

GATEWAY SCHOOL READINESS COALITION, INC.
Thursday, January 9, 2003
Minutes

Members Present: Chris Bond, John Burns, Randy Cox, Hugh Giebeig, Sandy Looney, Carol Milton, Pam Norman, Nancy Roberts, Sheryll Walker, John Wheeler and Francesca Whitener

Members Absent: Mike Deming, Jeannette Peters, Gil Roser and Lorenzo Mills.

Others Present: Sherry Bullard (Children’s Workshop), Jessie Durden (Love & Learn Preschool), Anna Friar (Chatterbox Child Care), Brenda Graham (Hamilton County School Board), Dick Powell (Powell & Jones), Michael Reneke (Coalition Analyst), Prudence Pate (Executive Director) and Beth Turner (Administrative Assistant)

Welcome: John Burns, Chair, welcomed members and guests. **A quorum was declared** and the meeting was called to order at 9:10 a.m.

Approval of Minutes: The minutes from the regular board meeting held Thursday, December 19, 2002 were submitted for review and approval. The motion to approve the minutes with the correction of Craig Wormer’s name was made by Francesca Whitener and seconded by Hugh Giebeig. **The motion passed unanimously.**

Financial Report: The Financial Report for the month of December was submitted by Randy Cox, Treasurer. A report indicating Coalition operations expenses was submitted along with monthly deposits and expenses. Also submitted was a report of expenses from the Literacy: Ready, Set, Go! Conference. A motion to approve the Financial Report was made by Francesca Whitener and seconded by Sheryll Walker. **The motion passed unanimously.**

REPORTS

Central Agency: 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:

- New Location – The move to the new location in Lake City was completed the last week in December.
- Committee Meetings – Participated in several committee meetings during the month to include Executive Committee, Plan Writing Committee and Ad Hoc Transition Committee. Committee Reports and minutes to be discussed during action items.
- Coalition Plan – The Plan was completed and submitted to the Florida Partnership for School Readiness on Monday, December 30, 2002.
- Funding Agreement Amendment – The Finance Committee needs to schedule a meeting to review and approve the Funding Agreement Amendment for submission to the Partnership.

- Membership – The Coalition is required by legislation to be in compliance with membership guidelines as dictated in Florida Statutes Chapter 411.01. The private sector portion of the membership continues to be the challenge. During the action items there is a proposal for membership issues to be voted on. (Membership Composition attached)
- Legal Counsel – Leandra Johnson has been hired as legal counsel.
- Coalition Transition – An Ad Hoc Committee was appointed by the Coalition Chair. The Committee met for the first time on January 8, 2003.
- A list of upcoming dates was made available to members.

Coalition Analyst Report: Michael Reneke stated that in the coming months he is going to work with the Coalition to realign budget and reconcile the parent fees. He stated that the coalition is projecting a surplus.

Michael stressed that the Coalition needed to focus on getting children enrolled. He said he is projecting that at this time the Coalition is going to be 400 underneath minimum number served. He stressed the importance of following the enrollment plan that is in place.

At this time there was a lengthy discussion about the waiting list. The discussion included how the waiting list works, the steps that are taken in contacting families off the waiting list and whose responsibility is it to contact the families. It was explained by Pam Norman that she gets the waiting list from SV4Cs and then she calls and writes letters to families. The responsibility of contacting the families falls on the school districts. Everyone gets the same unified waiting list. Michael Reneke stressed again to the Coalition that currently every County is under served and that the focus needed to be on getting children enrolled.

Executive, Plan Writing and Ad Hoc Transition Committee Report:

The purpose of the Executive Committee held on December 19, 2002 was to decide the Executive Director’s salary beginning January 1, 2003. Michael Reneke clarified that Marion County has a salary range for their Executive Director of \$50,000. Marion County does not currently have an Executive Director.

Prudence Pate presented the minutes from the December 27, 2002 Executive Committee meeting. The Committee met to give final approval of the Plan and to appoint an Ad Hoc Transition Committee.

Prudence Pate presented the minutes from the December 27, 2002 Plan Writing Committee. The purpose of this meeting was to complete the content of the Plan for submission to the Executive Committee for final approval.

John Burns presented the report from the January 8, 2003 Ad Hoc Committee Transition Committee meeting. This was the first meeting of the Committee. It was decided by the Committee that they would meet every Tuesday at 5:00 p.m. at the Gateway School Readiness Coalition office.

At this time it was decided that Francesca Whitener would serve as a member on the Transition Committee.

John Burns presented the minutes from the January 8, 2003 Executive Committee meeting to include the following issues:

- Rate extension
- Staff Update
- Ad Hoc Transition Committee

Monthly Program Reports: The monthly program reports were presented by Prudence Pate. The Coalition is not getting the information from the Counties to complete the information.

After some discussion concerning the monthly reports, a motion was made by Chris Bond and seconded by Hugh Giebeig that the Coalition Staff pull the data from the Statewide Reporting System and the schools submit a report quarterly to include significant activities, barriers encountered, areas of concern, program goals for the next quarter, and successes. **The motion passed unanimously.** Staff will generate a draft form to be used by the programs on a quarterly basis.

Action Items:

- Membership – Proposal # 2002-046

The recommendation is to:

1. Approve the appointment of Kathy Daugherty as the DCF District 3 Administrator appointee replacing Jean Graham.
2. Approve the appointment of Sharon Mooneyham as the Union County Board of County Commissioners appointee replacing JoAnn Hendricks.
3. Approve the resignation of Marilyn Rossborough, private sector for Columbia County.
4. Approve the resignation of Brenda Graham, school board appointee for Hamilton County.
5. Approve the recommendation of Staff to transition Chris Bond into a member at large representing Columbia County.
6. Approve the appointment of Superintendent, Carlton Faulk to complete the current term and continue through the next term.

A motion was made by Randy Cox and seconded by Nancy Roberts to accept the recommendation as written. **The motion passed unanimously.**

Program: Dick Powell from Powell and Jones presented the Audit Report to the Coalition. The staff of Powell and Jones identified one reportable finding. They reviewed subrecipient contract files and found that generally subcontracts were inadequately monitored during the year. The staff of Powell and Jones identified three management findings. The first finding was that the Coalition did not maintain formal detailed property records that identify the specific original funding sources. The second finding was that Forms 990 “Return of Organization Exempt From Income Tax” were not filed for the fiscal year ended June 30, 2001. The final management finding was contractual staffing. Mr. Powell stated that based upon general guidelines issued by the Internal Revenue Service, it would be more appropriate for the Organization to perform its

operations with full or part-time employees and comply with various related payroll taxes and reporting requirements.

Discussion Items:

1. Office Work Day – It was discussed as to whether the Coalition wanted to have a work day and paint the blue conference room in the Coalition office or hire someone to do it. John Burns, Chair said he would take care of it.

A motion was made by Francesca Whitener and seconded by Sheryll Walker to adjourn the meeting. The meeting was adjourned at 11:45 a.m.

The next meeting will be held, Thursday, February 6, 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.