

GATEWAY SCHOOL READINESS COALITION MEETING MINUTES
Douglass Center Conference Room
Live Oak, Florida
Thursday, May 6, 2004

Members Present: Randy Cox, Hugh Giebeig, Richard Mitchell, Pam Norman, Nancy Roberts, David Rountree, Sheryll Walker, and John Wheeler.

Others In Attendance: LaShone Surrency (Deputy Director), Shannon Bryant (Finance Director), Leesa Lynn (Data Management Specialist), Heidi Moore (Executive Assistant), Carrie Cox (Quality Services Specialist), Dawn Copeland (Fiscal/Administrative Assistant), Jeannie Harry (Children & Families), Cindy Kent (Head Start), Nancy Howe (Florida Children's Forum), and Darlene Galloway (Douglass Center).

Members Absent: Chris Bond, John Burns, Mike Deming, Carlton Faulk, Ray Logan, Sandy Looney, Carol Milton, John Pierce, Gil Roser, and Paula Williams. The Executive Director was on approved leave.

Welcome and Call to Order

Randy Cox called the meeting to order at 9:45 am. Randy welcomed Nancy Howe from Florida Children's Forum, Darlene Galloway from the Douglass Center, and Cindy Kent from ECS. He also introduced our new board member David Rountree. It was noted that we did not have a Coalition Analyst present at the meeting. Randy started the meeting with a review of minutes from the previous board meeting. Hugh Giebeig motioned to approve the minutes and Pam Norman seconded. Motion approved unanimously.

Financial Report

John Wheeler presented the Financial Report using the 3-month Income Statement prepared by Shannon Bryant. It was noted that there is a fluctuation of revenues, most likely caused by the invoice flow. Shannon indicated that if attendance sheets are submitted late, GSRC will pay in the following month. John Wheeler also brought attention to the \$500.00 miscellaneous revenue. These funds are a private donation given by Wal-Mart and was used to purchase a TV, CD player, DVD/VCR, and 2-way radios to be used for conferences. John Wheeler noted that February salary expenses are low due to a software problem with posting some payroll checks. March and April are high due to an increase in staff. Richard Mitchell questioned the depreciation schedule and Shannon explained that it is completed annually. After an overview of expenses, John Wheeler concluded the financial report.

Staff and Committee Reports

Executive Director's Report

LaShone Surrency, Deputy Director, presented the Report of the Executive Director prepared by Prudence Pate. (See attachments in Tabs D-L).

LaShone Surrency noted that GSRC was the recipient of \$31,800 in State reserve funds. Shannon said that the funds will be used for purchasing fixed assets. John Wheeler added that the Finance Committee looked at the proposed expenditures line-by-line and approved all items.

LaShone Surrency reported that GSRC has been able to use Infant/Toddler funds to offer scholarships to providers interested in obtaining their CDA. Heidi Moore said that we had 20 providers qualify for the CDA and 3 were placed on a waiting list. Sheryll Walker noted that Tim Atkinson and Charles Carroll of Lake City Community College were instrumental in setting up this program. Randy Cox commented that there was a great article in the Lake City Reporter regarding the classes, but wanted to be sure information was made available to all counties served by GSRC.

Approved 6-28-04

LaShone Surrency also reported that she has completed certification to teach the 3-Hour Fundamentals of Child Care Course and has scheduled the first class for May 13, 2004.

LaShone Surrency said that the 2003 Legislative Changes included the new Literacy course that GSRC offered on May 1, 2004. GSRC has added another opportunity for those unable to attend the first Literacy course on June 26, 2004.

Program Manager's Report

Carrie Cox presented the Program Manager's Report. She gave an overview of the different conferences and programs that GSRC has been offering for providers. All appear to be successful with the exception of the "Kindergarten, Here I Come," which may be offered on a limited basis due to a lack of participation. Randy Cox commented that they are happy with the number of programs offered and the efforts of the GSRC staff.

Data Manager's Report

Leesa Lynn provided information for the IACET Tracking System to be used by GSRC for issuing CEU's. Leesa also reported that we have scheduled the Web EFS training for next month. Randy Cox questioned if there would be any repercussions if GSRC fails to meet the EFS deadline. Leesa explained that the State knows that the system is not working properly so we will not be bound to an unrealistic deadline.

Finance Committee Report

John Wheeler reported that our spending plan is on target for this year's budget. John Wheeler said that GSRC is planning to distribute a resource directory and Sheryll Walker explained that the directory was requested by the Children's Network for use by parents to find assistance. The parents can access this information by county or type of service. Heidi Moore said that we have received the sample directory and it is unacceptable. She is in the process of locating another printer to complete the project. John Wheeler noted that the Finance Committee approved the Accounting Policies that Shannon Bryant presented. After discussing the policy for Wage Actions Against Employees/Independent Contractors, John Wheeler concluded the Finance Report.

Program Quality Committee Report

Nancy Roberts presented minutes from the Quality meeting on April 13, 2004. She requested a representative from GSRC to attend the Parent Involvement Meeting on May 11, 2004. LaShone said we would have someone there. It was noted that the Provider Meeting is being held on the same night. Nancy reported that any excess funds are going to be used to purchase books and rugs for Infant/Toddler centers. The focus will be placed on Literacy and each center requires 15 books per child for accreditation. Randy commented that the Quality committee works very hard and has produced positive results.

Partnership Coalition Analyst Report

As previously noted, there were no Coalition Analysts present. Shannon reported that our July – December BBA audit was completed, but we are waiting for the final report. Shannon also said that Michael Reneke was scheduled to review Eligibility procedures (proof of age) on May 10, 2004. Randy requested that GSRC obtain a list of proposed audits from Michael Reneke so we could plan accordingly.

New Business

None

Randy noted that the nominating committee should prepare a list of recommendations for the next meeting.

Hugh Giebeig made the motion to adjourn the meeting and Pam Norman seconded. Randy adjourned the meeting at 11:15 am.

Approved 6-28-04