

**Gateway School Readiness Coalition
Board Meeting Minutes
Gateway School Readiness Coalition Training Room, Suite 140
Lake City, Florida
December 8, 2004**

Members Present: John Burns, Hugh Giebeig, Ray Logan, Sandy Looney, John Pierce, Jennifer Roberts, Nancy Roberts, David Rountree, Sheryll Walker and John Wheeler.

Others in Attendance: Thomas F. Logan, Ph.D. (Executive Director), LaShone T. Surrency (Deputy Director), Shannon Bryant (Finance Director), Carrie Sapp (Program Manager), Carla Eatmon (Enrollment Manager), Jessie Tampoc (IT Manager) and Heidi Moore (Executive Assistant).

Members Absent: Chris Bond, Kathy Daugherty, Mike Deming, Jeanne Duffy, Carol Milton, Richard Mitchell, Pam Norman, Prudence Pate, and Paula Williams.

Welcome and Call to Order

John Burns called the meeting to order at 9:15 a.m. Mr. Burns welcomed everyone. There were no visitors in attendance. John Burns announced the resignation of Randy Cox from the Board due to his responsibilities in his current position.

Minutes

John Burns started the meeting with a review of the minutes from the previous board meeting. Hugh Giebeig motioned to approve the minutes as written and Nancy Roberts seconded. Motion approved unanimously.

Financial Report

- John Wheeler reported that there was good stability with routine expenditures. John stated that this format is familiar and not much explanation is necessary.
- John Wheeler stated that there are two parts to the Financial Report:
 - The first is the Income Statement for three months to see trends.
 - The second two pages are a general ledger.
- John Wheeler pointed out the three items Shannon had explained with notes:
 - Bank Statements were not received when this statement was prepared
 - Funds were used to purchase screening/assessment supplies and Inclusion Conference supplies
 - The Invoice for postage had not been received
- John Wheeler also explained that the payments being made to individuals are for CPR training and our own staff for reimbursable expenses.

Staff and Committee Reports

Executive Director's Report

Dr. Logan reminded the Board that there will be a review team at the Coalition in the morning (12/9 and 12/10/2004) doing the Florida Partnership for School Readiness Quality Assurance monitoring. They will interview John Burns and Dr. Logan and other GSRC staff. They will also be going over documentation and then do an exit interview on Friday. Dr. Logan invited anyone from the Board to attend the review.

- Personnel Update

Dr. Logan introduced Jessie Tampoc to the Board as our new IT Manager. Jessie addressed the Board as to where he came from and his plans for the future with regard to GSRC. Dr. Logan stated he was happy to have him on board and looked forward to the technological skills he will bring to the Coalition.

- Taylor County Merger

The Taylor County School Readiness Coalition Board declined our offer to merge. They chose to merge with the AMC Coalition but are still not sure whether or not Tallahassee will allow it since they are still too small. Dr. Logan stated that many of the members of the Taylor County Board sit on the AMC Board. He sees it as a political decision rather than program. Sheryll suggested that Tom should inform the Partnership in writing of our intent to merge.

- Partnership for Strong Families (PSF)

The transition from DCF has occurred. Dr. Logan has met with the PSF Administrator, Anita Franklin. Tom has draw up a draft agreement between GSRC and PSF which he will submit to the Executive Committee. Anita Franklin has reviewed the agreement. The process will continue to be the same as it was when it was under the DCF jurisdiction. Anita Franklin has expressed interest in sitting on the GSRC Board. John Burns directed Dr. Logan to contact Carol Milton who is the Chair of the Nominating Committee.

Deputy Director's Report

LaShone explained the need for the Board Action for Records Management. This action will define the procedure for maintaining, storing and the destruction of records for the required amount of time.

Finance Director's Report

Shannon informed the Board that the Partnership stated the Grant Summary for last fiscal year is *not* yet complete; therefore our auditors cannot finish the final report. Dr. Logan explains that the Partnership has to have received the invoices from *all* the Coalitions from across the state before they can report. The hurricanes have caused a delay for some Coalitions.

Program Manager's Report

Dr. Logan informed the Board that Carrie does not have a report because of her involvement with the Quality Committee on the Inclusion Conference.

Enrollment Manager's Report

- Carla reports the unduplicated EFS count is 1983. The attendance processing account is not available as they are still processing attendance. Carla states it should be completed by noon today and the figures will be submitted to the Executive Committee. Dr. Logan reiterated to the Board that there is open enrollment for all 2, 3 and 4 year old children. John Burns wants the Enrollment Department to emphasize the importance to parents of informing GSRC of a change of address. Shannon suggested that we get an alternate address of a relative to contact.
- As of November 1, 2004 the BG1 enrollment is 167. There were 18 new enrollments and 20 terminations during the month. As of November 30, 2004, the unduplicated BG1 enrollment was 165.

Program Quality Committee Report

- Nancy Roberts reported that the focus of the Committee has been the Inclusion Conference scheduled for January. Many of the items from the November meeting have been finalized at the December meeting. The Conference will be held at Lake City Community College on Saturday, January 15, 2005. The Committee was looking at contacting Kathy Snow of "Disability is Natural"; Dr. Kim Lucker, Behavioral Specialist; Amanda McIntire, Florida Children's Forum Inclusion Specialist; Bettianne Ford, Florida's Transition Project Director and LaShone T. Surrency, GSRC. John Burns contacted the college and worked with Chartwells catering; Kaplan will be funding the breakfast and lunch for the conference. The GSRC Program staff are continuing to gather items for giveaways and door prizes. All participants will receive a copy of the Children's transition Network Directory. Exhibitors are as follows; Kaplan, GSRC, "Disability is Natural", LCCC and FDLRS Gateway. Tim Atkinson of the college will provide at least one golf cart for people requiring assistance. The budget for the conference is \$15,000-\$20,000 however the committee does not expect to exceed this amount.
- Carrie will be mailing out the flyers to the providers on Wednesday, December 8, 2004. Kathy Snow has agreed to attend and will be the keynote speaker. Her fee will be approximately \$2400 including travel. Kim Lucker will present free of charge. Amanda McIntire will also present free of charge as well as Bettianne Ford and LaShone T. Surrency. The meals will cost \$1300, which Kaplan has generously agreed to fund. Carrie ordered tote bags from "Disability is Natural" for \$3200 and each participant will receive one. Several books will be given to each participant and many books will be given as door prizes. Nancy encouraged Board members to attend. Dr. Logan wanted the Board to know that LCCC is inaugurating an Associate Degree Program in Early Childhood.

Proposed Board Action

Item #2004-023: Proposed Procedures for Records Management

John Burns informs the Board that this policy will insure compliance with the Florida statute. Sheryll Walker made a motion to accept this policy. John Pierce seconded the motion. The motion carried unanimously.

Information and Discussion Items

The Quality meeting that was scheduled for December 14, 2004 has been postponed until January. The purpose of the meeting is to work on the Coalition Plan; the GSRC staff will begin to work on it in the meantime.

The Executive Committee meeting and Finance Committee meeting have exchanged times. The Executive Committee meeting will be at 9:30 am and the Finance Committee meeting will be at 11:00 am.

John Pierce had some community service announcements;

December 11, 2004	Photo's with Santa
December 14, 2004	The American Cancer Society's "Relay for Life"
December 18, 2004	Snow and ice for the kids on Marion Street in the parking lot.

Hugh Giebeig makes a motion to adjourn the meeting.
Meeting adjourned at 10:00 a.m.