

HEEC Update

December 14, 2017



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Program Enrollment

Overall Program

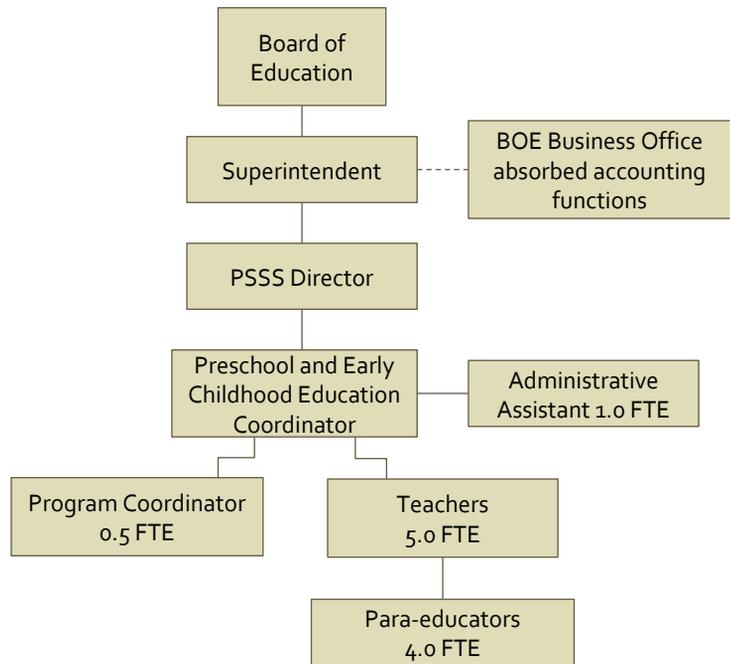
As of December 4, 2017

- Total Enrollment – 109 (Total capacity is 105)
 - 47 Part Day students
 - Part Day (Total capacity is 70)
 - 47 students
 - 17% special education
 - 30% school readiness
 - 53% full tuition
 - 62 School Day students
 - School Day (Total capacity is 62)
 - 62 students
 - 44% Smart Start (reduced tuition)
 - 8 are special education (of the 44%)
 - 45% full tuition
 - 5% school readiness
 - 1 is special education (of the 5%)
 - 6% full day special education

Of the total Smart Start enrollment, 50% of the student population must be high-need and meet eligibility requirements for financial assistance. We are currently at 53%.

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New Organizational Structure



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Financial Structure

- The Memorandum of Agreement between the Town of Coventry and the Coventry Board of Education regarding the operation of the Coventry Preschool Fund was finalized.
- Coventry Preschool Fund monies are not used to directly fund special education expenses
- Coventry Preschool Fund monies **are being** used to:
 - Ensure the program remains self-sustained
 - Pay expenditures and costs associated with the administration of the preschool, including, but not limited to building maintenance, salaries, benefits, consumables, and capital outlay
- Delegation of duties and responsibilities
 - Town - Receives cash deposits, approves disbursements, maintains general ledger
 - BOE Business Office - Processes payroll and payroll taxes/filings. Oversees high level accounting/budgeting, billing and collections, cash deposits to tax collector, reconciling to town general ledger
 - Preschool Office - Conducts day-to-day operations, purchasing

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Progress

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Ongoing Communications with Preschool Staff and Families

Spring/Summer 2017

- Met with all preschool staff in June
- Communications were sent home to CECC families regarding the spring acquisition and a summer update

Fall 2017

- Newsletter is available monthly
- Transition from a Board to a PTO complete - November 2017
- Revised the Family Handbook to reflect all changes made to the program

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Positions Assigned

- Assigned
 - 1.0 FTE Administrative Assistant
 - 2.0 FTE Teachers
 - 1.0 FTE Para-educators
 - .5 FTE Program Coordinator

License Received

- Completed application
- Completed fingerprinting of all staff at HEEC
- Reviewed floor plans to confirm dimensions/functions of each program/area
- OEC license received in early September 2017

Emergency and Security

- Assigned oversight of HEEC
- Updated equipment
- Developed procedures based on best practices
- Conducted trainings
- Redesigned entryway

Policies vs. procedures

- Reviewed over 80 CECC policies to determine policy vs. procedures
 - Cross-referenced all policies with NAEYC and Office of Early Childhood (OEC) Requirements
 - Conducted BOE policy review
 - Requested legal review to validate compliance
 - Completed new Operations Manual
 - Pertinent BOE policies to be submitted to the OEC

Dissolve 501(c)(3)

After January 1, 2018

- Terminate the organization with the IRS
- Dissolve the business with the Secretary of State

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Timeline

June 2017 July 2017 Aug 2017 Sept 2017 Oct 2017 Nov 2017 Dec 2017 Jan 2018

Met with ALL
Preschool staff

Communicated with Preschool families

Filled needed positions

Applied for and received "full" OEC license

Reviewed emergency and
security protocol

Reviewed policy changes and created Operations Manual
July - December 2017

Dissolve
501(c)(3)

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This merger has allowed us to:

- Provide continuity related to curriculum
- Strengthen program by enhancing the transition process for students from HEEC to CGS
- Streamline processes and procedures related to student information
- Improve and add services for families in need
- Enhance program leadership through comprehensive programs
- Eliminate the challenge of finding volunteers for CECC Board

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Notable Highlights

- Conducted Instructional Rounds and Vertical Team meetings with CGS Kindergarten staff
- Developed curriculum based on Connecticut Early Learning and Development Standards
- Teachers (2) participated in professional development provided by the CT Documentation and Observation for Teaching System (Focus: Assessment methods to monitor children's progress on the skills, abilities, and behaviors in the CT ELDS)
- Developed a standards-based report card
- Instituted use of Second Step program, teaching key social-emotional skills

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Next Steps

2017-2018 Goals

- Establish the Hale Early Education Center (HEEC) as a Coventry Public Schools program, aligning all approaches to teaching and learning and all processes and procedures to district practice.
- Work with district and HEEC staff to organize and complete the NAEYC reaccreditation process (decision made no later than September 1, 2018), demonstrating continued compliance with the 10 NAEYC Early Childhood Program Standards, utilizing the Self-Study process as an opportunity to continue aligning curriculum and instruction to the Connecticut Early Learning and Development Standards.