

10/16/2018

#### EH SR Council Meeting

In attendance: Manny, Casey, Sarah, Lisa, Dawn, Elsie Torres, Jen King, Nance (mayor), Julie, Sandy, Madeline Torres Silver Lane FRC Torres.my@easthartford.org., Robin, Jeanna, Laura (designee for veronica). Nate, Vincent Crawford, EH Office Family Community Partnerships,

Minute accepted by consensus.

Lectio summary given by Julie as a topic for future discussion. This may be information we may want to explore as we work to develop a community asset map.

Julie shared data on East Hartford; the number of students entering K without pre-k experience has remained static over the last several year, with percentages lower than other surrounding communities.

Julie asked that all teachers develop an action plan before she coaches in the classroom.

A committee will plan for a literacy night; Adult Ed (Carol) has an event planned November 8. Nate asked if holding the event at the programs would be beneficial to families; this would connect families to sites. Different themes could be featured (library, family health). Nate suggested a small budget be available. Nate suggested reaching out to the management of the Summerfield housing complex and see if they would be interested in hosting a literacy event in the community center. Julie will send an email to the providers to determine date and topics for the literacy events.

Julie asked that a committee look into developing an asset map that can give families a link or a brochure that identifies all the community resources. Nate asked what the end result would be; a brochure? Jen asked how it would be updated. Nate volunteered the Office of Family Partnerships to spearhead the development of a brochure; content (from community providers) will need to be collected. Sarah (Library) asked for copies, Youth Services, other town departments. Web resources will be helpful for not only families but for programs. Jen asked if a hub service, especially in the areas least served would be helpful. Nate asked that a small task force develop what should be in this asset map from the perspective of families, with the goal of targeting underserved communities. This will need to be printed in Spanish as well. Youth Services will participate. Committee will develop a draft and produce the document. Jeanna and Robin will work with this team and have a draft for the November meeting. Itemized costs will be tracked; there is a budget for the marketing activities

Julie described the membership responsibility and the expectation from OEC to document that membership requirements are being met. A parent must serve on the Council and attend meetings. A teacher with children in the system can fill this role; this will be a part of the 2019 RFP.

Dawn asked that the Council look to provide some information to families on preparing children for K; especially those families whose children do not attend pre-k. Julie and Dawn will look into the materials that are already available and assess what other information would be helpful. Sarah noted the library would be interested in this information to disseminate to families.

The chart below outlines the tasks to be completed before the next meeting;

<b>Task</b>	<b>Who is responsible</b>	<b>Timeline</b>
Create Action Plans for continued improvements	Classroom teachers/Administrators	Julie will begin coaching and supports in classrooms based on action plans/identified needs developed by each classroom teacher/teaching teams. All classrooms should have written plan by November 7 <sup>th</sup> .
Create a team to plan literacy night events	Julie will send an email with dates already secured to administrators. Administrators will poll teachers for volunteers.	Julie will send out dates by October 26.
Plan a meeting to develop asset map of East Hartford services for School Readiness families and prospective families.	Task force will collect data: Jeanna (YMCA), Robin (YWCA), Vincent Crawford (EH Office Family Community Partnerships), Jen king	A draft will be presented at the November 13 <sup>th</sup> meeting
Identify a parent to serve on the School Readiness Council	Manny Robin Jeanna	Bring a name of a person(s) interested in serving in this role at the November meeting
Create a packet of activities and experiences for families of children entering kindergarten, especially for those children that do not have a pre-k experience	Dawn Julie	Report at the November meeting