

Early Learning Coalition of Florida's Gateway, Inc.
Board Meeting Minutes
Columbia County School Board, Room 130
Lake City, Florida
August 10, 2005

Members Present:

Chris Bond, John Burns, Charles Carroll, Jeanne Duffy, Hugh Giebeig, Raymond Logan, Sandy Looney, Carol Milton, Jennifer Roberts, David Rountree, Kathleen Townsend, Sheryll Walker, John Wheeler and Paula Williams.

Others in Attendance:

Maria Ellis (Wee Care), Michelle Ward (SV4C's), Marge Company (DOE Regional VPK), Thomas F. Logan, Ph.D. (Executive Director), LaShone T. Surrency (Deputy Director), Shannon Bryant (Finance Director), Jessie Tampoc (IT Manager) and Heidi Moore (Executive Assistant).

Members Absent:

Mike Deming, Anita Franklin, John Hewett, Marion McCray, Richard Mitchell, Nancy Roberts, John Pierce

Welcome and Call to Order

John Wheeler called the meeting to order at 9:10 a.m. John Wheeler announced that we will be beginning the meetings with the Pledge of Allegiance. Raymond Logan led the Pledge. John Wheeler introduced visitors and guests and the new Board member. Kathleen Townsend is a Suwannee County private sector member.

Board Meeting Minutes (7/13/2005)

John Wheeler asked the members to review the minutes from the previous board meeting. David Rountree made a motion to accept the minutes as written. John Burns seconded the motion. The minutes were approved without objection.

Finance Committee Meeting (7/11/2005)

John Burns explained that most of the topics were resolved at the last Board meeting. Once again, John Burns wanted to commend Shannon Bryant on the excellent job she did in spending FY2004-2005 99.69% of the budget.

Program Quality Committee Meeting (7/13/2005)

Since Nancy Roberts was absent, John instructed the members to read the minutes and ask any questions they might have. John Burns asked if the model classroom was finished. Dr. Logan explained that it is in process. Carrie Sapp is working with Lake City Community College. Dr. Logan reminded the Board that there is a Quality Committee meeting immediately following the Board meeting.

Executive Committee Meeting (8/8/2005)

The minutes for this meeting were unavailable due to the fact that it was yesterday. John Wheeler made mention that LaShone has put together a comprehensive Personnel Policy and Procedures manual for the review of the Committee.

Financial Report

John Burns pointed out that the unusual School Readiness expenses on the income stated are notated.

- The money we receive from the state is required to be put in an interest-bearing account, and then the interest has to be forwarded to them.
- The payroll was higher this month because there were three pay periods.
- The van repairs are on the van that we are keeping.

The Board was given on income statement on VPK.

- John Burns explained that the first two months were the start-up dollars.
- David Rountree asked about the professional fees. Shannon explained that this was to Covansys for the new server that was required.
- Sheryll Walker asked about the Program Enhancements dollars. This is for the curriculum for the resource library.

Board Actions

- 2005-012 Association of Early Learning Coalitions – Dr. Logan explained that the Early Learning Coalitions had consulted with Workforce Boards and it was recommended that the Early Learning Coalitions form an Association like the one the Workforce Boards have. This would require the payment of dues and allow the Coalitions to have a professional staff person based in Tallahassee. This will NOT be lobbying, but would facilitate informational exchange. The Executive Directors of the Early Learning Coalitions decided to form an association. Mike Deming thought this would be a good idea to be able to have a more organized approach to what the mission is from the state. AWI is in favor of the association. It requires the Early Learning Coalition Boards to approve dues. Dr. Logan would like to recommend it for this year and see how it goes. The By-Laws were provided for the Board. John Wheeler stated that the Committee agreed that it would be a good idea to try it for one year at a cost of \$2500. It does not require a motion since it was moved by the Committee. John Wheeler asked for discussion. David Rountree asked where these funds will be derived and Dr. Logan explained that they will come from the administrative cost center, and that they were an allowable cost. Charles Carroll wanted to make sure that the Board reviewed the Association's line item budget after the first year to make sure the monies were being spent appropriately. John Burns informed the Board that Dr. Logan will be the At-Large rural/small coalition representative for the Association. John Wheeler called for a vote to join the Association of Early Learning Coalitions for one year and paying annual dues of \$2500 as was recommended by the Executive Committee. Motion passed unanimously.
- 2005-013 By-Laws Revised – John Wheeler explained that Lily Johnson helped create the new by-laws back in the spring to correlate the new by-laws to the new Early Learning legislation. That version was voted on and passed. There now have been some changes

recommended by AWI regarding the Governor's prerogative to nominate Board members. The inserted changes were presented in italics. John Wheeler called for discussion. The by-law changes have been recommended by the Executive Committee and the vote passed unanimously.

Public Relations

David Rountree wanted to clarify whether we have to send notice to the newspapers or pay for an advertisement, because the advertisements are not always published in the Reporter. Ray Logan asked if David had a solution to this problem. David has tried to address these issues with the newspaper but has not gotten a positive response. His solution would be to pay for the ad. John Burns stated that as treasurer, we will not use funds for Public Service Announcements which should be provided free of cost. John Burns stated that he was told at a state meeting that technically, as long as the information is on our website, that it was legal. David is concerned that the public is not being made aware. Maria Ellis of Wee Care Preschool suggested there might be another medium that would be more effective. The library channel was suggested. Mr. Carroll suggested the Lake City Community College television station (at no cost). He suggested that a video taped program could be arranged for special events. Kathleen Townsend suggested the radio stations might be effective with their PSA's. John Wheeler suggested that we may have a need for a public relations strategy. He would be happy to appoint an ad hoc committee to discuss this. John Burns agreed that this has been an issue that has not been given priority. He feels this would be a good year to have Board members get involved. We would love to have a higher public profile, but typically, unless the meeting addresses funding, the public rarely attends. John Wheeler appointed David Rountree, Charles Carroll, Maria Ellis and himself to the ad hoc committee.

Coalition Board Orientation

Dr. Logan presented a PowerPoint for the benefit of new Board members introducing them to the Early Learning legislation and the Gateway staff.

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.

Dr. Logan wanted the Board to know that of all the 33 coalitions around the state that the Gateway had the highest percentage rate of enrollment in the VPK program. At this time, we have registered or enrolled more 90% of the potential 4 year olds in our five county area. He is very proud of the staff for a terrific effort.

John Wheeler called for any new business. There was no response.

- He announced the Program/Quality meeting immediately following this meeting.
- John Wheeler asked if there were any items for the September agenda.
- Jeanne Duffy announced her resignation from the Board, since she only has one county and, now there is a new Head Start Director with SV4C's, so she feels it is time to move on.
- Heidi Moore also announced her resignation from the Coalition. This will be her last Board meeting.

Hugh Giebeig made a motion to adjourn the meeting. John Burns seconded the motion.
Meeting adjourned at 10:37 a.m.