

GATEWAY SCHOOL READINESS COALITION

Thursday, February 7, 2002

Minutes

Members Present: Chris Bond, John Burns, Randy Cox, Hugh Giebeig, Brenda Graham, JoAnn Hendricks, Sandy Looney, Lorenzo Mills, Carol Milton, Jeannette Peters, Nancy Roberts, Marilyn Rossborough, Sheryll Walker, Francesca Whitener

Members Absent: Mike Deming, Jean Graham, Gil Roser, and John Wheeler

Others Present: Paul Wiggins (for Mike Deming), Ann Carroll (CCSB), Yolanda Howard (Richardson's Daycare), Anna Friar (Chatterbox Daycare), Tangela Williams (A Special Place), Sherry Bullard (Children's Workshop), Susan McGrew (Children's Workshop), Pam Norman (Union County Even Start), Vikki Jones (Smart Start), JoAnne Sady (Lollipop), Lisa Holliday (SV4Cs), Harriette Williamson (Harriette's Right Way), James Williamson (Harriette's Right Way), Sandra Black (Busy Bee I), Joyce Poole (Busy Bee 2), Janice Summers (Busy Bee), Jewel Hogan (Jewel's Little Rascals)

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

The meeting was opened with the Executive Director sharing comments from David Lawrence, Chair of the Florida Partnership for School Readiness. Mr. Lawrence addressed the school readiness coalitions at the February Technical Assistance Forum with his keynote address entitled "Creating a Movement for Change in Early Childhood Education."

A quorum was declared.

Approval of Minutes: The minutes from the regular meeting held January 10, 2002 were submitted for review and approval. A motion was made by Jeannette Peters and seconded by Chris Bond to approve the minutes as submitted. **The motion passed unanimously.**

Financial Report: John Burns presented the financial report for January 1, 2002 through February 1, 2002. The monthly Expenditure Report for January 1, 2002 through February 1, 2002 was also presented. John Burns also shared that the finance committee will meet following today's meeting to go over the trend analysis provided Francesca Whitener for Suwannee Valley 4 Cs. Randy Cox noted an error on the Financial Report. The last figure on page 1 under "Remaining in Budget" should be \$2,557,341.60. A motion was made by Randy Cox and seconded by Jeannette Peters to approve the Financial Report and Expenditure Report as corrected. **The motion passed unanimously.**

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

- TECHNICAL ASSISTANCE WORKSHOP – Tampa, FL (Feb. 4-5, 2002) Reports were given in the following areas:
 - Legislative Updates
 - Sunshine Law (Jeannette Peters) – A few issues were stressed as related to the Sunshine Law. A paid ad is not required for notice of meetings. However, meetings

must be placed as public notices in local newspapers. The law states that a reasonable notice of all meetings must be made. Notices may also be placed in public locations such as libraries. In the case of an emergency meeting, notice still has to be made. Jeannette further indicated that as an attorney she has an ethical duty to stop any violations of the Sunshine Law or leave the room. It was further indicated that the coalition might want to consider retaining legal counsel.

- Eligibility – Sheryll Walker gave a report on the Eligibility workshop providing a handout that shows eligibility comparison of all programs.
 - Parent Fees – practices of other coalitions was shared.
 - Assessment – Sheryll Walker has a list of accreditations and will provide copies for members. Clarification was made regarding the clarification of the state assessment tool. The RFP was challenged and the governor’s office is currently involved. The state intends to use the assessment to measure readiness when children enter Kindergarten.
 - Budget Management – 2nd quarter Financial Reporting guidelines provided by Evelyn Perkins of the Partnership.
 - Blended Funding
 - Strategies for Funding Enhancements
- MEMBERSHIP – Updated Coalition Directory made available. Membership Composition also made available. Terms to expire. By-laws were reviewed regarding membership election, term, extensions, mandated members, and term limits. The Executive Director is working on compiling documents for each member and acquiring additional membership for the coalition.
 - COALITION STAFF – The position was advertised for Fiscal Administrator.
 - CONTRACT ADDENDUM – An addendum to the Contract is being composed to include language regarding the funding for administrative costs by Pre-K programs for nine months.
 - TAX EXEMPTION – Completed.
 - COST ALLOCATION PLAN – Revisions were forwarded for review. CAP will be sent today for final approval.
 - CENTRAL AGENCY INVOICE – Child Care invoices for the current fiscal year have been reconciled between the Central Agency and the Coalition through December 2001.
 - LEGISLATIVE ADVISORY – Information regarding funding for school-age child care was shared. The statute that authorized services for school-age children in subsidized child care was repealed effective 1-1-02. The authorizing statute for the Florida Partnership (F.S. 411.01) defines eligibility only for children birth to five without reference to services for school-age children.
 - GOVERNOR’S FAMILY LITERACY GRANTS – Information made available. Copy of complete download is available upon request.

- **MONTHLY PROGRAM REPORTS** – Monthly reports are due by the 10th of month following the month being reported. Monthly reports for January and February will be presented at the next meeting. Project Safety Net Quarterly report was provided.
- **BUDGET UTILIZATION** – A Debt Reduction Plan was submitted to the Executive Director by the Central Agency for review by the Finance Committee. Upon approval, this plan will be forwarded to the Florida Partnership for review and implementation.
- **READINESS ESTIMATING CONFERENCE** – Some of the funds held from the PreK allocation (3%) are now available. The Contract Manager and Executive Director will be working to request these funds for the coalition. Additionally, the Partnership requested a Manual School-Based Program Count be taken at the coalition level. All school-based programs need to turn in these numbers as soon as possible to the Executive Director.
- **NEW MEMBER ORIENTATION** – Today at 3:30 p.m. at United Way in Gainesville in collaboration with Alachua County School Readiness.
- **GOVERNOR’S BUDGET** – Copies made available for review by members.
- **FINANCE COMMITTEE** – Quarterly meeting scheduled for Tuesday, March 05, 2002.

Committees: The chair appointed standing committees based on the recommendation by the Executive Director after review of the by-laws. The list of committees is attached.

Monitoring Agreement: A motion was made by Randy Cox and seconded by John Burns to approve and sign the monitoring agreement with Alachua County School Readiness Coalition to collaborate in monitoring. The monitoring team for Gateway Coalition will consist of Prudence Pate, Executive Director, Marilyn Rossborough, Randy Cox, and Francesca Whitener. **The motion passed unanimously.** Upon completion, monitoring forms will be made available to providers.

Hardship Case: The hardship case will be presented to the Executive Committee following the meeting.

Comments: Visitors and child care representatives made several comments regarding coalition issues.

- Several child care representatives voiced concerns that centers do not get information regarding school readiness. Members suggested that representatives of child care centers rely on various avenues of information including, but not limited to, Coalition minutes available at Director’s meetings; Public information tracking system from the Senators and House Representatives where phone numbers are published each Friday; Florida Partnership for School Readiness website; Florida website (www.myflorida.com)
- A concern was noted regarding assessment of children and standards. Nancy Roberts indicated that there are 17 criteria school readiness standards that all providers should be using. Additionally, Francesca Whitener indicated to the child care representatives present that guidelines have not changed, and further expressed the need for representatives and providers to be involved in Director’s meetings and Coalition meetings on a monthly basis. Additionally, Brenda Graham advised representatives to review the Florida Sunshine State Standards on the Department of Education’s website to determine what is expected for

children in Kindergarten. Michael Reneke indicated that a draft of standards for 2 & 3 year olds is available.

- Jeannette Peters indicated to the child care representatives that the coalition members were very aware of the existing problems and frustrations, and that their involvement was encouraged. School readiness should include all partners.
- Jeannette Peters volunteered to make available five (5) copies of F.S. 411.01 (School Readiness) for child care representatives. These copies will be available at the Building Blocks Library at SV4Cs.
- Randy Cox addressed the coalition regarding public comment. He indicated that public input is good and encouraged; however, it was suggested that the meetings be made more formal and follow procedure for public meetings. This would include making available agendas and packets early, putting public comment on the agenda, and making the agenda available seven (7) days prior to the scheduled meeting. Any public comment should be heard at the time indicated on the agenda. Any other issues should be requested to be placed on the agenda for discussion by the membership.

March Agenda:

- Distribution and point of contact for each county for public input
- Private Providers are represented by Sheryll Walker

A motion was made by John Burns and seconded by Nancy Roberts to adjourn.

The next meeting will be held Thursday, March 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.