

Early Learning Coalition of Florida's Gateway, Inc.
Board Meeting Minutes
Columbia County School Board, Room 130
Lake City, Florida
September 14, 2005

Members Present:

Chris Bond, John Burns, Charles Carroll, Jennifer Tice for Anita Franklin, Hugh Giebeig, John Hewett, Linda Johns, Sandy Looney, Marion McCray, Carol Milton, John Pierce, Jennifer Roberts, Nancy Roberts David Rountree, Kathleen Townsend, Michelle Ward, John Wheeler and Paula G. Williams.

Others in Attendance:

Maria Ellis (Wee Care), Marge Company (DOE Regional VPK), Kim Galant (DOE/TATS), Sam Sweazy (AWI/OEL), Lisa Walker (Lafayette County Even Start), Janora Crow (Columbia County Even Start), Thomas F. Logan, Ph.D. (Executive Director), LaShone T. Surrency (Deputy Director), Shannon Bryant (Finance Director), Jessie Tampoc (IT Manager) and Heidi Moore (Executive Assistant).

Members Absent:

Mike Deming, Raymond Logan, Richard Mitchell and Sheryll Walker,

Welcome and Call to Order

John Wheeler called the meeting to order at 9:10 a.m. John Wheeler asked for a moment of silence in memory of our Board Member Sheryll Walker's father, David Walker, who passed away Sunday. Hugh Giebeig led the Pledge of Allegiance. John Wheeler introduced visitors and guests and the new Board members; Linda Johns from Union County Schools and Michelle Ward from SV4C's Head Start program.

Board Meeting Minutes (8/10/2005)

John Wheeler asked the members to review the minutes from the previous board meeting. John Burns made a motion to accept the minutes as written. David Rountree seconded the motion. The minutes were approved without objection.

Executive Committee Meeting (8/8/2005)

John Wheeler informed the Board that many of the items in these minutes were discussed at the last Board meeting since it was held prior to the Board meeting even though the minutes were not available. The Board had no question with regard to this meeting.

Program Quality Committee Meeting (8/10/2005)

Carol Milton summarized the meeting. The topics were

- The model classroom at LCCC.
- The Committee approved the Quality Initiative RFP. Dr. Logan stated that AWI also approved the document. The focus on the grant is professional development and curriculum.
- Dr. Logan shared the Coalition Plan revisions.
- Dottie spoke about the Positive Behavior Support System and the Fall Conference at LCCC.
- Marge shared information about VPK training.

Executive/Finance Committee Meeting (8/30/2005)

Dr. Logan explained that there was one specific issue, and that is why there was an *Emergency* meeting called. The issue revolved around the way we pay VPK providers who also provide school readiness services. Some of the School Board programs offer a much shorter extended day service for those children who also receive school readiness services. Thus, they were not eligible for the full amount of wrap-around money like the centers who did offer a full extended day. AWI supplied a rather complicated formula to determine the rates. After several Coalitions told AWI that that didn't work for them, AWI informed them verbally that they disregard the proposed formula. This was never received in written form. The Committee decided to follow the written rule which gave the providers less money. The other way would give the providers more money; however, it was never a written directive which could lead to disallowed costs. The private providers were represented at this meeting, and, although they would of course like to receive more money, they also chose to go with the written directive.

The Committee voted to abide by the original AWI Program Instruction.

Ad hoc Committee Meeting – Coalition Public Relations (9/8/2005)

David Rountree (Committee Chair) stated that one of the items discussed at the meeting was attendance at our meetings. This Board (9/14/2005) meeting has wonderful attendance. The Committee felt the families and providers who participate with the Coalition are well informed; however, there was some concern that the general public was unaware of our meetings. The consensus was that, unless there was a subject that directly affected the public or a controversial subject, then the public would not generally have a need to attend.

Dr. Logan has instructed Jamie Witzman (Enrollment Manager) to look into the possibility of a pilot program (CCEP) with local businesses that would allow Gateway to place some of their employees in subsidized early care.

The Committee also discussed having the Coalition become a non funded affiliated agency of the United Way. Dr. Logan will be meeting with the Director of this program.

Another topic of discussion was to publish the annual Gateway budget in the newspaper so the communities can see the large amount of money the Coalition is generating into the community. David Rountree noticed that due to the wording of the By-laws, they need to be amended to accommodate the lack of interest of the newspapers to publish our public service announcements for our meetings.

The Committee will reconvene again in February to address the progress of the many suggestions made.

Charles Carroll noticed a correction that needed to be made in the minutes. The reporter for the Gainesville Sun's name is Karen Voyles not Boyles.

Executive/Finance Committee Meeting (9/12/2005)

The minutes for this meeting were unavailable due to the fact that it was Monday. The minutes will be included in the October Board packet.

Financial Report

John Burns highlighted the points of interest on the income statement for school readiness.

- He pointed out that there was negative interest due to the fact that we reimbursed AWI.
- The payroll is higher because there were three pay periods in that month.
- The Coalition also rented vans for two staff trainings; however, that money will be returned because the events were cancelled due to "Katrina".

John explained the income statement for VPK. The revenue column shows zero because we are still waiting for our advance check from AWI.

Board Actions

- 2005-014 Guidelines for implementation of school readiness extended day wrap-around services and extended year services – John Burns made a motion to table this action until next month due to the new information just supplied to us by AWI. David Rountree seconded the motion. The motion carried.

The Executive Committee scheduled a meeting for October 10, 2005 at 4:00 pm to discuss this action item.

- 2005-015 Extending School Readiness Priorities to Hurricane Katrina Evacuees – Dr. Logan explained that AWI has now given us guidance on how to place the children who have been evacuated to Florida because of Hurricane Katrina. These children will be considered residents of Florida due to the circumstances. They are eligible for both VPK and School Readiness programs. The document requirement for work and income has been waived. This will require an amendment to our School Readiness priority enrollment policy which was passed this year. It will allow the Coalition to place these children directly below the most "at-risk" children in the number four position entitled, Natural Disaster-New Enrollment-Out of State (IM-PPA-04-15). We have only enrolled one child in Suwannee County currently.
John Burns made a motion to change our Enrollment Priority Placement Policy as reflected in the proposal. Kathleen Townsend seconded the motion. The motion carried unanimously.

Coalition Board Orientation

Dr. Logan presented a PowerPoint for the benefit of new Board members introducing them to the VPK program. John Wheeler informed the Board that if there are any members that would like to have more information regarding the Coalitions, there is a CD-ROM developed by the Children's Forum and available in the Gateway office.

Staff Reports

The staff reports are included in the packet for the review of the Board. John Wheeler informed the Board that if they have questions they should feel free to contact the staff.

New Business

- John Burns asked about the CDA scholarships to LCCC. The LCCC Foundation can match ours. Dr. Logan referred to Carrie Sapp. Carrie stated that we have plans to fund six CDA scholarships for the fall semester and six for the spring semester. She stated that we have not had any discussion with the college with regard to the match program. John Burns would like Shannon to get with Mike Lee of the college Foundation to work out the details. Nancy Roberts commented that they had also talked about offering CDA scholarships at the Suwannee County Vo-Tech Center so that our other Coalition county staff people can benefit. Diane Wescott would be the contact person there.
- John Wheeler announced that an Ad Hoc Committee was needed to review the Quality Initiative Mini-Grants. The Executive Committee members agreed that this committee should be comprised of the Finance Committee and Carol Milton if she accepted the invitation. Ms. Milton stated she would be happy to accept. Sandy Looney also requested to participate. The last date for submission is October 3rd.
The Committee meeting was scheduled for October 11, 2005 at 9:00 am.
- John Wheeler asked for volunteers to sit on an Ad Hoc Committee to amend the By-Laws. David Rountree and Kathleen Townsend volunteered along with John Wheeler. Meeting date is TBA.

John Wheeler announced that he has started an envelope for donations for Mr. David Walker (Sheryll Walker's father); Sheryll has requested that, in lieu of flowers, donations be made to Happy House. These donations will come from individual members and not from the Coalition at large.

Hugh Giebeig made a motion to adjourn the meeting. David Rountree seconded the motion. Meeting adjourned at 10:55 a.m.