

## **TECC Steering Committee Minutes**

Meeting Held Friday, June 19, 2015

Called to Order at 10:02a.m. by Mary Cecchinato, Co-Chair

In Attendance: Donna Labbe/TECC, Elaine Hanscom/TECC, Mary Cecchinato/TECC Co-Chair, Jan Lyons/Child Growth & Development Work Group Co-Chair, Michelle Anderson/FRC & Fiscal Agent Rep EDUCATION CONNECTION, Cindy Guerreri/WCGMF, Cheryl Klockzo/Education Work Group Co-Chair, Paula Gajewski/Community Family Learning Center

Agenda Items:

Minutes from our April meeting were approved as printed. May's meeting was cancelled.

### Coordinator Evaluation

The current performance assessment document was reviewed. There was consensus that this instrument does not reflect our needs. Michelle Anderson agreed to form a subcommittee to work on revising the coordinator job description and evaluation to make it more of an annual work plan with professional goals. The group also discussed the timing of the assessment and the need to add a line item in the budget for staff professional development costs.

### Structure & Roles

Consensus was reached to change the TECC results statement to "All of Torrington's children from birth through third grade are healthy and successful learners".

Areas identified as needing improvement in our community assessment will be added to the Steering Committee's cross-sector work section of the community plan.

### Communications

Work Group meeting minutes need to be directly distributed to steering committee members to improve communications. They are also available on the city's website.

### Budget Update

Current budget expenditures were handed out and reviewed. Funding for the next fiscal year is dependent upon the state's budget process. The Legislature is going into a special session so no final numbers are available as of yet. TECC's umbrella is broader than Discovery funds. Elaine Hanscom agreed to work on a new report to track expenditures related to the community plan.

### Meeting Dates

The group agreed to add another meeting to the calendar. It will be 10:00a.m. on August 14<sup>th</sup>. Agenda to include budget update, items to include on Steering Committee meeting agendas, structure of TECC moving forward based on guiding principles, current governance structure/staff support and community plan, and action priorities of further defining roles and responsibilities and approving proposed changes to the by-laws.

2015-2016 regular meeting dates were announced.

Meeting adjourned at 12:00p.m.

Respectfully submitted by Elaine Hanscom, TECC Secretary