



**Early Learning Coalition of Southwest Florida Board Meeting
September 28, 2005
9:00 a.m. to 11:15 a.m. ~Shadow Wood Country Club
Meeting Minutes**

Board Members Present:

Lee: Joe Paterno, Elaine Schaeffer, Dan England, Lasheba Travis, Samantha Wass de Czege, Dr. Jean Richardson, Lara Kunkler, Rhea Mike

Collier: Sabra Cecil, Laura Stacell, Alan Dimmitt

Hendry/Glades: Phillip Keyes

ELC Staff Members Present:

Barbara Saunders, Exec. Director; Dee Goforth, Office Manager; Maggie Pointelin, Director of Early Learning Services; Melanie Holaway, Professional Development Coordinator; Shirley Losch, Director of Health Services; Mike Kinney, Fiscal Agent.

Community Members Present: Debbie Johnson, CCSWFL; Denise Giardina, Youth Haven; Barbara Peck, CCSWFL; Bill Robinson, CCSWFL; Bonnie Clukey, Collier County Public Schools; Sherrie Quevedo, DCF; Donna Philp, CCSWFL-Collier; Sharon Kirkpatrick, Early Years Education; Barbara Trani, LCAEYC; Gloria Carter, CCSWFL; Maggie Stevens, School Dist. Of Lee County, Doreen Moskowitz, Coalition Analyst, AWI.

Objectives:

1. To review and approve the minutes of the August 24th meeting
2. To review and approve the July financial statements
3. To review and approve Board Action Items (Consent Agenda):
 - Ratification of CCSWFL School Readiness Contract
 - Faith-based Board Member Nomination
 - VPK Plan
 - School Readiness Evaluation Plan
 - Association of Early Learning Coalitions
 - Bi-Monthly Meetings
4. To receive a copy and overview of the ELC-SWF Board Orientation CD
5. To review Office of Early Learning and VPK/SR Coalition updates (ED Report)
6. To hear Committee Reports
7. To discuss “Good of the Order” items
8. To build the October 26th agenda and receive public input

Welcome and Agenda Review

Sabra Cecil called the meeting to order at 9:10 a.m. Introductions were made of Board members and the public. Lashiba Travis was introduced as a potential new board member – faith based. **A quorum was established. There were no changes to the agenda.**

I. Review and Approve Minutes of the August 24th Meeting

Labisha was voted in as a board member representing the Faith Based Community in Hendry and Glades. Elaine voted to approve the minutes. Joe seconded.

II. To Review and Approve July Financial Statements

Michael reviewed the July financial statements. Alan Dimmitt recommended merging the Collier and Hendry/Glades non-restricted funds and Phillip seconded the motion. Phillip made a motion to approve and Elaine seconded. **APPROVED.** Mike Kinney will handle the financial transaction for the Coalition.

ACTION ITEM:

III. To Review and Approve Board Action Items (Consent Agenda)

- **Ratification of CCSWFL School Readiness Contract**

Alan reviewed the contract and reported that Peter Escayg, Rhea Mike, and Barbara Saunders were influential in the formation of this contract. Alan commented that it was a great process and it is a great contract. On behalf of the Executive Board, Alan made the recommendation to approve the contract, Lara Kunkler seconded. **APPROVED.**

- **Faith-based Board Member Nomination** – Labisha Travis. **APPROVED.**

- **VPK Plan**

Barbara reported on the plans for VPK 2006 enrollment of parents and providers. There have been ongoing planning and support group meetings with the Coalition, CCSWFL, RCMA and all 4 school districts. On October 19th there will be a Strategic Planning Meeting for all School District, RCMA and CCSWFL partners at the Bonita Bay Administrative Office in Bonita Springs. Sabra will attend the meeting for the Board. There will also be a Summer VPK Strategic Planning Meeting for School District and Coalition staff hosted by the Florida DOE on November 4th. Barbara will attend this meeting as well with all 4 School District representatives. Barbara will report the results of these two strategic planning meetings at the November Board Meeting.

School Readiness Evaluation Plan

Maggie Stevens delivered a presentation on the School Readiness Evaluation Plan that she developed this past summer for the Coalition. Maggie's recommendation is that the Coalition enlist the services of an independent evaluator to implement the plan and evaluate the School Readiness Services. Barbara will interview possible evaluators for this purpose. The evaluator will begin work on December 1st.

Association of Early Learning Coalitions

Barbara and Sabra attended the Coalition Chairs meeting in Orlando. All the chairs, EDs, and the Lieutenant-Governor attended. The issue of the Coalitions forming an Early Learning Coalition Association was discussed. Barbara presented the proposed bylaws, budget, and Articles of Incorporation to the board and said that Susan Paregis will be meeting with the interim president of the Association to discuss the Coalitions involvement.

Barbara felt that in order to be properly represented and to have a seat at the table, the Coalition should join the association. Joe Paterno pointed out that Workforce Development Board became a member of their Association and felt that we don't need to have approval from AWI to join. Lara said that the only concern

was that we had not seen the budget. Now we have seen the budget. Barbara assured the Board that lobbying will not be part of the Association activities. Joe said if we are speaking on behalf of the association (31 members) instead of individual Coalitions, it will be a stronger voice to the legislators. Joe thinks we should either decide to join or not. Alan felt we should wait to hear a response from AWI. It is important to keep open communication with AWI and the Governor. Phillip felt we should join because the Governor and AWI have our best interests in mind. The organization will enable the members to better understand and process common issues. Rhea asked which pot of money the dues will be paid out of and suggested the unrestricted dollars. Phillip made a motion to join. Joe seconded. APPROVED.

Bi-Monthly Meetings

It was discussed that the Coalition should go from monthly meetings to bi-monthly meetings now that the merger is complete and Coalition business and contracts are stabilized. Sabra said that the individual committees should meet at least monthly and report to the Board. She also felt that the Executive Board needs to continue to meet on a monthly basis. Joe agreed with Sabra's suggestion. All felt that it will be better to have fewer meetings and will help with attendance. Barbara asked about the location. Some members are still having to travel long distances to get to the Three Oaks Conference Center. Phillip suggested that perhaps we could have each county represented on the Coalition host the meetings in their respective community.

ACTION ITEM: Barbara and Dee will inquire about locations available in the Hendry/Glades, Collier and Lee Communities and send them out to the Board.

IV. ELC-SWF Board Orientation CD

All Board Members received the Coalition Board Orientation CD prepared by the Children's Forum as part of their contract with the Coalition. At future meetings there will be presentations on some of the components of the Orientation but for the most part Board Members will be able to go through the Orientation on their own. If anyone needs additional copies please let Barbara or Dee know.

V. Office of Early Learning and VPK/SR Coalition updates (ED Report)

TAB 2: Office of Early Learning Updates

- **Board Chair and Executive Director Meeting:** Barbara and Sabra attended the AWI Coalition Chairs and Executive Director meeting on Sept. 16th in Orlando with Lt. Gov. Toni Jennings and Susan Paregis.
- **Child Care Executive Partnership Challenge!:** At the Board Chair meeting Barbara attended the CCEP meeting where Susan Paregis offered a challenge to the Coalitions of an **additional \$1M dollars** for Coalitions to attract additional private businesses to participate in the CCEP program as an employee of families who need child care support or to contribute to the purchasing pool. (See attached CCEP information sheet on p. 76) Please distribute to prospective business partners!!
- **DOE Technical Advisory Committee: Kindergarten Screening and Readiness Rate:** Barbara participated in the Kindergarten Screening and Readiness Rate advisory committee on Sept. 1-2 in Tallahassee to recommend outcome assessment tools for accountability of the VPK program. Barbara will also attend the DOE Technical Advisory Committee on Summer VPK Planning on October 26th in Tampa.
- a. **AWI-OEL Meeting to Discuss VPK Efforts:** Barbara attended a meeting called by AWI-OEL to assess the successes/challenges of the VPK programs across the state on Sept. 6th, in Tampa.
- **Coalition Membership Orientation Program**—The Children's Forum has completed the revised Coalition Membership Orientation Program to include the new VPK legislation. A presentation of

the orientation will be held at the September board meeting. Each member will receive a Board Member orientation CD. (See outline on pp. 70-71)

- **VPK Cost Allocation Plan**—Barbara and Mike submitted the **Cost Allocation Plan** to AWI last week. We are waiting on approval to present it to the Board.
- **The VPK Plan**—has been finalized and is in the Board notebook on pp. . Special thanks to Nancy Starr for guiding the work of the VPK Plan committee and to the staff from the Coalition, CCSWFL, RCMA and School District who contributed to the Plan.
- The **Annual Report** is due this week and will be available at the next Coalition meeting.

TAB 3: Coalition Updates

- **Hendry County EDC Business and Industry Appreciation and Annual Dinner**—Barbara and Sabra were pleased to join Phillip Keyes, outgoing Chair of the Hendry County EDC, at the Hendry County EDC meeting and Annual Dinner on Sept. 21st. We were very proud of our own Phillip Keyes who was honored at the meeting with a beautiful plaque thanking him for his outstanding service as Chair last year. Congratulations Phillip!
- **1st Early Learning Symposium**—Over 350 Early Childhood Educators attended the 1st Early Learning Symposium sponsored by the ELC-SWF, Edison College and Barry University 2+2 Early Childhood Program!!! Congratulations to Elaine Schaeffer who spearheaded the effort assisted by Maggie Pointelin, Melanie Holaway, Jeanne LaFountain, and Sandra Palmer. Thank you also to Dan England for doing a spectacular job as moderator of our expert Early Learning Panel. The speakers, Drs. Pamela Phelps and Becky Bailey were a huge hit! (See Symposium summary on p. 92).

We are planning the 2nd Early Learning Symposium in January or February 2006. Our guest speaker will be the world acclaimed researcher and author on emergent language and literacy for preschoolers, Dr. Dorothy Strickland, from Rutgers University. We will keep you posted for the date.

- **New Faith-Based Board Member**—Welcome to, Lasheba Travis, Director of *Opening Doors For You and Me*, our new Faith-Based Representative on the ELC-SWF Board!!!
- **New Logo and Public Awareness Materials for the ELC-SWF!**—We are in full swing of development of public awareness materials. The website is being built page by page. (See the home page layout and the Parent Education web page on pp. 95-112). A web map was produced and our staff are currently filling in necessary information for posting on the website. (See web map on pp. 93-94). Additional materials include a poster to attract business partners and parents to the services of the Coalition. (See poster sample on p. 114).
- **New School Readiness and VPK Contract Monitoring Reports**—Thank you to Nancy Starr and Peter Escayg for leading a committee made up of Coalition, CCSWLF, and RCMA staff to develop the reports for each component of the School Readiness and VPK contracts. Peter Escayg will compile the reports and track progress of the contract management. The reports will be submitted at the November Coalition meeting for review. (See sample report format on pp. 115-144)
- **Naples Children’s Education Foundation Grant “Wine Festival”**—
Special thanks to our Board Members Myra Shapiro and Pat Gulley and to Dr. Freedman and Shirley Losch for their help in writing the ELC-SWF application for the NCEF Grant application. We feel we have a very strong proposal to coordinate vision and hearing screening efforts, utilize and expand existing services, address gaps in community based screening events, and link families to corrective vision and hearing resources. (See grant application and evaluation plan on pp. 145-156).

- **Hurricane Katrina Evacuees**— The Child Care Bureau has granted approval of the Florida State Child Care Plan to include eligible School Readiness children, evacuated from an outside community as a result of a natural disaster, to follow the same priority guidelines as Children Under Protective Services (BG1). For this reason, we ask the Coalition to accept eligible Katrina evacuees as a priority category without going on the waiting list. We currently have 3 children from LA who request enrollment as of 9/27/05. (See list of resources for Katrina Evacuees on p. 157).
- **Growing Up With Books Presentation**—Thank you to Marilyn Graham, Shirley Losch, Maggie Pointelin, Melanie Holaway, Kimberly Ciarlone and other volunteers who participated in the Lakes Regional Public Library Growing Up With Books event last Saturday! The children and families had a wonderful time and our Shirley was on hand to do vision and hearing screenings.
- **US DOE Professional Development Grant Updates**—The ELC-SWF has worked hard to get our region up and running to participate in the PERKS Professional Development Grant that was awarded to us last month. The grant will supply training and technical assistance to VPK providers in at risk rural communities in Hendry and Collier County in year 1 and Lee, Glades and Collier in year 2 and 3. We have recently hired Jean Smith to be the new Technical Assistance Specialist for the PERKS project. Her responsibilities will include:
 - Providing TA for the VPK classrooms.
 - Attend meetings with the VPK providers.
 - Auditing the two college classes with the VPK teachers.
 - Sharing child and classroom assessment data with the VPK teachers.
 - Maintain project documentation.
 - Reporting difficulties or concerns to the TA Coordinator.
 - Perform other duties as assigned.

In addition to Jean, Terri Konczak will be the program assessor; Jenn Faber and Maggie Pointelin will be the Child Assessors and Elaine Schaeffer is coordinating the Edison College classes on “Curriculum” and “Observation and Assessment. Special thanks to Marjorie Wilson, Sally Duff and Franny Kain for contacting the center directors and Family Child Care homes to get everyone enrolled in the program. We have a total of 12 PERKS intervention classrooms: 8 Centers in Collier and 4 Family Child Care homes in Hendry County. (See highlights of the PERKS Grant on p. 158).

- **VPK HIGHLIGHTS include:**
 1. **VPK Strategic Planning Meeting to Prepare for January and Summer 2006 Sessions**— will be held at the Bonita Bay Group Administrative Office in Bonita Springs from 2pm to 4pm on October 19th. We will plan our strategic outreach efforts to all families of 4 year olds as well as prospective new providers. (See draft of VPK tabloid to be mailed to all parents of 4 year old children in our counties on p.) (Current statistics on VPK children enrolled per county is on pp. 159-163)
 2. **VPK Provider Classroom Supplies Distribution Day**—Will be held on Saturday, October 1, from 9:30am to 12:30pm at the Coalition office. Providers will receive an assortment of classroom materials, books, tapes, puppets and parent/child literacy activities.
 3. **FL DOE VPK Regional Facilitator**—Terri Konczak, the FL DOE Regional Facilitator Grant for the Coalitions of SWF, Hardee, Highlands, and Sarasota, has been very successful with her VPK Provider Support Group Meetings. The next meeting will be on Wednesday, October 5th. (See VPK News and Provider Support Group notice p. 164-165A)
- **UPCOMING EVENTS in SWF**

SWF Communities in Collaboration—November 4-5—This SWF CSPD Partnership, hosted by FGCU will include ESE agency partners from ELC-SWF, FDLRS, Early Steps, CHADD and others. The event will focus on building partnerships in the SWF community for children and families with special needs.

After-School Administrator’s Seminars—Nov 5th in Ft. Myers—One day administrator seminar with presentations on managing staff and implementing school age programs with high-quality standards. (See flyer on p. 166)

Early Childhood Association of Florida Conference—Sept. 29-30

To be held at the Double Tree Hotel across from Universal Studios in Orlando. For more information contact Suzanne Gellens, 1-866-322-6335.

VI. Committee and Early Learning Services Reports

Early Learning Services Reports—In Board Notebook
Creative Curriculum.Net Assessment Report (p. 168A-168B)
Ages and Stages Report for June (p. 169)
Collier Education Report (pp. 170-172)
Health Service Report (pp. 173-177)

VII. “Good of the Order” items

- Barbara will work with Maggie Pointelin to schedule the Center Tours;
- Donna Philp reported that on January 21st, there will be a Silent Auction as part of the Naples Dinner Theatre presentation of “How to Succeed in Business without Really Trying”. Funds raised will go to support the required Match of our School Readiness Dollars. All Board Members are requested to contribute an item to the Auction or to contact a possible donor organization. Items can be brought to the Coalition meeting on November 30th or can be given to Donna Philp. Donna’s contact number is (239) 643-3908.

VIII. November agenda/ public input

Barbara will give a presentation on plans for VPK 2006.

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

Next Meeting: November 30, 2005 at Three Oaks Banquet & Conference Center — 9 a.m. to 11:30 a.m. There will be an Executive Board Meeting