/09	3/09		C	Need to revisit Discovery Funds Collaborative Agent. Needs to be 501c3. Should it be CECC managing? Currently with a facility in Windham?
Discovery Effort Progress	SRC	2/09	12/09		C	Concern raised by Cindy G. of Discovery effort and amount of time spent. SRC needs to develop specific mission and actions to make significant progress before year end.
Resource Guide	KH	10/08	1/09		C	Kathryn distributed a copy of the Resource Guide. Council members were asked to review it and send feedback to Kathryn. Guide went to Gulemo printers. Will be done by week end. 500 copies. PMHP grant paying for printing. On hold for logo. Parks & Rec brochure is in nice format. Discuss the possibility of using format for resource guide.
Discovery Grant Meeting	MP	2/09	2/09		C	Marilyn Piecuch attended grant meeting. Institutes for community involvement. Marilyn distributed schedule listing upcoming meetings individuals or groups can attend. Need to apply for on-site grant (technical assistance) to help with communications. Marilyn shared feedback on strategic planning. Funding ends December 2009!
Website	KH Sub Co	11/08	1/09		C	Link will be under Coventry Public Schools – Under Other Resources. Kathryn will design and put information on web site.
Stone Soup Conference	KH/ RK	10/08	11/08		C	Ronnie reported on the Stone Soup Conference. The presenter Frank Luntz shared some great ideas on how to establish an organization in a

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						community and that it's not the words you say, it's the words that people hear. We will purchase this book to assist the communication subcommittee.
Mission Statement	KH				C	Council reviewed Mission Statement and made suggestions to improve the statement. Kathryn will revise and re send to Council for final review.
<b>MISCELLANEOUS</b>						

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CDA's	MP	11/08			C	Marilyn informed the Council that all the para educators that do not have their CDA's can get them for free under the Town of Colchester's grant!!!! Staff is registered and they will be done in June 09. A thank you needs to be sent to Colchester. Kathryn and Marybeth will send. Marilyn will provide information/dates on meetings to attend.
Music Program	KH	11/08	1/09		C	Music Program has begun at all three preschools. CD's are on order. Each school and the library will receive several copies of the CD to use in the classrooms and for families to borrow. Deb suggested that next year we hold a family kick off event prior to the program beginning so families can listen to the music their children will be learning, as well as learn about how to continue making music with their children at home.
Seminar/In-service	M. Barton	12/08	5/09		C	Marianne Barton will conduct a seminar for Kindergarten teachers, preschool staffs and home day care providers on child development/transition to Kindergarten. Dinner will be provided. May 7 <sup>th</sup> at CGS. The 1 <sup>st</sup> annual Early Educators Collaborative is set for May 7 <sup>th</sup> . There will be over 30 in attendance. Dr. Barton provided attendees with a great presentation about attachment and readiness for schools. Following the presentation there was a great discussion period.
Program for expectant parents		6/09	6/10		O	Idea to reach out to first time expectant parents in Coventry. Provide expectant parents with information about attachment, parents as teachers, Coventry resources and to connect them with other first time parents. Kathryn will create a to do list over the summer and will be drafting program outline. Anticipated start: November 2009. Will also reach out to Mansfield to see if they are interested in offering program jointly.
New Members	SRC	2/09	3/09		C	Welcome to Deb Leichner, Effie DiBenedetto and Debbie Mlinek!!!
Parks & Rec		2/09			C	Start Smart program. Program for parents to learn about their child's sports and good sportsmanship, etc. Parks & Rec will be doing a survey to get ideas on which programs to offer. Looking for SRC feedback. Also looking for parents of young children to be involved with meetings 1x per month. CECC will look on town website and post in preschool.

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Transition to Kindergarten	MM/MA	2/09	5/09		O	<ul style="list-style-type: none"> <li>Michelle Abbatemarco working on Transition to K book. She will take pictures of teachers, etc. and develop materials. Monica distributed a copy of the West Hartford's Transition to Kindergarten handbook.</li> <li>Transition to Kindergarten Institute- The Transition to K team reported that we were already doing many of the things that were discussed at the fits meeting. Our community Transition to K meeting will be held on May 7<sup>th</sup> and will include home day care providers, preschool staff and K teachers. Coventry will no longer be participating in the Transition to K institute. The Institute was not helpful to Coventry and it attempted to put Coventry into a mold that did not fit (i.e. more than one grammar school in a town).</li> <li>No date for June meeting for Pre-K and K teachers to meet.</li> </ul>
Unpaid tuition from Readiness families	MS	5/09	6/09		O	<ul style="list-style-type: none"> <li>There are 4 School Readiness families that have not paid the full amount of tuition owed to CECC. Two families have not made any payments. Council agreed to send letters to these 2 families indicating that if they did not pay their tuition in full by the end of the month, they would no longer be able to send their children for the remainder of the school year.</li> <li>CECC collected full tuition amount from one family. The other family was a scholarship – had to pay \$200 for the year but did not pay. After a lot of thought, we decided to let this child continue and to firm up our scholarship policy.               <ol style="list-style-type: none"> <li>Create application for scholarship</li> <li>Create policy for scholarships</li> <li>Ask Community groups and businesses if they would consider donating money towards an early childhood education scholarship fund.</li> </ol> </li> </ul>
2009-2010 Meeting Schedule	SRC				O	Council agreed to host all meeting at CGS. See below for schedule.

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September 1, 2009 PM  
October 6, 2009 AM  
November 10, 2009 PM  
December 1, 2009 AM  
January 5, 2010 AM  
February 2, 2010 AM  
March 2, 2010 AM  
April 6, 2010 PM  
May 4, 2010 AM  
June 1, 2010 PM