

Gateway School Readiness Coalition Meeting Minutes
Gateway School Readiness Coalition Training Room, Suite 140
Lake City, Florida
August 11, 2004

Members Present: Chris Bond, John Burns, Kathy Daugherty, Jeanne Duffy, Hugh Giebeig, Sandy Looney, Carol Milton, Pam Norman, Prudence Pate, John Pierce, Nancy Roberts, David Rountree, Sheryll Walker and John Wheeler.

Others in Attendance: LaShone T. Surrency (Interim Executive Director), David Prince (Data Management Specialist), Heidi Moore (Executive Assistant), Carrie Sapp (Program Manager), Betty Wallace (FPSR Coalition Analyst) and Nancy Howe (SV4C's).

Members Absent: Randy Cox, Mike Deming, Ray Logan, Richard Mitchell and Paula G. Williams

Welcome and Call to Order

John Burns called the meeting to order at 1:33 p.m. Mr. Burns welcomed everyone and asked if there was any public request to speak to put on the agenda at the end of the meeting. Nancy Howe made such a request.

Minutes

John started the meeting with a review of the minutes from the previous board meeting. Hugh Giebeig motioned to approve the minutes and Pam Norman seconded. Motion approved unanimously.

Financial Report

John Wheeler stated that there are two months to cover, June and July.

- Income Statement - The statement reflects, May, June and July. We will be discussing June and July however benchmarking them against May. John compliments LaShone and the staff on how the reports are getting better and better. John explains that the statement reflects zero income but is considered an advance and we don't realize it until next month. John Burns stated that they may not even realize it until the end of the fiscal year. Betty Wallace informs the Board that the OCA budget form has changed the format and you now have to capture your 97 advance expenditures on a monthly basis. It will be done a little differently. Miscellaneous income was received in the form of a \$1000 donation from Wal-Mart and will be used to purchase resource books for providers. Provider payments are lower during the summer months and that figure will increase as children return to school in the fall. Payroll was higher in July because we had three pay periods in the month. Payments were high in the month of May and June because we were in the end of our fiscal year and were trying to utilize our quality dollars. Some of our leases on office equipment and insurance expenses are on a quarterly billing cycle. Travel expenses were high due to staff attending trainings.

Staff and Committee Reports

Executive Director's Report

LaShone T. Surrency reviewed her report with Board members regarding the following topics:

- Enrollment – BG1 as of June 30 was 177 unduplicated enrollments and as of July 31 it was 160. Overall enrollment based on EFS as of July 31, 2004 was 1756 however as of yesterday our current enrollment was 1925. Pre-K enrollment is still ongoing and that number will increase to 2000 and perhaps beyond.
- Meetings and Activities- A technical Assistance meeting is scheduled for July 19-20 in Tampa to discuss mergers.
- Personnel Update
 - Resignation
 - Nikki English, Analyst
 - New employees
 - David Prince, Data Management Specialist discusses the changes he wants to implement.
- Coalitions Coming Together Report - Program Manager Carrie has tied up some loose ends as far as reports that were to have been submitted to the Partnership. Carrie worked very diligently on that project with Shannon and they have managed to finish the interim reports as well as the final report and that has been sent to the Partnership. We are now in compliance with that grant.
- Provider Amendments – We had extensions for the month on July for provider agreements. They have been received. Appointments were set up to meet each provider and supply them with an informational packet highlighting GSRC incentives for becoming a part of the school readiness initiative. Informal providers have shown an increased interest in becoming registered or licensed due to the lower rates they currently receive.
- Resource Directory- The directories have been placed at the Chamber of Commerce as per John Burns request from the last meeting.
- Upcoming Dates for August.- There are several events on the calendar for trainings and workgroups.
- Inclusion Opportunities- There are a couple of dates for opportunities throughout the state of Florida. Several conferences and workshops were shared with the Board members.
- FPSR Quality Monitoring – Betty Wallace, FPSR requested September 22-23, 2004 as tentative dates for the FPSR Quality Team to monitor GSRC.
- Parent Support Letter – A parent wrote a very heart felt letter complimenting the services she received from GSRC.
- FL Child Publication- featured two of GSRC analysts, Cynthea Ortiz and Michael Townsend.
- GSRC Annual Report FY 03-04 – Staff is compiling data and the report will be presented for review hopefully at the next board meeting.

Carol Milton had a question regarding the DLM training and Carrie Sapp responded that there will be a refresher course and a new training for those just receiving their kits.

John Wheeler made mention of the fact that the providers are now leaning to becoming registered which is what the board was hoping for. Prudence reminds the board that along with them being licensed attributes the aspect of adding quality to their center.

Program Manager's Report

- Quality Services Mini-Grant – Carrie would like to defer this subject to Nancy Robert's report from the quality committee.
- Beyond Centers & Circle Time Training – The Coalition sent Mary Gamble (Infant Toddler Specialist) to this training and she is now certified as a BCCT trainer. In addition, they added the 5 hour literacy course which means that we will now have someone on staff to teach that course.
- Make & Take Workshop – Stacy Balance helped with this workshop for providers to learn arts & craft activities to take back to their centers.
- Once Goal Summer Conference – GSRC provided funding for the hotel and parking for 11 service providers to attend the conference. Providers that attended had positive feedback. Mary gamble also attended.
- Coalitions Coming Together – Reports were completed and included in Board Packet.
- CPR/First Aid Certification Training - Diane James continues to teach these classes which the Coalition provides at no cost to participants.
- Contracts & Amendments – LaShone discussed this issue in her report.

Finance Committee Report

John Wheeler reported that the budget was discussed. He asked the board to look at the budget report. He wants them to know that most of the money is going to the children. He stated that the budget is high where we need to be high and low where it's good to be low. We are spending very little money on administration and lots of money on slots and quality. John Burns stated that the reason the committee met was because there was some shifting of quality dollars. He said that it should have been an action item to approve this budget. The budget will continue to change but we will always shift within the parameters. The Committee is asking the Board to approve this budget. Nancy Roberts seconds the motion. John Burns asked for discussion. John Wheeler stated that this budget is probably conservative. We may not use this entire budget in which case the money will be shifted to slots. Motion carries unanimously. Prudence Pate stated that in the past, the Board gave the finance committee the authority to shift the budget within the state parameters. John clarifies that since there was a misunderstanding in the format of the budget shift, they wanted to clarify this in the form of a Board Action. John Burns states that the Finance Committee does have the authority to make changes to the budget without the approval of the Board. Betty Wallace stated that since the change in reporting, there will be numerous changes to the budget.

Program Quality Committee Report

Nancy Roberts reported that the committee met all day on July 23, 2004. She draws the attention to the budget that showed the budget was at \$180,000. She informed the board that the committee decided to disburse the remaining literacy items to the R&R office and some at other events and trainings. The Mini-Grant award letter, regret letter and the Quality Services Agreement was approved. They were mailed with a deadline of August 16th. The Quality Committee will meet in October to write the Coalition Plan although they don't have a date that it is due. The providers have expressed interest in a Purchasing Pool. The Coalition encourages collaboration of the providers. The Committee discussed an Inclusion Conference. Nancy would like to discuss a date for the next meeting.

Quality Initiative Mini Grant Report

A detailed report was presented to the Board. The Committee made allowances due to the fact that this was the first submission for quality initiative. No grant application was removed from consideration. In accordance with the guidelines from the Partnership, the following criteria guided the selection process. 1. Quality Initiative definitions, 2. number of children funded by GSRC school readiness dollars, 3. Duplication of services and 4. Quality dollars available. A total of 29 mini-grants were recommended for funding. They were all adjusted. The sum total awarded was \$199,925. John Asked for discussion. Carrie wanted to share that one of the providers told her center they were going to get new playground equipment and all the children made pictures thanking the Coalition.

Coalition Analyst Report

Betty Wallace gave the report due to Michael Reneke being on vacation. She reiterated the meeting will focus on merging coalitions. The last Board meeting is schedules for October 29th in Tampa. There will be a technical assistance meeting the day before. In November, after the election, the Partnership is speculating there will be a special session called to discuss Universal Pre-K. Staff is working on closing out the year as soon as all of the coalitions have submitted their thirteenth invoices and giving the numbers to AWI. AWI will be getting back to the coalitions with the percentages to help with the audit. Coalition had called Betty last week asking about staff changes. A directory was emailed erroneously and the changes have not been publicly announced. Betty will no longer be an Analyst. She will be doing the quality monitoring which has been set for September 22 and 23rd to meet with our fiscal people. Betty stated it looks like the Coalition is doing a wonderful job and that it should be easy. She will look at the plan and do some interviews. LaShone asked where would the changes leave Michael Reneke and will we be getting another coalition analyst. Betty does not know at this time where he will be but that he will still be an analyst. Betty will also be looking at a sampling of eligibility files. Betty is not sure of the due date for the Plan. The format has changed. John asked Betty to send us a copy of the new format. Prudence asked if she thought Gateway would have to merge, but she could not give us an answer. John Burns and Sheryll Walker will be attending the meeting in Tampa.

Nomination/Membership Committee Report

John stated that this was an unusual meeting because several members of the committee were the subject of the meeting. John had to take control of the meeting because HB821 did not pass. Memberships had expired under Statute 411 therefore certain members needed to have an extension of their terms be accepted in order to continue under Statute 411. Mr. Burns was told by the Partnership to do whatever was necessary in the best interest of the Coalition. Carol Milton's letter was accepted and the floor was returned to her. The letters for Sheryll Walker and Nancy Roberts were accepted as well. John Burns informed the Board that Jennifer Roberts with Lighthouse Christian Academy accepted a seat on the Board as a Faith-Based Provider. Prudence Pate makes a motion to nominate Jennifer Roberts to the Board. Sheryll Walker seconds the motion. The motion carries.

Proposed Board Action

Item #2004-020 Proposed Policy for Internal Audits

The Partnership requires there be an internal audit for final review. The draft policy will serve as meeting such requirement.

LaShone stated that this is the second time this Action has been brought before the Board. Michael Reneke was to get language for letter O. The Coalition has not received that information, therefore LaShone would like this action approved for the sake of the audit, if only as a temporary action. Carol Milton inquires as to the fact that this has been the policy to date. The answer is yes. Carol Milton makes a motion to accept the Internal Audit Procedures. John Pierce seconds the motion. The motion carries.

Information and Discussion Items

John Burns informs everyone that there is a new Executive Director. His name is Dr. Thomas F. Logan. John talked to Colleen Mendel, the Director of Region IV Head Start Quality Improvement Center from Western Kentucky University and also Ann Linehan the Director of Program Operations in Washington, D.C. of the Head Start Bureau. They all said something along these lines. They had tremendous respect for him, he was creative, a good manager, great with people, he has a passion in his heart, he belongs in the non-profit community and they have the highest regard for his skills and his morals. He has been hired. He has a tentative start date of Monday, August 30th. He will have a couple days between August 18th and August 20th that he might come in. He has a Ph.D. from the University of Florida in Early Childhood/Bilingual Education. He has a Masters Degree in Early Childhood Education from the University of South Alabama. He has a Bachelors Degree in History from the University of Wisconsin. He attended Cuernavaca Language School in Mexico and is certified Bilingual in Spanish/English.

Sheryll Walker wanted to recognize the outstanding job that LaShone has done and will continue to do until the end of the month as Interim Executive Director.

New Business

Discussion ensued as to the meeting date and time for the Board Meetings. The second Wednesday of the month worked for the majority of the members.

Sheryll Walker made a motion to hold the Board Meetings on the second Wednesday of the month at 9:00 a.m. Prudence Pate seconded the motion. The motion carried unanimously. John wants every board member that is not present to be telephoned with the new dates and times.

Public Comments

Nancy Howe brought a calendar of training events that she will be teaching. There is no state Inclusion program any more. Howe will be teaching several child care training classes which are available to any provider. They are being provided through SV4C's and the payment for registration will be made to SV4C's.

Heidi Moore told the Board that the Board member reference manual will be updated and given to them to keep with all current information. She asked that the members complete a new contact information sheet. The packets will be the only thing they will receive at each board meeting.

Carol Milton informed the board that they have been asked by the Department of Education to host a Regional Family Café. It is a parent conference focusing on parents of children with disabilities. They hold one every year in May in Orlando and they are trying to move out, so they have been asked to host the one in September and it will be held on September 18, 2004. She would like to bring brochures to the next board meeting. She would like to utilize Carrie Sapp. LaShone agreed.

Motion to adjourn by Hugh Giebeig; second by John Burns.
Meeting adjourned at 2:47 p.m.