

Early Learning Coalition of Florida's Gateway, Inc.
Board Meeting Minutes
Columbia County School Board, Room 130
Lake City, Florida
February 8, 2006

Members Present:

John Burns, Charles Carroll, Hugh Giebeig, Linda Johns, Raymond Logan, Carol Milton, John Pierce, Jennifer Roberts, David Rountree, Kathleen Townsend, John Wheeler and Paula G. Williams.

Others in Attendance:

Janora Crow (Even Start), Deirdre Raggins (AWI-OEL), Marge Company (DOE-OEL), Marion Jones (Powell & Jones), Thomas F. Logan, Ph.D. (Executive Director), LaShone T. Surrency (Deputy Director), Shannon Bryant (Finance Director), Carrie Sapp (Program Manager), Jamie Witzman (Enrollment Manager), Jessie Tampoc (IT Manager) and Heidi Moore (Executive Assistant).

Members Absent:

Chris Bond, Mike Deming, Anita Franklin, John Hewett, Sandy Looney, Marion McCray, Richard Mitchell, Nancy Roberts, Sheryll Walker and Michele Ward.

Welcome and Call to Order

John Wheeler called the meeting to order at 9:06 a.m. Raymond Logan led the Pledge of Allegiance.

Financial Report - January

- John Burns highlighted the points of interest on the income/payables statement for School Readiness.
 - John explained that interest was paid back to AWI.
 - The difference between December and January payroll figures is that there were 3 pay periods in December and only 2 in January.
 - The attorney's fees were backed out of School Readiness and transferred to VPK.
 - The postage bill for December and January were both paid in January which is why that figure is high.
 - Travel increased due to several OEL trainings in Orlando.

- Mr. Burns then explained the VPK payables/income statement.
 - The negative figure for Payments to Providers is because the funds were not received from AWI until January 31st.
 - The percentages charged to VPK were adjusted therefore the salaries charged to VPK increased.

- Mr. Burns presented Spending Trends that were prepared by Shannon Bryant
 - Straight Line – John Burns explained that according to the first six months, we are projecting a deficit of \$42,572. This occurred when we had a lot more in slot costs in the fall than we were budgeted for. We have stopped enrolling new children and the slot costs are decreasing therefore this deficit should level out.
 - Average – Mr. Burns stated that this projection is actually more accurate even though it shows a deficit of \$125,984 since it includes some non-slot money that is already committed. With the shifting of percentages of actual VPK spending from School Readiness, there will be a shift of approximately \$35,000 from school readiness to VPK.

John Burns reassured the members that there is no cause for alarm at this time since enrollment is being managed. Dr. Logan stated that he has requested staff to compile a spreadsheet with statistical data regarding the slot expenditures for the past years. This should give us an idea of where the most funds are being allocated to help alleviate this issue in the future.

2004-2005 Annual Audit

Marion Powell presented the Financial Report for the fiscal year ending June 30, 2005. She explained that the audit was unqualified which means that there are no exceptions to their statement that they believe everything was correctly stated. The audit was completed in accordance with auditing standards excepted by the State and Government since we accept Federal dollars. Ms. Powell commended the Coalition on spending such a small portion of the funds on Supporting Services considering all the programs we support.

Included in the audit is a report stating there were no internal control issues. She commented on how rapidly the internal controls have been implemented and utilized and complimented the administration.

There was a minimal finding with regard to minor clerical errors on the provider payments resulting in overpayments to providers in the amount of \$221. Their recommendation is that this amount be repaid to the state. She stated that the errors were not significant and seemed to be errors from earlier in the year. She noticed the decrease in errors as the year progressed and complimented the thoroughness of reviewing attendance in recent months. Ms. Powell was very impressed with the Finance Director and her ability to keep accurate records.

Dr. Logan reminded the Board that we are not allowed to repay the \$221 with existing state dollars which is our only source of income. We have asked AWI for direction in this matter.

Board Meeting Minutes (1/11/2006)

John Wheeler instructed the members to review the minutes. David Rountree made a motion to accept the minutes. Kathleen Townsend seconded the motion. The minutes were approved without objection.

Ad Hoc Summer VPK Committee Meeting Minutes (1/11/06)

Jamie Witzman reported that there was representation from all five school boards with the exception of Lafayette County present at this meeting. At this time, Lafayette County does not anticipate participating in the summer VPK program.

It was concluded that the Coalition would send a letter to all the parents of four year olds in the database. The Coalition has begun advertising in several venues for the Summer VPK program as well as participating in County School Round-ups.

The members of the Board who are School Board Representatives reported difficulty in finding children interested in the Summer VPK Program as well. Dr. Logan feels this is a similar case with everyone across the State.

Program Quality Committee Meeting (1/18/06)

Carol Milton reported that this meeting was called to review the budget. There was some concern that there were outstanding mini-grants. Some providers wanted to make changes to their grants and, it was determined by the Committee that this request was to be submitted in writing and in keeping with the original award.

Carol complimented Carrie and her staff on the revisions to School Readiness Monitoring Tool. The Committee was pleased with the draft.

Executive/Finance Committee Meeting (2/6/06)

- John Wheeler informed the Board that he would be unable to attend the meeting of the Early Learning Council this quarter (March 3, 2006). He invited any member to attend in his place.
- AWI-OEL Update
 - Dr. Logan shared two PI's, one on VPK Class Schedules and the other on Re-enrollment in VPK.
 - Dr. Logan reported on the revision to the Child Care and Development Fund (CCDF) which will empower the Coalitions to conduct inspections on centers which do not currently require inspection. AWI will be supplying the inspection tool. It will allow the Coalitions to de-fund any center that does not pass such an inspection. There are only nine providers to whom this will apply at ELC-FG.
 - There is a discrepancy on the requirements for VPK Instructor Background Screenings. AWI has recommended that Coalitions wait until a determination has been made in the legislative session.
 - AWI has required a new format for the Coalition Plan even though ours has just been approved. It needs to be submitted to AWI by May 1st.
- Legislative Update
 - The Governors budget is proposing an increase in VPK rates from \$2500 per child to \$2640 per child.
- Office Space – The Coalition is looking into trading suites in the same location as they become available.
- VPK Monitoring Tool – The Tool has been approved and the Program Department will begin monitoring the 42 VPK providers by the end of the week.
- Credit Card – The Coalition will be changing from a debit card to a credit card for security purposes.
- Management Salary Ranges – John Wheeler reported that the ranges were reviewed and approved.

Coalition Board Orientation

Dr. Logan presented a slide show on “State Organizational Structure”.

Executive Director Report

- Most of Dr. Logan’s report items were discussed as the minutes of the Executive Committee.
 - Dr. Logan explained that the Governors budget proposal would permit the state to supplement federal School Readiness funds so as not to cut the budget as previously reported.
 - Dr. Logan is still pursuing large employers to participate in the CCEP program.

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.

Hugh Giebeig made a motion to adjourn the meeting. David Rountree seconded the motion. Meeting adjourned at 10:25 a.m.