

Early Learning Coalition of Florida's Gateway, Inc.
Board Meeting Minutes
Columbia County School Board, Room 130
Lake City, Florida
January 11, 2006

Members Present:

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

Others in Attendance:

Thomas F. Logan, Ph.D. (Executive Director), LaShone T. Surrency (Deputy Director), Shannon Bryant (Finance Director), Carrie Sapp (Program Manager), Jamie Witzman (Enrollment Manager), Jessie Tampoc (IT Manager) and Heidi Moore (Executive Assistant).

Members Absent:

Anita Franklin, Marion McCray and Richard Mitchell.

Welcome and Call to Order

John Wheeler called the meeting to order at 9:06 a.m. David Rountree led the Pledge of Allegiance.

Board Meeting Minutes (12/14/2005)

The minutes from the December meeting were forwarded to the members in the form of an email for review in advance. John Wheeler requested a statement of his be stricken from the minutes. This did not change the relevant content of the minutes. David Rountree made a motion to accept the minutes with change. Kathleen Townsend seconded the motion. The minutes as amended were approved without objection.

- John Wheeler wanted to compliment LaShone for some feedback he received. Mr. Wheeler sent our Personnel Policy and Procedures Manual to a lawyer specializing in employment law for review. He was impressed with the Draft. The Ad Hoc Committee on Personnel Policy will meet again when the lawyer is finished with his review.

Financial Report - December

John Burns highlighted the points of interest on the income/payables statement for School Readiness.

- He pointed out that here were three pay periods in the month. We received an invoice from our attorney for the entire year even though we have not used her services since earlier this year, when we changed our corporate name and bylaws.
- Kathleen Townsend had a question with regard to the dollar amount for office supplies in October. Shannon will research this information and email the response to the Board.

Mr. Burns then explained the VPK payables/income statement.

- Dr. Logan reminded the Board that 95% of the VPK dollars must go to Provider payments. Only 5% can go to administrative support.

Coalition Board Orientation

Dr. Logan presented a slide show on "Meeting the Staff of ELC-FG".

Executive Director Report

- Dr. Logan explained that since there were no Board Actions for this meeting, there wasn't an Executive Committee meeting.
- Dr. Logan reminded the Board that there are two programs being supported by the Coalition. VPK funds will pay for every child enrolled in the program, regardless of numbers. The School Readiness (SR), however, budget is fixed. Due to the current (2005-2006) SR budget allocation, we cannot spend more than \$518,000 per month on provider payments. We are averaging about \$540,000. The reason is that the SR enrollment numbers were low in the last (2004-2005) fiscal year; so in the spring of 2005 we enrolled every child from the waiting list. However, there was not the usual drop in enrollment in the summer, so at this time, we are not enrolling any new children. We are allowing the numbers to fall. There is now, therefore, a waiting list with several hundred children on it. Jamie is in the process of purging the waiting list of parents who no longer have a need for our services. Dr. Logan will have an accurate number at the February meeting.
- Lily Johnson, who was the attorney for the Coalition, has been appointed to the Circuit Court; therefore, she will no longer act on our behalf. She did suggest that we may continue with her former firm for our legal needs.
- The Child Care and Development Block Grant (CCDBG) from which we receive most of our SR funding is being cut by 1% next year for hurricane relief; therefore we can expect a small decrease in School Readiness funding for 2006-2007.
- Sheryll Walker asked if there would be any changes to the policies regarding VPK. She is concerned with the fact that the USDA funding is based on low income children. Since the VPK funding is not based on income eligibility, the numbers get skewed in centers that have traditionally served mostly low income children, because of the addition of more middle income children. Ms. Walker was wondering if anyone at AWI was addressing this issue. Dr. Logan stated that he would address her concerns regarding this issue with AWI. Dr. Logan explained that there was also an issue with the amount of hours required for these 4 year olds to comply with the summer VPK program criteria.
- VPK Final Rule – Dr. Logan shared the first examples of Final Rules which have gone into Statute that govern the VPK program. There will be many more in the future.
- Class Size Reduction – All five of our counties will be eligible for VPK in the 2006-2007 school year.

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

- Summer VPK meeting immediately following this meeting.
- Quality Committee meeting – January 18, 2006.
- John Pierce brought some of the “Letters to Santa” for the Board to read from the mailbox that we discussed at the last meeting.
- John Burns would like to schedule a Finance Committee meeting the first week in February. Heidi will contact the members with an exact date and time.
- Sheryll Walker and Kathleen Townsend suggested that the meeting might be held at the Quality Inn for a breakfast meeting. They will look into the possibilities and plan it and get with Heidi to announce the location.
- The Auditors will be presenting their report at next month’s meeting. Hugh Giebeig will be making a presentation on health at the March meeting.

Hugh Giebeig made a motion to adjourn the meeting. Kathleen Townsend seconded the motion. Meeting adjourned at 9:50 a.m.