

Torrington Early Childhood Collaborative (TECC) Steering Committee Meeting Minutes

Meeting held on May 12, 2014.

Called to Order at 10:10a.m. by Cheryl Petersen, TECC Co-Chair. Minutes from our last meeting were reviewed and approved as printed.

In Attendance: Michelle Anderson/Education Connection& Family Resource Center, Elaine Hanscom/TECC, Mary Cecchinato/Torrington Child Care Center, Donna Labbe/TECC & Torrington Public Schools (TPS), Cindy Guerreri/ William Caspar Graustein Memorial Foundation (WCGMF), Cheryl Kloczko/TPS, Karla Woodworth/TECC, Cheryl Petersen/TECC, Donna Farr/Head Start, Jan Lyon/TECC-LICC Child Growth & Development Co-Chair

Items Discussed:

Coordinator's Evaluation- Discussion led by Michelle Anderson regarding the following areas: personal characteristics, rapport & engagement skills, knowledge base, technical skills, professionalism, and supervision. Strengths, areas to strengthen and training needs were identified. TECC Co-chairs will meet with the Coordinator to review items discussed. Additional research will be needed to revise the evaluation instrument to meet TECC's specific needs for future staff evaluations.

Coordinator's Report- Reviewed with group areas to improve TECC operations based on community self-assessment done at last Steering Committee meeting. Identified responsibilities for each area: Steering Committee to work on Cross-Sector Work of systemic data collection, Steering Committee to work on Parent Engagement through bringing parent leadership training opportunities to the community, Sustainability Work Group to work on Communications with public relations materials and leadership succession planning.

Group Schedule- Discussed possible dates for the Fall and ideas for an all-TECC gathering where all can have a common understanding of what the entire group is working on. Ideas for all-TECC meetings included a Kick Off/Come on Board meeting, a mid-year Advocacy/PR meeting, and a End of School Year Thank You/Community Supporters meeting.

Budget- The proposed July 2014-June 2015 budget was presented and approved as presented, with one abstention. Discussion about other Discovery communities that have pursued non-profit 501(c)3 status followed.

Meeting adjourned at 12:00p.m.

Next Steering Committee meeting scheduled for 6-16-14.

Respectfully submitted by Elaine Hanscom, TECC Secretary.