

GATEWAY SCHOOL READINESS COALITION, INC.

Thursday, June 5, 2003

Minutes

Members Present: John Burns, Randy Cox, Chris Bond, Carlton Faulk, Hugh Giebeig, Raymond Logan, Sandy Looney, Carol Milton, Richard Mitchell, Jeanette Peters, Nancy Roberts, Gil Roser, Sheryll Walker and John Wheeler.

Members Absent: Kathy Daugherty, Mike Deming, Lorenzo Mills, Sharon Mooneyham, Pam Norman and Paula G. Williams.

Others Present: Janet Ballance (Pride and Joy), Marcia Benton (Aunt Marcia's), Butch Cronan (FPSR Board Member), Jessie Durden (Love and Learn), Sonja Giebeig (FL Crown Workforce Development Board), Blondell Johnson (Richardson), Debbie Land (Lafayette County School Board), Evelyn Perkins, Tyrone Taylor (Richardson), Michelle Ward (SV4Cs), Michael Reneke (Coalition Analyst), Beth Turner (Operations Manager) and Mary Anne Norris (Finance Director).

Welcome: John Burns, Chair, welcomed members and guests. **A quorum was declared** and the meeting was called to order at 9:12 a.m.

Approval of Minutes: The minutes from the regular board meeting held Thursday, May 1, 2003 were submitted for review and approval. A motion to approve the minutes was made by Raymond Logan and seconded by Nancy Roberts. **The motion passed unanimously.**

Financial Report: The Financial Report for the month of February was submitted by Randy Cox, Treasurer. Distributed for review was a summary of expenditures, along with back up documentation. Randy pointed out the Blackbaud Software was for the new accounting software.

At this time John Burns introduced Butch Cronan, Florida Partnership for School Readiness Board Member and member of the Orange County Coalition. Mr. Cronan expressed that he was very proud of the Coalition for their leadership and hard work. He reminded the board members that everyone around the state is watching this Coalition. He stated that the Partnership approved a funding formula that is equity based and performance driven.

REPORTS

Executive Director's Report: The monthly report was presented by Evelyn Perkins in the absence of Prudence Pate to include the following information:

- Staff Update

Resignations: Roosevelt Cannon resigned his position to begin employment with UPS.

New Hires: Cynthia Ortiz – Eligibility and R&R Counselor; Susan Sweat – Provider Monitoring Specialist; Susan Reed – Provider Assistant; Carrie Cox – Monitoring Specialist; Sophia Spaulding – Provider Assistant and Michael Townsend – PSN Van Driver and PSN Assistant.

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Approved _____ Denied _____
Date _____

Employee Changes: Lynn Williams has assumed the duties of Provider Services Coordinator.

- Provider Update – The next Provider meeting will be held Tuesday, July 8, 2003 from 6:00 p.m. – 8:00 p.m. at the Columbia County School Board, SOS Building, Room 130.
- Provider Services Agreements – The Contract Committee approved the Provider Services Agreement for all providers for execution July 1, 2003.
- Prospective Providers –
 - Lafayette County School District: Prudence met with the Superintendent of Lafayette County Schools and discussed the options of providing school readiness programs for 4 year olds. A meeting will be set at a later date to finalize the Agreement.
 - Lighthouse Christian Learning Center: This is a new faith-based private school opening in the month of June, which serves birth to 6th grade. A meeting is set for June 12, 2003 to discuss services and hopefully secure a commitment to enter into a service agreement.
- AWI Office of the Inspector General – In an effort to resolve the issue of the transfer of assets from Suwannee Valley to the Coalition, the Florida Partnership for School Readiness has requested a review of the transfer by the Office of the Inspector General.
- Monthly Program Reports – A reminder was made that Program Reports are due quarterly with the next one coming due July 10th. At this time no reports have been received.
- SRUSS Results – The results of the Florida School Readiness Uniform Screening System Fall 2002 were received from the Department of Education.
- Committee Information – The standing committee list for 2003 – 2004 will be distributed at the July meeting indicating the new executive committee and officers of the coalition.
- Membership – John Chastain, Executive Director of Florida Crown Workforce Development Board has agreed to join the Gateway School Readiness Coalition in place of Mike Deming.
- Upcoming Dates – a list of upcoming dates was submitted.

Contract Committee Report: On Tuesday, May 6, 2003 the Contract Committee met. The purpose of this meeting was to accomplish three things: make changes to and approve the Provider Services Agreement, decide whether to offer Providers the choice of Voucher and Provider Services Agreement and decide whether to have a separate Quality Agreement. The Committee voted to accept the Provider Services Agreement and to give authority to the Executive Director to develop a Quality Agreement.

At this time Michael Reneke asked that the minutes reflect that the Provider Services Agreement meet the requirements to be used for both voucher and contract.

Curriculum/Training/Quality Committee Report: The Finance Committee allocated \$110,460 of the projected budget surplus to quality. On Thursday, May 1, 2003 the Curriculum/Training/Quality Committee met to decide how the money would be spent. The committee voted to allocate \$12,400 for the purchase of eighty (80) Peabody Vocabulary Kits,

\$24,000 for the purchase of eighty (80) Dial R III, \$36,000 for the purchase of twenty (20) DLM Express, \$36,000 for the purchase of twenty (20) Doors to Discovery and \$2,060 for the Infant/Toddler Conference.

Partnership Coalition Analyst Report: Michael Reneke stated the Florida Partnership for School Readiness Board approved the Quality Initiative allocation of \$35,000 per county, 85% is earmarked to Infant/Toddler. He asked the Coalition to remember that all invoices must be submitted by June 23rd to accommodate the deadline placed by the Comptroller's Office for closing the fiscal year.

Action Items:

- Adoption of Assessment Tool – Proposal # 2003-070

The recommendation was to approve the recommendation of the Curriculum/Training/Quality Committee to adopt the following assessments for implementation July 1, 2003: Peabody Picture Vocabulary Test for ages 2 ½ to 4 years of age and/or Dial-R III for 4 and 5 years of age.

The recommendation included the requirement of each center-based and school-based school readiness program to execute the assessment on each child. The Coalition staff will conduct the assessments on all children in the Family Child Care Homes.

Discussion: Nancy Roberts pointed out that Dial R is for up to 3 years of age and Dial III is for 4 and 5 year olds.

A motion was made by Chris Bond and seconded by Gil Roser to approve the recommendation with the addition of Dial III as an additional assessment used. **The motion passed unanimously.**

- Policy and Procedure Update – Proposal #2003-071

The recommendation was to approve the update to the Policy and Procedure Manual relating to Bank Accounts – Cash. (A copy of the proposed update was attached to the board action.)

A motion was made by Randy Cox and seconded by Chris Bond to approve the recommendation. **The motion passed unanimously.**

- By-Laws Review and Revisions – Proposal # 2003-072

The recommendation was to approve revisions to the By-Laws as presented by the By-Laws committee. (A copy of the proposed By-Laws was attached to the board action.)

At this time a lengthy discussion regarding Section 9. Absences took place about whether absences from four (4) consecutive regularly scheduled meetings or six (6) meetings within a twelve month period by a representative or appointed member will be notified by the Chair

that their membership is not in good standing as proposed or that the absences are equivalent to resignation from the Coalition.

A motion was made by Raymond Logan and seconded by Randy Cox to approve the recommendation as proposed by the by-laws committee. A vote was taken with 4 no (Carol Milton, Richard Mitchell, John Burns, Gil Roser) and 10 yes. **The motion passed unanimously.**

- Final Budget Approval – Proposal # 2003-073

The recommendation was to give authority to the Finance Committee for final approval of the budget for 2003-2004 fiscal year.

A motion was made Richard Mitchell and seconded by Sheryll Walker to approve the recommendation. **The motion passed unanimously.**

- Coalition Plan – Proposal # 2003-075

The recommendation was to approve final revisions for the Coalition Plan for submission to the Florida Partnership for School Readiness.

Jeanette Peters pointed out that on page 4 Suwannee Valley Head Start needed to be changed to Suwannee Valley Community Coordinated Child Care, Inc.

A motion was made by Nancy Roberts and seconded by Sandy Looney to approve the recommendation with the change. **The motion passed unanimously.**

- Elect Coalition Officers 2003-2004

At this time Chair, John Burns added this action item to the agenda.

The recommendation was to approve the slate of officers as nominated at the last Coalition board meeting: Chair: Randy Cox; Vice Chair: Pam Norman; Treasurer: John Wheeler; Secretary: Carol Milton.

A motion was made by Hugh Giebeig and seconded by Sheryll Walker to approve the recommendation. **The motion passed unanimously.**

Discussion Items:

1. Priority Placement – Attached to the board packet was a memo to Staff from Executive Director, Prudence Pate regarding enrollments and placements. Evelyn Perkins stated that she and Finance Director, Mary Anne Norris updated the spending plan and analysis for the Coalition upon completion of the April 2003 invoice. She explained the estimated expenditures based on the growth in the month of April indicate a need for the Coalition to immediately limit new enrollments to Cash Assistance (WAGES) and At-Risk referral only.

New Business:

Carol Milton asked that Staff be reminded that children entering Pre-K do not require a screening from FDLRS.

Chair, John Burns moved the next Coalition meeting from July 3, 2003 to July 10, 2003, due to the July 4th holiday.

Public Comment:

Blondell Johnson from the Richardson Center stated that she is glad to see child care back where it needs to be.

A motion was made by Hugh Giebeig and seconded by Nancy Roberts to adjourn the meeting. The meeting was adjourned at 10:45 a.m.

The next meeting will be held, Thursday, July 10, 2003 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.