

GATEWAY SCHOOL READINESS COALITION
Thursday, January 10, 2002
Minutes

Members Present: Chris Bond, John Burns, Randy Cox, Kathy Daugherty (for Jean Graham), Mike Deming, Hugh Giebeig, Sandy Looney, Carol Milton, Jeannette Peters, Nancy Roberts, Sheryll Walker, John Wheeler, Francesca Whitener, Michael Reneke (contract manager)

Members Absent: Brenda Graham, Jean Graham, Lorenzo Mills, Gil Roser, Prudence Pate (Executive Director)

Guests Present: Michele Ward (SV4Cs), Shane Kane (SV4Cs), Mary Nutter (Alachua Co. Coalition for School Readiness), Marilyn Rossborough (nominated new member)

Welcome: Nancy Roberts, Chair, welcomed the members and guests.

A quorum was declared.

Approval of Minutes: The minutes from the regular meeting held December 6, 2001 were submitted for review and approval. A motion was made by Sheryll Walker and seconded by Jeannette Peters to approve the minutes as submitted. **The motion passed unanimously.**

Financial Report: John Burns presented the financial report for December 1, 2001 through January 1, 2002. The monthly Expenditure Report for December 1, 2001 through January 1, 2002 was also presented. John Burns also shared that the finance committee reviewed data from the Partnership for School Readiness for subsidized child care. Francesca Whitener will provide additional data for clarification. The finance committee will meet and share information at the February coalition meeting. Francesca Whitener will provide a trend analysis for subsidized child care funds. The next finance committee meeting will be February 6, 2002 at 4:45 in John Burns' office building. A motion was made by Randy Cox and seconded by Hugh Giebeig to approve the Financial Report and Expenditure Report as presented. **The motion passed unanimously.**

Executive Director's Report: Nancy Roberts, with assistance and clarification from John Burns and Sheryll Walker, presented the monthly report for Prudence Pate, Executive Director.

1. Correspondence – John Burns and Sheryll Walker added explanations regarding the correspondence between the Gateway Coalition and the Partnership.
2. Membership – A copy of the Coalition Directory and attendance was provided in the packet. Members should review their individual status.
3. Pre-K Parent Fee Collection – The approved forms for Strategies for Parent Fee Collection and Hardship Cases were mailed to all Pre-K Providers in the Gateway School Readiness Coalition area.
4. Pre-K Migrant Invoice – the Gateway Coalition has received The Pre-K Migrant dollars for the second quarter. Invoices were received and paid to Lafayette and Hamilton Counties. To date, Suwannee County Migrant invoice has not been received.
5. Pre-K Invoices – The Pre-K invoices for November 2001 have been received and funds disbursed in December.

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6. Monthly Program Reports – School Readiness program monthly reports for September, October, and November 2001 were provided. Monthly reports are to be included with monthly invoices.
7. Non-Profit Status – Gateway School Readiness Coalition is now a Non-Profit 501 (C) (3) organization recognized by the IRS. The application and information has been sent to the Florida Department of Revenue for tax exemption status.
8. Meetings – Executive Director attended a Partnership workshop on December 19, 2001 (Tampa, FL) on Managing Your Budget – an overview of the CCMS System; attended Partnership Board meeting December 20, 2001 (Tampa, FL).
9. Cost Allocation Plan – Copies of necessary documents for additional revisions have been requested from the Central Agency.
10. Invoice Audit – Contract Manager and Executive Director of the Gateway School Readiness Coalition conducted a Central Agency Invoice Audit.
11. Central Agency Invoice – Payment for the invoice for Child Care Services has not been received as of December 31, 2001.
12. Legislative Updates – Legislative updates from Jack Levine, President of the Center for Florida's Children, was provided to members in packet.
13. Governor's Newsletter – Copies of the Governor's Newsletter for November and December 2001 were provided to members in packet.
14. Partnership Address – New address for the Partnership was provided in packet for members.
15. Multi-County Grant – The Department of Education and Florida Partnership for School Readiness issued a No-Cost Extension for the Multi-County Grant until March 31, 2002.

Alachua County Coalition Request: Mary Nutter (Alachua County School Readiness Coalition) made a presentation to Gateway Coalition to consider collaboration among coalitions for a monitoring system. The proposal includes team monitoring with reciprocal arrangements between coalitions, Mary Nutter asked us to consider entering into an agreement with Alachua County Coalition to conduct peer reviews. The monitoring system would be the one used by DCF (Division of Children and Families). Ocala Coalition has agreed to be a part of the monitoring team. Each coalition will pay travel and expenses at state rate of reimbursement. Mary Nutter provided a Memorandum of Understanding for approval by Gateway Coalition. Monitoring will begin in March 2002. Nancy Roberts (chair) said that the Memorandum would be placed on the February agenda for Gateway Coalition. Mary Nutter will be notified of the status of the Memorandum after the regular Gateway Coalition meeting in February.

Children's Week: Shane Kane (SV4Cs) presented information regarding Children's Week at the mall in Lake City. Handprints and children's art will be displayed during the week of January 27, 2002. Please send artworks to Shane Kane at SV4Cs by January 22, 2002.

Contract Manager Report: Michael Reneke shared that an additional \$130,000 to \$154,000 are to be rolled forward into the contract for child care services. It was determined that these funds would be used for slots to serve children. There will be an amendment to the contract that will be reviewed by the Executive Committee.

Membership: Resignation for Gale Bartlett and Valerie Philmore were presented. A motion was made by John Burns and seconded by Carol Milton to accept the resignations. **The motion passed unanimously.**

Two new members were nominated. Members agreed to add the nomination of Marilyn Rossborough to the agenda. Joanne Hendricks was nominated by the Union County Board of County Commissioners to serve as a representative from Union County. Marilyn Rossborough was nominated by the Lake City Chamber of Commerce to represent the private sector from Columbia County. A motion was made by Randy Cox and seconded by Hugh Giebeig to accept the nominations. **The motion passed unanimously.**

Task Force Committee: Nancy Roberts presented the minutes from the Task Force Committee on Parent Fees and Administrative Dollars. The Task Force met on December 27, 2001. A chart of calculations to analyze the revenues represented by 1% of Pre-K dollars for administration was presented. The chart represented 6 months and 9 months for funding administrative cost of Gateway Coalition. The additional administrative cost was to ensure equitable funding streams for all programs.

Nancy Roberts presented an amendment to the Task Force minutes. The wording should reflect the following: *Each PK EI program will be required to submit a monthly expenditure report of parent fees to reflect expenditures of materials and supplies of any purchases.* Delete reference to items that exceed \$1,500.

A motion was made by Randy Cox and seconded by Jeannette Peters to recommend funding for administrative cost by PK programs for the 9 months revenues. The following members abstained from voting due to a possible conflict of interest: Francesca Whitener, Chris Bond, and Nancy Roberts. **The motion passed unanimously.**

A motion was made by John Burns and seconded by John Wheeler to accept the change in wording for PK Early Intervention expenditures for parent fees in the Task Force Committee minutes. Monthly expenditure reports for parent fees and proper accounting procedures used by programs are necessary for audit purposes. The Coalition will provide a form for reporting Expenditures of Parent Fees. **The motion passed unanimously.**

Finance Committee Meeting: John Burns reported on the results of the finance committee meeting that was held on December 27, 2001. The minutes of the meeting were shared and discussed. The Coalition has a job description for a financial clerk. The finance committee will revisit the job description in light of the fiscal and audit responsibilities the Gateway Coalition has as the fiscal agent. Discussion about the salary and position continued. It was decided that the position should be advertised and the Executive Director should interview and hire the financial clerk. Discussion continued about the importance of proper accounting procedures being set up and followed from the beginning to ensure good audit results. A motion was made by Chris Bond and seconded by Randy Cox for John Burns to proceed with the Executive Director in contracting for bookkeeping and financial services. **The motion passed unanimously.**

Discussion/Notes: Nancy Roberts shared information that was requested by the Partnership for up to six (6) coalition members to attend a Technical Assistance Meeting on February 4 & 5, 2002. Sheryll Walker will follow-up.

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FDLRS is providing mid-year screenings in Hamilton and Lafayette counties to identify children with special needs. Jeannette Peters requested notification about any future screenings so that staff from Resource & Referral could attend.

Sandy Looney asked about issues pertaining to payment rates and legislation, specifically tiered rates being considered by the Partnership. Michael Reneke said that Coalition Plans would have to be re-visited considering issues in new legislation.

A motion was made by Francesca Whitener and seconded by Carol Milton to adjourn the meeting. **The motion passed unanimously** and the meeting was adjourned at 10:55 a.m.

The next meeting will be held Thursday, February 7, 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.