

Eastford School Readiness Council

Minutes

November 7, 2023

5:30 pm

Zoom

1. Call to order and attendance – the meeting was called to order at 5:30 pm. In attendance were Christine Kopplin, Cassie Roto, Beth Platt, and Sharon Kozey Greene.
2. Citizen's Participation - none
3. Review Proposed Agenda – reviewed and approved with no changes.
4. Review Minutes from last meeting - reviewed and approved with no changes.
5. Program Report and Status Updates - Christine Kopplin reported the following:
 - PreK visited the public library twice so far this year
 - The fire department visited the school for fire prevention week and the children explored the trucks and practiced a fire drill
 - She hosted a PreK Info Night for parents and 6 families attended. Discussion school wide about extending the Info Night to other grades
 - In December there is a book fair and parent teacher conferences
6. Liaison Updates – Sharon Kozey Greene reported she attended the state wide liaison meeting during which there was discussion about monthly reports procedures and the platform to do so and about converting spaces to infant toddler, something Eastford is not participating in.
7. NAEYC Updates – Christine Kopplin reported there is a monthly self-study meeting with staff and specials teachers who work with PreK to go over the NAEYC standards and explain the accreditation process. She continues to meet with Sherry from EASTCONN for feedback and input into the portfolio.
8. Budget Report – the expenditure and tuition budget reports were presented and reviewed with no comments.
9. Unfinished Business
 1. Third reading of Staff & Volunteer Orientation Policy – reviewed and approved.
 2. Third reading of Staff Orientation Checklist – reviewed and approved.
 3. Second reading of Substitutes and Volunteers Orientation Checklist – reviewed and approved upon correction of a typo.

4. Second reading Health and Safety Checklist – Sharon Kozey Greene confirmed this is a monitoring tool and not a policy. No action needed.
10. New Business
 1. First reading of Custodial Classroom Policy – tabled. Addition discussion need around NAEYC policies, differentiation of responsibilities, and written distinctions between cleaning, sanitizing, and disinfecting.
 2. First reading of Table Washing Procedures – minor edits needed. Sharon Kozey Greene will make those changes for the next meeting.
11. Additional Agenda Items - none
12. Citizen’s Participation - none
13. Adjournment – the meeting adjourned at 6:10 pm. The next meeting is December 5, 2023 at 5:30 pm on zoom.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Sharon Kozey Greene', with a long horizontal flourish extending to the right.

Sharon Kozey Greene
Grant Liaison