

# ANDOVER ELEMENTARY SCHOOL EARLY LEARNING CENTER

---

## School Readiness Council Meeting

### Minutes from the September 20, 2022 Meeting

**Members in Attendance:** Taylor Parker/Principal & Preschool Administrator; Leslie Barone/Preschool Teacher, Diane Kane/Administrative Assistant; Holly Maiorano/Director of Special Education; Marilyn Piecuch/SR Liaison

**Members in Virtual Attendance:** Rebecca Murray/AHM FRC Coordinator, Sarah Becker/Parent

**Introduction of New SRC Members:** Current council staff introduced themselves and welcomed the new members. Caitlin McNamara was unable to be present; she is an OEC Parent Cabinet member.

#### **Enrollment/Tuition Report:**

The first report of the school year was reviewed. All School Readiness and Smart Start slots are full at this time. There are ten outstanding tuition payments due. Taylor will send a notice as some new families may be unaware that invoices are not sent for tuition dues (it is noted on tuition agreements that payment is due on the first of each month).

#### **Financial Report:**

- Tuition Line = Expected tuition for the year is approximately \$94,000.
- School Readiness Grant = The full grant is for \$108,000, with \$4,800 set aside for the School Readiness liaison and the \$96,000 balance allocated for salaries.
- Competitive QE Funds = \$3,881 is provided in this grant. It will be used for playground supplies (mulch, etc.) instead of professional development this year. This is listed on the financial report under Competitive School Readiness Property.
- Smart Start = This is a \$65,000 grant, with \$64,000 going towards salaries and the remaining \$1,000 for preschool supplies.

#### **OEC Updates/Revised Policy B-01, OEC Fee Schedule/Revised Policy B-02, Guidelines on Fees, Fee Schedule, and Family/Per-Child Contributions:**

Effective October 1, 2022, the OEC Fee Schedule is being revised in conjunction with the two related policies – B-01 and B-02. Fees that have already been established for the year do not need to be changed unless family income has changed. Families that register from this point forward will follow the new schedule. This new fee schedule uses a percentage calculation; there is an online tool available to help with the determination. It is still based on family income, not everyone pays the same. Reductions due to hardship are offered; families can speak with the preschool administrator and complete a request form which will be brought before the School Readiness Council for approval. If/when approved, the family will receive a reduced rate. Special education students with an IEP are not charged for the program due to FAPE regulations.

**Program Monitoring:**

Program monitoring happens twice a year, in fall and spring. This is not a teacher evaluation but the SR liaison does conduct a class observation in addition to reviewing curriculum, planning, forms, student information files, etc. A completed report is kept accessible in preparation for a visit from the state.

**Other:**

- **Strategic Plan:** The plan for 2022-2023 is currently being created; have to review the evaluations and decide what we need to look at to make the program better.
- **Professional Development Plan:** This year's plan has to be completed.
- **AHM Programs:** There is still room in some programs. Information was sent out to the whole school but we can have preschool teachers resend to their families. Tressa brought new brochures to the school recently. Other programs being offered are Art sessions for 4 and 5 year olds and some adult programming as well, one in particular dealing with stress reduction. Holly asked if AHM offers any behavioral programs; there is a three-session parenting class via ZOOM that starts tomorrow given by a parent consultant/author/world traveler. The session is full but another one can be scheduled (can possibly accommodate a Birth to 3 family that was mentioned). Grant funding makes the program free. A book is included in the parenting class, *E.N.R.I.C.H. Your Relationship with Your Child* by Debbie Kruegel-Farr Ph.D., that discusses how to talk so kids listen and offers many good resources, in a workbook format. A copy was requested for school. Becky/AHM has ordered more through Amazon and will send one to us. If there is interest in having another session, AHM will offer one if contacted with a request. Funding can be discussed; possibly can be a joint effort with Hebron if it helps with the cost. Otherwise, the cost would be just \$35 per family for the three session course. Even if a family can only attend one session it would be of benefit. The current session runs from 7:30 p.m. to 8:30 p.m.
- **Back to School Event/AHM:** AHM will have an informational table at the Back to School event on Thursday, September 22, 2022, which runs from 5:00 p.m. to 7:00 p.m. Table visits will mostly happen from 5:00 p.m. to 5:45 p.m. It is usually staffed by the school social worker, but if she is unavailable, Becky agreed to provide support.

Meeting adjourned at 8:30 a.m.

**Next Meeting: October 18, 2022, 8:00 a.m.**