

Gateway School Readiness Coalition Meeting Minutes
Columbia County School Board, Room 227
January 8, 2004

Welcome and Call to Order

Randy Cox called the meeting to order at 9:11 a.m. In response to a request from individuals wishing to address the Board, Nancy Howe indicated that she would like to comment at the end of the meeting.

Minutes

Corrected, approved Coalition meeting minutes from October 2, 2003 were made available. Minutes from the Coalition meeting held December 11, 2003 were presented for approval. A motion to approve the minutes was made by Chris Bond and seconded by Pam Norman. **The motion passed unanimously.**

Financial Report

The November Expense Report and breakdown of the invoice from Hunter Printing was presented as requested by Ray Logan at the previous Board meeting.

September Travel Expense Report was presented as this report was inadvertently omitted in the previous financial report.

Treasurer, John Wheeler, presented the financial report for the month of December 2003 in the form of a Profit and Loss report with comments regarding the following:

- Quality section included information pertaining to November conference expenses to include expenses in Infant / Toddler services.
- Payment to providers indicated a decrease from \$586,000 to \$502,000.
- \$1760 is part of quality agreement with Happy House.
- Payroll and related expenses are stable.
- Outside Services Purchased:
 - Includes payment to Evelyn Perkins as a consultant. Evelyn's agreement has ended effective December 31, 2003. Payment to Evelyn for the months of October through December was submitted in the month of January 2004. This expense will be reflected in next month's financial statement.
 - Tracy Rinoldo is scheduled to complete the installation of Blackbaud in January.
- Purchased additional postage for postage meters. Prudence Pate shared they are implementing a weekly mail-out to providers to save postage costs through the physical establishment of a provider mail center in the office.
- No advertising expenses in December.
- Dues, Fees and Registration – Fees to Lake City Community College for CDA courses and membership in various associations. Prudence Pate indicated that fees to LCCC would be moved to quality dollars.
- Expenditures for workers compensation was coded to payroll in error. It will be moved to Workers Comp line item. This expense was the balance due for the quarter based on number of employees.
- Prudence Pate shared that the Florida Children's Forum R&R Reimbursement is taking 3 to 4 weeks. Coalition staff is working with Michael Reneke to try to speed this timeline up.

Executive Director's Report

- Board Member Binder Update
 - Updated Organizational Chart
 - Updated Job Descriptions to accommodate changes in salary ranges as approved by the Finance Committee
 - Meeting calendar for 2004 (Board meetings and Provider Meetings) (Also available to public)
 - Updated Standing Committee List (update Staff Representation)
- Committee Meetings to be Scheduled in January 2004
 - Executive Committee
 - Annual performance review of Executive Director
 - Possible programs / goals and objects for coming year
 - Finance Committee
 - Review of CPA Audit
 - Review of expenditures at close of 2nd quarter
 - Ad Hoc Committee (UPK Preparedness)
 - Develop goals and strategies for implementation of UPK
 - Develop timeline of events for preparation
- OPPAGA Report
 - Final state report is in board packet for board member review. (bound document)
 - Michael Reneke shared that this is the first part of OPPAGA that deals directly with Coalitions. Second part deals with State Partnership and should be released soon.
- CPA Audit
 - Exit Interview and Final Report is completed. (bound document)
 - Findings – For the fiscal year ended June 30, 2003, the Coalition was cited with one finding for failure to monitor two of the county school board contracts during the contract year, although both contracts were monitored subsequent to year end. The cause was determined to be the unavailability of monitoring personnel due to the cancellation of the contract with SV4Cs and the Coalition not fully staffed by year end.
 - All prior year findings were reported corrected and in compliance.
 - Fixed Asset Records
 - Forms 990
 - Contractual Staffing
 - Current year recommendations:
 - Recommended that Coalition purchased employee blanket dishonesty bond.
 - Coalition has made application for bonding of each employee through State Farm – John Kasak
 - Comments: Randy Cox asked question about page 11, number 9 which indicated the bank balance exceeded the FDIC limits at times. Michael Deming suggested reviewing timeline for how dollars are drawn down electronically. Randy Cox asked for a written response from Dick Powell (CPA Auditor). John Wheeler requested that we provide a copy of this report and letter to the bank to let them help us brainstorm ways to resolve.
- Assessments
 - Should be completed on each child enrolled in a school readiness program within 45 days of enrollment

- Staff has completed training on the DIAL and will be completing training on the PPVT on January 14, 2004.
- Management staff has met and will be implementing assessments on all children enrolled since July 1, 2003 this month.
- The Provider Agreement states that providers will complete assessments on children within 45 days of enrollment. The Coalition agrees to complete the assessment on children in Family Child Care Homes.
- Providers should begin assessments for current fiscal year if materials and trained staff are available.
- The Coalition will assist providers in completing this process and catching up the first six months.
- Some materials are available in the Coalition Resource Library for check-out

- Provider Meeting
 - Next meeting will be held on Tuesday, January 13, 2003 – Columbia County School Board Office, Room #130. (Agenda is attached) (*Tab F*)
- Provider Mail Center – All information to be mailed to providers will be collected in a provider mail center established by staff in the enrollment office. Mail will be processed on a weekly basis in bulk in order to try and reduce postage costs associated with daily correspondence. This process will only pertain to standard notices and reports. Anything that may be under time restraint will be mailed as necessary on an individual basis.
- Enrollment Update (Chart Attached) (*Tab G*)
 - Staff tracking report of enrollment indicated 2056 at the end of December, down from 2148 at the end of November (difference of 92)
 - The month of December notes 174 terminations with 52 reinstated and 30 new children added.
 - Terminations – result of employment verifications, closed/expired referrals, non-compliance at re-determination
 - New children – single-care level programs and referrals
 - Comments: Number of children on invoice indicated 2014 which is a duplicated count. Sheryll Walker asked if we were still trying to get our numbers down. Prudence Pate indicated that we are.
- Staff Training
 - LaShone Surrency will be taking a train the trainer course for the 3-hour family child care home course on Saturday, January 31, 2004. Training for providers has previously been made available through Nancy Howe of SV4Cs. Nancy Howe has taken a position with The Florida Children’s Forum as a Regional Inclusion Specialist. (We should have more information next month). Upon LaShone’s completion of the course, Gateway School Readiness Coalition will be credentialed to train incoming and existing informal providers, including relatives who wish to enter into an Agreement with the Coalition and offer School Readiness services.
 - Training dates are being established for staff to train on Outlook and the office network.
 - Staff will participate in training presented by Melissa McGee and Carrie Cox in February on the following:
 - “Beyond Centers and Circle Time”
 - Sessions from Infant/Toddler Symposium
- Resource & Referral

- LaShone Surrency will be attending and participating in the 2004 NACCRRRA Symposium “*Shaping Results Based Early Learning Systems*” in Washington, D.C. on February 25-28, 2004.
- The Symposium will focus on the following:
 - Building excellence in child care resource and referral
 - Engaging families as advocates
 - Promoting quality in all child care settings
 - Financing and integrating systems of care
- As stipulated in the Coalition’s Resource & Referral Contract with the Florida Children’s Forum, membership with NACCRRRA and representation at this symposium is required.
- NACCRRRA is the national network of more than 850 child care resource and referral centers located in every state and most communities across the United States.
- Resource & Referral Evaluations – Results from Resource & Referral staff evaluations have been received. All Analysts and Enrollment Manager achieved a Level 2 – Congratulations!
 - Comments: John Wheeler complimented the staff on their professionalism on the phone.
- Upcoming Dates
 - Saturday, January 10, 2004 - Gateway School Readiness Coalition Conference – Camp Weed
 - Tuesday, January 13, 2004 - 6:00pm - Provider Meeting, CCSB Office, Rm. 130
 - Wednesday, January 14, 2004 – Peabody Picture Vocabulary Test Training – GSRC Training Office, Suite #140
 - Wednesday, January 21, 2004 – State Executive Director’s Meeting – Orlando
 - Wednesday, January 21, 2004 – Council of Coalition Chairs Meeting – Orlando
 - Wednesday, January 21, 2004 – Technical Assistance – Coalition Plan Amendments – Orlando
 - Thursday, January 29, 2004 Program Committee Meeting – Planning of Directors’ Conference – Live Oak
- Comments:
 - Pam Norman shared that she did not get the flyer promoting the Provider Conference. Nancy Roberts shared that this information should have gone directly to providers. Pam Norman requested that her mail have her name and Pre-k Early Intervention. Melissa McGee requested that she (Pam) notify her if we need information mailed out in a specific manner.
 - Prudence Pate added the State Florida Partnership for School Readiness Board Meeting to the calendar to be held Thursday, January 22, 2003 in Orlando.

Committee Reports

Minutes were presented from the Finance Committee meeting held Sheryll Walker indicated that she had contracted out payroll expenses one time and it was not a pleasant experience. It did not save the time that was indicated that it would.

Added John Burns to the Ad Hoc Committee

Operations Manager Report

- Melissa McGee thanked Michael Reneke and Prudence Pate for obtaining the issuance of the grant dollars for the Coalitions Coming Together grant awarded a month ago.
- Melissa will be training in the Leon County area for Beyond Center and Circle times with partners in that area.
- We will also be purchasing supplies for individuals trained in the PALS program through the Coalitions Coming Together Grant.
- Melissa is currently completing the application process for certification to issue CEUs. Currently, providers have to pay The Florida Children's Forum \$10 to issue CEU credit until the Coalition is credentialed. Melissa McGee clarified for Randy Cox that our application will be submitted by January 20th. The timeline indicates response from IACET (Credentialing Agency) within two months to review our process and provide approval for the agency to issue CEUs.
- Paula Williams asked about a scheduled date for Beyond Circles and Center time training. Melissa indicated that training has been scheduled for staff and additional training for providers will be made available soon. It is a 30 hour course. Upon scheduling the training, information and registration will be made available on the website.

Finance Committee Report

The minutes from the December 12, 2003 Finance Committee Meeting were presented and reviewed. No questions or comments were made.

Quality Committee Report

The Quality Committee met on December 31, 2003. Nancy Roberts reviewed minutes. Sheryll Walker and Nancy Roberts spent the rest of the day following the committee meeting purchasing door prizes for the conference. Melissa McGee confirmed that the Coalition was able to purchase books from Matt More. Registration starts at 7:45 a.m. Six staff from Coalition will be there. Carol Milton shared that she has approximately three FDLRS Staff to assist with registration. There are currently approximately 172 providers registered. Randy Cox asked is there would be another conference in the summer. Sheryll Walker indicated that there will be a Director's conference in April at Stephen Foster. Melissa McGee stated that there is only one date available at Camp Weed and we have confirmed that for next year; however, we will not have all the rooms that we currently use.

Partnership Coalition Analyst Report

- Michael shared that there is a new Even Start grant available on website. Deadline is March 1st.
- As part of auditor general report they compared children served with unemployment reports. There were 30 children reviewed in 11 counties and they found that their parents were unemployed which means they can't be in working poor categories. We do not know at this time if this will impact our Coalition.
- The Partnership staff will be doing plan monitoring. Prudence Pate indicated that the Coalitions were supposed to see a draft copy of the tool. Michael stated he would ensure we get a copy. Monitoring will begin in February. The monitoring team will consist of four Partnership staff members.
- Training is being scheduled on OMB Circular training that will compare the Federal regulations and state regulations.

- Michael indicated the need for the Coalition to provide a statement indicating that we have completed billing for the first quarter, in order that we may receive our amended grant award for October 1, 2003-June 30, 2004.
- Changes in the Partnership staff include Gladys Wilson as supervisor of the Analysts.
- The Partnership meeting scheduled for March will be held in Tallahassee. Due to the legislative session, it is imperative that hotel rooms be reserved ASAP.
- Michael indicated that at this time, there is no consensus between the UPK Council and DOE; therefore, there is no bill to track. It was strongly suggested that the Coalitions continue to be vocal. Randy Cox suggested that we start monitoring the articles in the Orlando Sentinel since it has more information than any other area.
- Betty Wallace has been assigned as Michael's team Analyst. Transition among the Partnership Analysts is taking place now. Starting next month Michael will have Alachua, Gateway and Putnam. Betty has been with the Partnership working in the program area and was recently moved to this position. Prudence Pate reminded the Board that Betty worked with us in years past on parent fee issues.
- Chris Bond asked Michael if he thought we would have any sense by the end of the session especially related to money. Michael shared that Toni Jennings really wants to have this settled in Session this year. They do not plan to address the funding issues until the following year
- SRUSS data analysis from last year has been completed. We should be receiving that information for comparison and review. Nancy Roberts confirmed that she has received her district data. Once the Partnership receives the results, they will forward to the Coalitions.

Action Items

Board Action Item #2004-001 – Provider Assessment Monitoring Tool

Prudence Pate presented the monitoring tool. LaShone Surrency developed the tool with cross-references to the Provider Agreement. Sheryll Walker suggested that the draft be presented at the provider meeting for their review and input, and then have the Monitoring Committee review for final approval. John Burns made a motion that the Monitoring Tool be presented to the providers and subsequently approved by the Monitoring Committee. A second was made by Raymond Logan and the motion approved unanimously.

Randy Cox asked Sandy Looney to set up the committee meeting for announcement. The meeting was scheduled for Wednesday, January 14 at 9:00 a.m. at GSRC office.

Board Action Item #2004-002 – DLM Monitoring Tool

Melissa McGee indicated that this draft tool is based on DLM training curriculum and the agreement that was signed by the providers. Nancy Roberts indicated that the Pilot Agreement stated that participants would meet quarterly to discuss and monitor the curriculum. Melissa indicated they would like to get tool approved and the monitoring completed and once comments are received through the monitoring, a meeting could be scheduled to address areas of concern and issues identified. Randy Cox and Pam Norman indicated that the draft appeared to be more of a questionnaire rather than monitoring tool. A motion was made by John Burns to refer the DLM Monitoring tool to the Quality Committee for review and approval. The motion was seconded by Ray Logan. The motion was approved unanimously.

New Business

Prudence Pate disseminated a copy of the Florida Association of Child Care Management Recommendations for the implementation of Universal Pre-k in Florida. The recommendations were indicated on the last page.

Agenda Items for February 2004

Provider Assessment Monitoring Tool

Public Comment

Nancy Howe introduced herself as the Regional Inclusion Specialist for the Florida Children's Forum. As soon as the training is developed by the Forum, Nancy stated she would like to present to the Coalition board. Randy Cox stated that she would need to contact the Executive Director for needed information and any requests to provide a presentation to the Coalition.

Randy Cox stated for the record that we have several board members who have not been board meetings as required in the by-laws. Prudence Pate shared that there are several Board members that need to be replaced.

John Burns made a motion to adjourn and Nancy Roberts seconded. The meeting adjourned at 10:58 a.m.