

Early Learning Coalition of Florida's Gateway, Inc.
Board Meeting Minutes
Columbia County School Board, Room 130
Lake City, Florida
November 9, 2005

Members Present:

Chris Bond, John Burns, Charles Carroll, Hugh Giebeig, John Hewett, Linda Johns, Raymond Logan, Sandy Looney, Marion McCray, John Pierce, Nancy Roberts David Rountree, Kathleen Townsend, Michele Ward, Sheryll Walker, John Wheeler and Paula G. Williams..

Others in Attendance:

Alex Amengual (AWI/OEL), Deirdre Raggins (AWI/OEL), Marge Company (DOE Regional VPK), Kim Service (Wee Care Pre School), Ronniann Cooper (Even Start), Thomas F. Logan, Ph.D. (Executive Director), LaShone T. Surrency (Deputy Director), Shannon Bryant (Finance Director), Jamie Witzman (Enrollment Manager) and Heidi Moore (Executive Assistant).

Members Absent:

Mike Deming, Anita Franklin, Carol Milton, Richard Mitchell and Jennifer Roberts,

Welcome and Call to Order

John Wheeler called the meeting to order at 9:10 a.m. David Rountree led the Pledge of Allegiance. John Wheeler introduced visitors and guests.

- John Wheeler called for a moment of silence in memory of Carrie Sapp's (Program Manager) sister who passed away over the weekend. Sheryll Walker has sent flowers on behalf of the Board.
- Mr. Wheeler complimented and thanked Kathleen Townsend for supplying the Board with refreshments.

Board Meeting Minutes (10/12/2005)

John Wheeler asked the members to review the minutes from the previous board meeting. David Rountree made a motion to accept the minutes. Hugh Giebeig seconded the motion. The motion passed without objection.

Executive Committee Meeting (10/10/2005)

John Wheeler informed the Board that many of the items in these minutes were discussed at the last Board meeting since it was held prior to the October Board meeting, though the minutes were not available.

John Burns made a motion to approve the minutes. Kathleen Townsend seconded the motion. The motion passed unanimously.

Program/Quality Committee Meeting (10/28/2005)

Nancy Roberts reported, since Carol Milton was not present. She stated the Committee discussed revising the current Monitoring/Assessment Tool. Carrie and her staff will review the rating scale and make sure everyone has a clear understanding. The timeline for completion of a draft to be presented to the Quality Committee is the end of January.

- There was a correction to the report which changed the adjournment time from “am” to “pm”.

Executive Committee Meeting (11/7/2005)

John Wheeler explained that the Board will hear much of the content of the meeting discussed in the form of Action Items. The minutes will be available at the next (December 14) Board meeting.

Financial Report

- John Burns highlighted the points of interest on the income statement for School Readiness. Mr. Burns explained that, since enrollment is frozen at this time, the payments to providers figure should begin to decrease.
- John explained that the income statement for VPK was standard. The August figures contain the August prepayment, September contained September and October prepayments and November will contain November and December prepayments. This is because VPK is set up as an advance system and School Readiness is based on a reimbursement system.

Board Actions

- 2005-019 Enrollment/Disenrollment Priorities to Include Children Residing in Shelters –
 - This Action Item is being recommended by the Executive Committee. John Burns explained that there are children with their mothers in women’ shelters in the area. The shelters are not typically set up to care for these children.
 - The recommendation is to classify those children as “at risk” and give them priority placement, but only if they qualify for a specific funding category for our program.
 - AWI reported that these children do not automatically qualify for funding simply because they are temporarily residing in a shelter.
 - The Board voted unanimously to adopt this policy.
- 2005-020- Approval of the Personnel Policy and Procedures Manual – John Wheeler explained that the Executive Committee has decided to refer this item to an AdHoc Committee. Due to the important nature of the manual it may also need to be forwarded to an attorney.
 - The Committee members are :
 - John Burns
 - John Wheeler
 - Michele Ward
 - David Rountree
- 2005-021 – Approval of VPK Addendum to the 2006-2007 Coalition Plan – Dr. Logan explained that since VPK was introduced after the current Plan was written, the Plan needed to be amended to include it. The staff completed the Plan based on the AWI model. The

Executive Committee decided to distribute the draft version to allow all the Board members to review the draft plan and forward any comments or concerns to Dr. Logan.

Coalition Board Orientation – “School Readiness” (PowerPoint)

Executive Director Report

- Dr. Logan spoke about CCEP (Child Care Executive Partnership). This is a state funded program that would permit us to serve a different category of children. It would permit us to serve working poor children whose families earn more than 150% of poverty but less than 200%. It is funded very different from School Readiness dollars. In order for a parent to qualify, their employer must agree to make a co pay. Dr. Logan will be meeting with several businesses to discuss this program.
- Dr. Logan received an email from Tom Imholt (AWI) allowing the payment of the additional care to a second provider for the remainder of the school year for the 13 children now attending school-day programs.
- The number of children being served in school readiness is 2192. This number is lower than last month and reflects a growing waiting list. The waiting list has approximately 270 children on it.
 - Deirdre Raggins (AWI) interjected that, if we were projecting a deficit and were considering disenrolling children, we needed to contact Tom Imholt.

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.

New Business

It will be necessary to poll the school board representatives for a convenient time to meet to discuss the summer VPK program.

Hugh Giebeig made a motion to adjourn the meeting. John Hewett seconded the motion. Meeting adjourned at 11:20 a.m.