



**Early Learning Coalition of Southwest Florida Board Meeting
August 24, 2005
9:00 a.m. to 11:15 a.m. ~Three Oaks Banquet and Conference
Meeting Minutes**

Board Members Present:

Lee: Rhea Mike, Dr. Elizabeth Karas, Dr. Jean Richardson, Joan Foss, Donna Williamson, Samantha Wass de Czege, Lara Kunkler

Collier: Sabra Cecil, Laura Stacell, Pat Gulley, Pat Cacho, Myra Shapiro, Alan Dimmitt

Hendry/Glades: Barbara Mainster

LCSRC Staff Members Present:

Barbara Saunders, Exec. Director; Dee Goforth, Administrative Program Assistant; Maggie Pointelin, Director of Early Learning Services; Mike Kinney, Fiscal Agent

Community Members Present:

Doreen Moskowitz, OEL; Sally Duff, CCSWFL; Judy Paskvan, Healthy Families Hendry CHD; Terri Konczak, DOE-Coalitions; Debbie Johnson, CCSWFL; Jenn Faber, Children's Forum; Alex Garcia Barbon, CCSWFL; Mary Jo Welch, CCSWFL; Gloria Carter, CCSWFL; Dana Bennett, CSPD-TATS; Peg Sullivan, SWCSPD Partnership; Franny Kain, CCSWFL; Barbara Peck, CCSWFL; Donna Philp, CCSWFL; Bonnie Clukey, CCPS; Darline Pinheiro, CCSWFL; Nancy Coker, CCSWFL; Marjorie Wilson, CCSWFL; Arlene Bettencourt, CCSWFL; William Robinson, CCSWFL; Sharon Kirkpatrick, Early Years Education; Donna Schehr, CCSWFL.

Objectives:

1. To present and approve 2005-2006 Slate of Officers
Chair –Sabra Cecil
Vice-Chair –Phillip Keyes
Treasurer –Alan Dimmitt
Secretary –Pat Gulley
2. To review and approve the minutes of the June 16th Board meeting; July 15th Board Retreat; and July 16th Staff Retreat
3. To review and approve the May and June financial statements
4. To review and approve Board Action Items:
CCSWFL School Readiness and VPK Contracts
RCMA VPK Contract
By-Laws and Articles of Corporation
Executive Director Association
5. To hear 2004-2005 Child Outcomes presentations
Child Developmental Assessment – Marjorie Wilson
Child Health Screening – Shirley Losch
6. To review Office of Early Learning and VPK/SR Coalition updates (ED Report)
7. To hear Committee Reports
8. To discuss “Good of the Order” items
9. To build the Sept. 28th agenda and receive public input

Welcome and Agenda Review

Sabra Cecil called the meeting to order at 9:15. **A quorum was established. There were no changes to the agenda.** Sabra asked for introductions of board members and the public

I. Present and approve the 2005-2006 Slate of Officers:

The following nominations for executive officers were presented and APPROVED by the Board.

Chair –Sabra Cecil
Vice-Chair –Phillip Keyes
Treasurer –Alan Dimmitt
Secretary –Pat Gulley

II. Agenda Item: Minutes

Barbara Mainster – change minutes – she was not present; Alan and Lara were present at the previous meeting and need to be added to the attendance; Barbara talked about the success of the two retreats. Motion from Myra and Pat seconded the motion to approve the minutes.

ACTION ITEM: Sabra asked for the approval of the agenda. APPROVED.

III. Agenda Item: Review May and June Fiscal Statements/Utilization Report

Michael presented the May and June Fiscal Statements and end of Fiscal Year Reports. Overall, we averaged serving 4,600 children each month, with a total of 7,426 children served. Our budget was utilized within 1.77% of our total allocation. Barbara Mainster agreed that this is excellent. Pat Cacho asked for a breakdown of Administrative expenditures per county. Sabra pointed out that this is listed in the reports. Michael will calculate the % spent on Admin. There is an overall limit of 5%.

An additional \$86,000 in VPK grant dollars were awarded to the Coalition within the last 3 weeks of the fiscal year. All dollars were spent on purchasing Literacy Kits @\$500 ea.; Listening Centers; books on tapes, blocks and other classroom supplies for the 120 VPK Centers and Family child care homes in our counties.

Laura Stacell asked if AWI has a cost allocation policy that addresses provider level spending. Barbara said that AWI gave the Coalitions a Cost Allocation Plan template that she and Mike will use to prepare the CAP for our Coalition, Due by August 28. The final CAP will be submitted to the Coalition upon approval from AWI.

ACTION ITEM: Mike Kinney reviewed the budget for Collier, Hendry, Glades, and Lee counties. APPROVED. Mike Kinney will calculate the percentage spent on administration. Peter Escayg will prepare a document showing this Fiscal Year spending plan and % of total allocations to the ELC of SWFL.

Barbara Mainster services over 20 counties. She asked our coalition to sponsor them (RCMA). As a result, a contract has been written. Barbara Saunders said that we might need to ask for a provisional approval of the contract. Lara Kunkler asked about the amount that is negotiated in the contracts. We will be monitoring all 8 child care centers of CCSWFL.

Kate Sroka would like to have the same program as VPK for the Head Start program. For example, immunization records, etc., required licensing bureau. Even though it is the law, as Barbara S. pointed out, it just needs to be enforced on their level. Rhea Mike said that by the time parents decided which way to go, their certificate may expire.

IV. Review and approve Board Action Items:

CCSWFL School Readiness and VPK Contracts; RCMA VPK Contract

ACTION ITEM: Motion made by Alan Dimmitt; Donna Williamson seconded. APPROVED

By-Laws and Articles of Corporation

Discussion to identify a By-Laws Committee to determine future revisions to the By Laws. Lara Stacell agreed to chair the committee. Lara volunteered to be on the committee as long as it will be before November.

ACTION ITEM: Motion to approve made by Lara Stacell; seconded by Lara Kunkler. APPROVED.

Association of Early Learning Coalitions

Barbara proposed that the Coalition consider joining the Association of Early Learning Coalitions, an organizational structure similar to the Workforce Development Board and Healthy Families. The Coalition will benefit by linking with other Coalitions in the state to share information and would have a unified voice for advocacy in Tallahassee. Barb presented the vision and mission of the Association, non-profit corporate structure, By-Laws, and dues structure. According to our base allocation, the annual dues would be \$5500. Sabra asked for discussion. Alan Dimmitt said that the Exec. Board recommended this for approval for one year and review their decision based on the effectiveness of the organization. Myra Shapiro asked for budget details and Barbara said that she will send this to the Board as soon as she receives it.

ACTION ITEM: Decision to approve was tabled to the September meeting when the Association of Early Learning Coalition budget is reviewed.

Public Awareness Campaign

Barbara Saunders presented our new logo for the Coalition designed by the Children's Forum as well as a proposed scope of work for a Coalition Public Awareness plan. The plan will include a website hosted by the Children's Forum and will also include brochures, business cards, stationary, etc. Sabra mentioned that it was very clear that the media did not know who we were. Alan said he is a very strong supporter of this proposal and said that we need to be up and running quickly. Barbara said that she supports this organization as being competent. Sabra said that we need this website up and running soon. Pat Cacho said that he supports this proposal and wants to get this information to our at risk families. Liz Karas mentioned radio as a media to use for the message as well as the Internet.

ACTION ITEM: Myra made a motion to approve the Public Awareness Plan and Alan Dimmitt seconded. APPROVED. Barbara will email the web site map to the Board.

PERKS Contract

Barbara S. talked about the \$2 million US Dept. of Education Professional Development grant that was awarded to our coalition – training and technical assistance to Hendry, which is the most at-risk county. The grant will provide training and support for VPK teachers in at-risk communities to advance their professional development goals from a CDA to an AS degree. The Coalition needs to provide in-kind or a cash match for a Technical Assistance Specialist position to be a coach/mentor to the VPK teachers. Pat Cacho was supportive. Barbara Mainster said that this is a great idea. Myra spoke is the importance for the CDA degree to articulate to an AS Degree.

ACTION ITEM: Myra made a motion to approve the PERKS Contract with the Coalition and Samantha seconded the motion. APPROVED.

Discussion: Kate Sroka is concerned that there are some highly intelligent people that do not have an A.S. degree and might only have a CDA. We need to work on a tool so that an assessor can come in and examine every asset of the teachers and evaluate their talents. Barbara S. said that maybe some day that

there will be a level of degree between an A.S. and a CDA degree. Hopefully this will become law. Dr. Richardson said that this is related to supervision and so much of this is in the skill of the supervisor recognizing these abilities. Myra pointed out that some teachers do not want to be judged, so the manner in which it is presented is very important. Public comment was that we need to look at this proactively concerning the quality of teachers by encouraging them to advance their degrees by having scholarships built into the system since cost of living is an issue especially in the school system. An incentive is necessary.

ACTION ITEM: Barbara Mainster and Barb Saunders will identify a Professional Development Adhoc committee to review these professional development issues.

V. PRESENTATIONS: FY2004-2005 Health Services and Creative Curriculum Assessment Outcomes

Shirley Losch gave a presentation report of Screening Activities in Collier, Glades, Hendry and Lee counties and Marjorie gave a presentation about outcomes from the Creative Curriculum.Net assessment tool implementation to all 4 and 5 year old school readiness children.

Joan Foss asked if there was any assessment of children with developmental delays. Barbara said that Creative Curriculum.net does have an IEP section to record intervention activities. Barbara Mainster said that we need to be realistic about children that have issues, we need to have good data documented about the gains made in children that are the low-economic level or that are second language learners. It would be good if we could have a control group.

Myra asked if we are utilizing Ronald McDonald for vision and hearing screenings. Shirley said that we are not. Myra said she would talk to one of her contacts at that organization. Barbara Mainster asked if the Lion's Club is participating or is a possibility. Myra said she has a contact from the Lion's Club as well. Barbara S. asked if Myra would consider joining the Collier Foundation (Wine Festival) Grant writing team along with Dr. Freedman, Shirley Losch, Pat Gulley and Barb Saunders. A new nurse will be hired in Collier to assist with screenings. If we get the Collier Grant we will add another full time coordinator and a full time screener for Collier. Joan Foss commented that our community outreach should be to our pediatricians.

ACTION ITEM: The Collier Grant committee will continue to work on the grant and Shirley will contact the directors of the Health Department to see if they will be a part of our community outreach program.

VI. Executive Director Report

Barbara gave the Executive Director Report. (See report in notebook.)

VII. Committee Report

Maggie gave the Quality Enhancement Committee Report

VIII. Good of the Order

Pat Cacho-Current wait list should be included in the information presented to the Board, possibly during Mike Kinney's fiscal report; Sabra-We need to schedule tours to child care centers; Myra suggested that we utilize a consent agenda to be sent out to all Board members in advance. This may cut down on the meeting time. Barbara will follow up with these requests.

IX. September agenda items – Barbara Mainster – 20 min. on educational qualifications.

Adjourn--The meeting was adjourned at 11:40 a.m.

**Next Meeting: September 28th, 2005—Shadow Wood Country Club, off Coconut Road, Estero
9 a.m. to 11:30 a.m.**