

ACES Middlesex County Early Head Start Partnership

Serving eligible families in Middletown, Clinton, Cromwell, Old Saybrook, Portland, and Westbrook

POLICY COUNCIL MEETING MINUTES 300 WASHINGTON ST. MIDDLETOWN, CT 06457 March 24, 2017 10:00am-12:00pm

ATTENDANCE: Alice Torres (Director), Ava Hart (FDC), Vinnie Lofreddo (Board), Amy Waterman (Community Representative), Monique Ives (Parent/Chair), Jennifer Malon (Parent), Taneone Hurlburt (Secretary)

- **10:00am Call to Order by Monique Ives**
- **Review minutes from January 27, 2017-* Amy- Motion to approve, Jenn 2nd the motion**
- **Public Comments**
 1. Community Partnership Luncheon notice was shared with Policy Council members. Luncheon will be on March 30, 2017, 12p-1:30p.
 2. Amy mentioned Raising Readers that she facilitates and might interest EHS families. It's an 8 weeks program that brings knowledge to parents about literacy.
 3. Alice had a meeting with Dr. Maureen Hogan, Assistant Professor of Education. Dr. Hogan started a nonprofit program in Hartford, King's Chapel Early Care & Education CTR. She is now looking to start a center B-5 in Middletown. She is looking at a Reggio Emilia model which is an arts based program that started in Italy. Alice will follow up with Dr. Hogan regarding possible collaboration with ACES.
 4. City of Middletown Health and Safety Day is on May 20, 2017, 10:00am-2:00pm. The Home Visitors will have an EHS table at the event.
- **Parent Sharing (Including PCA Updates)**
 1. Policy Council Update: Denise Leavy resigned as Community Representative (CP) on January 27, 2017. There's an opening for a new CP. Monique Ives child is aging out of the EHS program in March. Monique has until the end of the program year to decide if she would like to be re-nominated as a parent or become a CP.
 2. Parent Committee Alliance Reports
 - The PCA meeting on March 16, 2017, no families attended. Only the facilitator, Chastity Moody (parent), was in attendance. Chastity made some suggestions to Becky and Dionne about informing families of EHS function.
 - The next PCA meeting will be held on May 18, 2017. The PCA meeting will concentrate on basic first aid and CPR. The PCA will be facilitated by Dionne Lowndes, Maternal Child Health Manager. Each home visitor has received flyers to hand out to families and flyers will also be mailed to families. Amy Waterman is also interested in sharing with the FRC families about this PCA meeting.
- **ERSEA Report**
 1. Enrollment and Attendance report was shared.
 - Recruitment flyer was shared with PC members. Recruitment Intake will be held on April 28, 2017, 10:00am-12:00pm. Flyer with EHS information postcards and Referral form were mailed to Community Providers/Partners so referrals can be made to EHS.
 2. Hallie House Partnership report was shared.
- **Program Planning Committee Meeting; April 27, 2017, 12:00-2:00**
 1. Flyer was shared with PC. *Time and date change has been made from the 3/24/17 PC agenda.
- **2016 School Readiness Winter Update**
 1. An updated Fall Checkpoint Report was mailed/emailed to PC members.
 2. Winter data will be reviewed during the April Planning Committee meeting.

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- **Implementation of New Performance Standards(PS)**
 1. New PS are arranged in a broader topic than previous PS.
 2. Next 6 months Managers and Home Visitors will be comparing the new and old PS to revise Program Plans.
 3. According to new PS a person can serve up to 5 years in PC instead of 3 years.
 4. Training Plans need to be reviewed and include Eligibility 1302.12
- **Director's Report**
 1. Working with Fiscal to get December 2016 Fiscal Report completed.
 2. 2017 Budget was shared with PC members. PC members were informed that lines on salary and benefit will change due to Alice and Cindy Smernoff, Education Manager, retirement in June.
 3. Director's Retirement and Replacement
 - Alice's retirement will take place in the end of June. Position will no longer be a Director's position but Lead EHS Program Coordinator. Position has been posted internally in ACES for the period March 24, 2017-April 7, 2017. ACES will process applicants. Erika Forte (ACES Assistant Executive Director) will be leading the hiring committee. PC members will be included in interviewing process. Interviewing process can possibly start by the end of April.
 - Education Manager, Cindy Smernoff will be retiring at the end of June.
 4. Facility Renovation Update
 - Building renovation floor plans were shared with PC members. Design for building is primarily for center base program for infant/toddlers. Rooms are interchangeable depending on size of infant and toddler future enrollments. Renovations should start in July. HVAC installation takes up most of the renovation cost so a lot of the "wants" was not part of the renovation plans.
 - Playground installation will continue once the weather gets warmer. Alice is going to ask United Way to help with the cost of an ADA ramp.
 5. Early Head Start Expansion and EHS-Child Care Partnership Grant
 - On March 17, 2017 ACES/EHS received a letter from Office of Head Start informing us that application was not selected for funding.
 6. Final Rule approved Policy has been approved by ACES Governing Board.
- Regional Head Start Association Conference will be held in May at Nashua, New Hampshire. Alice will send out flyers for parents and staff that would like to attend.

Adjourn