

**GATEWAY SCHOOL READINESS COALITION, INC.**  
**Thursday, December 19, 2002**  
**Minutes**

**Members Present:** Chris Bond, John Burns, Randy Cox, Hugh Giebeig, Sandy Looney, Pam Norman, Jeannette Peters, Nancy Roberts, Sheryll Walker, John Wheeler, Carol Milton and Mike Deming.

**Members Absent:** Brenda Graham, Jean Graham, Gil Roser, Marilyn Rossborough, Francesca Whitener and Lorenzo Mills.

**Others Present:** Marcia Benton (Aunt Marcia's), Janet Driggers (FDLRS), Darelene Galloway (Douglass Center), Janet Balance (Pride and Joy), Jewel Hogan (Jewel's Little Rascals), Anna Friar (Chatterbox), Janice Summers (Busy Bee II), Jessie Durden (Love and Learn), Lisa Holliday (SV4Cs), Michele Ward (SV4Cs), Pat Dolingo (SV4Cs), Mychelle Angstadt (SV4Cs), Fay McKeenan (SV4Cs), Doris Smith (SV4Cs), Crane Morman (Crown), Sherry Bullard (Chidren's Workshop), Melissa McGee (NFWDB/One Stop), Prudence Pate (Executive Director, GSRC, Inc.), Beth Turner (Administrative Assistant, GSRC, Inc.), Mary Anne Norris (Finance Director, GSRC, Inc.) and Michael Reneke (Coalition Analyst)

**Welcome:** John Burns, Chair, welcomed members and guests. **A quorum was declared** and the meeting was called to order at 9:05 a.m.

**Approval of Minutes:** The minutes from the regular board meeting held Thursday, November 7, 2002 were submitted for review and approval. The motion to approve the minutes with the correction of Bonnie Pinner's last name was made by Carol Milton and seconded by Mike Deming. **The motion passed unanimously.**

**Financial Report:** The Financial Report for the month of November was submitted by Randy Cox, Treasurer. A report indicating Coalition operations expenses was submitted along with monthly deposits and expenses. Mr. Cox pointed out that Kelli Strawder had been paid in full. The total expenses for the conference will be presented at a later date. A motion to approve the Financial Report was made by Sheryll Walker and seconded by Nancy Roberts. **The motion passed unanimously.**

**REPORTS**

**Central Agency:** Lisa Holliday stated that the Central Agency was not prepared at this time to present the Spending Trends/Enrollment report.

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

- Attendance at the Director's Meetings on November 12, 2002 and December 10, 2002
- Attendance at Universal Pre-K Conference on November 15, 2002 (Report was attached)
- Attendance at Plan Writing Training on December 4-5, 2002

- Coalition Audit - Powell and Jones, CPAs is in the process of conducting the Coalition audit. The audit is scheduled to be complete by December 31, 2002. An audit report will be presented by the firm at the January Coalition meeting.
- Coalition Conference – There were 95 people that attended the Coalition Conference “Literacy: Ready, Set, Go!” that was held on November 23, 2002. The total the Coalition expended will be presented at a later date.
- Assessment Tool Training – The training has been completed. Training for Hamilton County was conducted on December 11, 2002 with participation of about 20 people. The coalition staff will begin conducting assessments at our school-based sites in January 2003.
- Committee Meetings – Participated in several committee meetings during the month to include Executive Committee, Finance Committee, Contract Committee and Plan Writing Committee. Committee Reports and minutes to be discussed during action items.
- DEO Memo – All school districts serving School Readiness children were notified several months ago of the need to continue reporting SR children in the DOE database. A memo recently received from DOE indicated the concern that some school districts in the State of Florida have opted to discontinue the reporting of SR children in their database. It was asked that all children in the school district (Pre-K) receiving funding through the Coalition be entered into the Student Information System of DOE (Memo was attached)
- Second Step Curriculum Study – Union County is participating in the control study.
- Relocation – On December 26, 2002 the Coalition will be moving to its new location in Lake City. The office is located in Westfield Square.
- A list of upcoming dates was made available to members. The Child Find Development Screening Schedule was attached.

A Coalition member asked Carol Milton about the Child Find Development Screening Schedule. Carol said that screenings are normally done March to May, but some of the districts have asked that screening be done mid year to try to get some of the kids who are missing.

**Program Analyst Report:** Michael Reneke addressed the future of the School Readiness programs. He says Coalitions continue to play active roles. There is no decision where School Readiness will end up in the future.

Michael stressed that it is very important to submit Plan by December 31, 2002

**Executive, Contract, Finance and Plan Writing Committee Report:** A motion to approve the minutes as submitted was made by Nancy Roberts and seconded by Randy Cox. **The motion passed unanimously.**

John Burns presented the minutes from the November 7, 2002 Executive Committee meeting to include the following issues:

- Eligibility Determination Requests
- Approval of Policy and Procedure manual

Prudence Pate presented the minutes from the November 20, 2002 and the December 17, 2002 Finance, Contract and Executive Committee meeting. Some of the issues included:

- Expenditure projections for school-based (EI) contracts
- Funding agreement amendment
- Delivery of Service for fiscal year 2003-2004

Prudence Pate presented the minutes from the November 25, 2002 Executive Committee meeting to include the following issue:

- Delivery of Service for fiscal year 2003-2004

Prudence Pate presented the minutes from the December 12, 2002 Plan Writing Committee meeting. The purpose of this meeting was to discuss the Plan.

**Monthly Program Reports:** Postponed to January

**Action Items:**

- Allocate Deferred Revenues – Proposal # 2002-040

The recommendation is to allocate \$200,000 for quality to pay for the market increases currently being renegotiated for existing slots, and allocate \$26,810 for additional slots. A motion was made by Hugh Giebeig and seconded by Carol Milton to accept the recommendation. **The motion passed unanimously.**

- Parent Fees – Proposal # 2002-041

A motion was made by Chris Bond and seconded by Pam Norman to approve the recommendation to reconcile the collection of parent fees in the December invoice and begin the process of backing out the parent fees effective January 1, 2003 for school-based sites. **The motion passed unanimously.**

- Legal Counsel – Proposal # 2002-042

The recommendation is to give authority to the Executive Director to obtain the services of an attorney to serve as counsel for the Gateway School Readiness Coalition. A motion was made by John Wheeler and seconded by Chris Bond to approve the recommendation. **The motion passed unanimously.**

- Plan – Proposal # 2002-043

A motion was made by Carol Milton and seconded by Sheryll Walker to approve the recommendation by the Plan Writing Committee to give the Executive Committee final authority to approve the plan for submission by December 31, 2002. **The motion passed unanimously.**

It was decided at this time the Plan Writing Committee would meet on December 27, 2002 at 10:00 a.m. to complete the Plan and the Executive Committee would meet on December 27, 2002 at 2:00 p.m. Both meetings will take place at the Coalition's new office.

- Enrollment Plan – Proposal #2002-044

The recommendation is to approve the Enrollment Plan as presented. A motion was made by Carol Milton and seconded by Sheryll Walker to approve the recommendation. **The motion passed unanimously.**

At this time there was much discussion about enrollment. Michael Reneke says to continue to do what we are doing to get children enrolled, as long as waiting list is clear. He says to focus on out reach, that census shows there are children out there.

Randy Cox brought up a concern about surplus in data. Michael Reneke indicated that according to the current data the Coalition has a projected surplus.

Michael Reneke indicated that the average from last year to this year says we are under enrolled. Data shows surplus this year. Michael emphasized to try to get to enrollment level by end of the year.

- Delivery of Service Proposal for 2003 - 2004 – Proposal #2002-045

Prudence Pate presented the Delivery of Service Proposal for 2003 – 2004 to the Coalition. She provided the Coalition with a copy of the revised proposal, along with a proposed Operational Budget and an “Apples to Apples” comparison between the Gateway School Readiness Coalition and SV4Cs.

A motion was made by Randy Cox and seconded by Pam Norman to approve the recommendation to maintain all services currently contracted with the Central Agency at the Coalition level. A vote was called with 9 yes (Randy Cox, Nancy Roberts, Sheryll Walker, Sandy Looney, Pam Norman, Mike Deming, Hugh Giebeig, Chris Bond, John Burns, and Carol Milton) and 2 no (Jeanette Peters and John Wheeler). The motion passed.

**Program:** Melissa McGee, Site Coordinator with the North Florida Workforce Development Board presented WAGES Referrals.

Chair, John Burns asked Mike Deming to get with Executive Director, Prudence Pate and get a list of current WAGES cases from the Central Agency to research the eligibility of these cases.

**New Business:**

- Sandy Looney made a motion to extend the current rate through March 1, 2003 to approximately 20 homes. She stated that she has approximately 20 homes that are not going to meet the guidelines until March. She says Environmental Health and Fire Safety are

slowing them down. The problem of meeting the guidelines is beyond the control of the home.

It was decided that if the current rate were extended it would only be extended to those homes that have this one step left.

It was decided that John Burns, Randy Cox and Prudence Pate will look into this and decide if the extension can be done.

**Comments:**

- Patricia Dolingo from SV4C's asked if she could read a letter. (Letter attached)

A motion was made by Sheryll Walker and seconded by Nancy Roberts to adjourn the meeting. The meeting was adjourned at 11:30 a.m.

***The next meeting will be held, Thursday, January 9, 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.***