

**GATEWAY SCHOOL READINESS COALITION**  
**Thursday, March 7, 2002**  
**Minutes**

**Members Present:** Chris Bond, John Burns, Randy Cox, Mike Deming, Hugh Giebeig, Jean Graham, JoAnn Hendricks, Carol Milton, Jeannette Peters, Nancy Roberts, Gil Roser, Marilyn Rossborough, Sheryll Walker, John Wheeler, Francesca Whitener

**Members Absent:** Brenda Graham, Sandy Looney, Lorenzo Mills

**Others Present:** Anna Friar (Chatterbox Daycare), Michael Reneke (Florida Partnership Contract Manager), Kirkland Spraggins (Florida Partnership Contract Manager), Prudence Pate (GSRC Executive Director), Kelli Strawder (GSRC Admin Assist.)

**Welcome:** Nancy Roberts, Chair, welcomed the members and guests. Additionally, the Chair introduced to the members new Coalition Staff. Kelli Strawder was introduced to the board as the new Administrative/Fiscal Assistant for the Gateway School Readiness Coalition.

**A quorum was declared.**

**Approval of Minutes:** The minutes from the regular meeting held February 7, 2002 were submitted for review and approval. An addition was made to the minutes indicating the attendance of the Contract Managers, Michael Reneke and Kirkland Spraggins. A motion was made by Francesca Whitener and seconded by Sheryll Walker to approve the minutes as corrected. **The motion passed unanimously.**

**Financial Report:** Prudence Pate presented the financial report for February 1, 2002 through February 28, 2002. The monthly Expenditure Report for February 1, 2002 through February 28, 2002 was also presented. It was noted that the correction made on last month's financial report was in error. The original figure was correct. Additionally, a question was raised regarding Migrant PreK dollars not being expended. Prudence Pate indicated that Suwannee County Schools had yet to submit their Migrant PreK invoice for those dollars. Nancy Roberts stated that Suwannee County is contracted with Suwannee River Economical Council for these services and is currently working on submitting the invoice. A motion was made by Jeannette Peters and seconded by Hugh Giebeig to approve the Financial Report and Expenditure Report as presented. **The motion passed unanimously.**

The minutes from the Finance Committee meeting held February 7, 2002 and March 5, 2002 were presented for approval. A correction was made that Jeannette Peters was in attendance as a guest. An additional correction was made to the finance committee minutes that Randy Cox was in attendance. A motion was made by Randy Cox and seconded by Chris Bond to approve the minutes as corrected. **The motion passed unanimously.**

As part of the finance report, the Executive Director informed the members that the Budget Reduction Plan had been submitted to the Florida Partnership for School Readiness to address the deficit as projected in the first half of the fiscal year. A copy of the final Plan was made available to the members. Mike Deming questioned the strategy included in the report concerning meeting with Welfare Transition/One Stop in reference to WAGES referrals. Francesca Whitener indicated

that her staff is meeting with these entities to make sure referrals are valid. Discussion concerning the plan continued regarding the coalition's strategy to ensure that there would not be another deficit. Francesca Whitener directed the members to look at the Budget Reduction Plan section indicating the reasons for the deficit to include over enrollment. She stated that the Partnership and the Contract Managers directed the Central Agency to enroll everybody. A lengthy discussion ensued concerning the various groups of children served and the priority of these groups as it relates to each of the five counties in the Gateway Coalition area. As a follow-up to the discussion concerning the Budget Reduction Plan, members requested that the coalition look at spending trends and enrollment in Subsidized Child Care on a monthly basis, and that this item be placed on the agenda. It was further indicated that priority in serving children would be set according to the list of priorities set forth in the state statutes.

**Executive Director's Report:** The monthly report was presented by Prudence Pate to include the following information:

- **MONITORING** – The monitoring agreement was signed and given to Alachua County Coalition. Monitoring forms will be provided upon completion. These tools will be adapted from the DCF forms used in the past.
- **MULTI-COUNTY GRANT AMENDMENT** – Pending approval. Copy of Amendment was provided.
- **PARENT FEE REPORT OF EXPENDITURES** – Attached form to be used for reporting expenditures of parent fees beginning with February invoice.
- **ELIGIBILITY** – A new Eligibility and Enrollment form for School Readiness Services (EEFSRS) has been implemented by the Partnership. This form is mandatory for use by Subsidized, but optional for PreK and Head Start (although strongly suggested). After a lengthy discussion, a motion was made by Carol Milton and seconded by John Burns that the coalition encourage use of the new Eligibility and Enrollment form by all programs for the current year, and mandate use of the form by all programs beginning July 1, 2002. **The motion passed unanimously.**
- **COST ALLOCATION PLAN** – Received final approval.
- **CONTRACT ADDENDUM** – Addendums for the PreK contracts were completed to include language regarding the funding for administrative costs by PreK programs for nine months. School district representatives on the coalition were asked to submit the addendum to their superintendent for signature. This addendum is effective March 1, 2002 to be implemented with February's invoice.
- **MONTHLY PROGRAM REPORTS** – Report included. A correction was made for Hamilton County. Year-to-date Fees Assessed should be \$9,124.80. A discussion concerning correct amounts and conflicting data ensued. The data on the monthly program reports are not matching the monthly invoices in many instances. Corrections to enrollment numbers need to be submitted. The Executive Director will ensure that the monthly reports are corrected and up to date.

- LEGISLATIVE UPDATES – Distributed.
- GOVERNOR’S NEWSLETTER – Distributed.
- PARTNERSHIP MINUTES – Minutes from the Florida Partnership for School Readiness Meeting held in January were distributed.
- BOARD MEMBER PACKETS – The agenda and documents for each upcoming meeting will be provided to coalition members one week prior to the monthly meeting.

**Contract Manager Report:** Michael Reneke addressed the coalition concerning the contract amendment to be effective April 1, 2002. He indicated that the coalition has three additional funding sources to consider in amending the contract. The first is the 3% PreK dollars held back from the allocation. The second source is the Hold Harmless dollars from the state in response to the Budget Reduction Plan (approx. \$427,000). Thirdly, the first quarter roll over dollars from the Central Agency contract with the Partnership (approx. \$136,000). The Contract and Finance Committees need to meet and make a recommendation concerning these funding sources to the Executive Committee. As previously approved, the Executive Committee has been given the final authority by the coalition to approved Contract Amendments.

A Contract and Finance Committee meeting were scheduled for Wednesday, March 13, 2002 at 4:45 p.m. at State Farm Insurance office, South First Street, Lake City, FL to form a recommendation. Subsequently, an Executive Committee Meeting was scheduled for Thursday, March 28, 2002 at 9:00 a.m. at SV4Cs, Columbia Street, Lake City, FL for the purpose of approving the amendments.

The Contract Manager further pointed out to the Coalition members other areas that need to be addressed in the near future to include the following:

- Review / Revise Plan
- Revise / Update Cost Allocation Plan
- Revise / Renew Sub-Contracts
- Address the budget and how to implement the budget reduction plan
- How to address outreach in the community

**Committees:** The chair, Nancy Roberts, appointed chairs for the standing committees as follows:

- Plan Writing / Grant Writing Committee – **Chris Bond**
- Nomination / Membership Committee – **Carol Milton**
- Finance / Budget Committee – **John Burns**
- By-Laws Committee – **Jeannette Peters**
- Contract / RFP Committee – **Randy Cox**

**Federal Poverty Level Guidelines:** The new guidelines have been distributed and the Sliding Fee Scale update to reflect the new guidelines. A motion was made by John Burns and seconded by Sheryll Walker to approve the Updated Sliding Fee Scale to reflect the new Federal Poverty Level Guidelines. **The motion passed unanimously.** Clarification was further given that 150% of FPL is eligibility for PreK.

**County Distribution and Contact:** A motion was made by Sheryll Walker and seconded by Hugh Giebeig to remove this item from the agenda for future review and discussion. **The motion passed unanimously.**

**Membership:** A nomination was submitted to the Coalition by the Superintendent of Schools in Union County for Pam Norman, Union County Even Start Coordinator, to serve as a member at large representing Union County. A motion was made by Hugh Giebeig and seconded by Jeannette Peters to accept the nomination. **The motion passed unanimously.**

**Comments:** Anna Friar from Chatterbox Daycare made a statement of appreciation to the Coalition for their involvement and diligence in the school readiness implementation.

**New Business:**

- Jeannette Peters shared information regarding an opportunity through Early Head Start for a team to participate in a summer seminar in Washington, D.C. designed to increase the capacity of communities to serve infant and toddlers in high quality programs to enable parents to work, create opportunities to discuss programmatic and fiscal strategies, influence policy and practice, and develop ways to further align federal and state systems. A motion was made by Sheryll Walker and seconded by Hugh Giebeig for Jeannette to submit notification of interest and application. **The motion passed unanimously.**
- Teenage Parent Program reports need to be forwarded to the Central Agency on a quarterly basis. The coalition is charged with helping to ensure these reports are completed. To date, the report for the second quarter has not been received by Hamilton or Lafayette County. Carol Milton will assist in obtaining the report from Hamilton County.
- The next Florida Partnership for School Readiness Board Meeting was announced for March 19, 2002 in Tallahassee, FL. Additionally, a Strategic Planning Session of the Florida Partnership for School Readiness will be held on March 18, 2002 in Tallahassee, FL.

**April Agenda:**

- Distribution and point of contact for each county for public input
- Monthly Program Reports – reflect correct information

A motion was made by Sheryll Walker and seconded by Nancy Roberts to adjourn.

***The next meeting will be held Thursday, April 4, 2002 at 9:00 a.m., at the Columbia County School Board Administrative Office, SOS Building (Student Outreach Service Center), Room 153, 528 West Duval Street, Lake City, Florida.***