

Early Learning Coalition of Florida's Gateway, Inc.
Board Meeting Minutes
Columbia County School Board, Room 130
Lake City, Florida
December 14, 2005

Members Present:

Chris Bond, John Burns, Charles Carroll, Mike Deming, Raymond Logan, Marion McCray, Carol Milton, John Pierce, Jennifer Roberts, David Rountree, Kathleen Townsend, Michele Ward, Sheryll Walker and John Wheeler.

Others in Attendance:

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

Members Absent:

Anita Franklin, Hugh Giebeig, John Hewett, Linda Johns, Sandy Looney, Richard Mitchell, Nancy Roberts and Paula G. Williams.

Welcome and Call to Order

John Wheeler called the meeting to order at 9:07 a.m. Jennifer Roberts led the Pledge of Allegiance.

Board Meeting Minutes (11/9/2005)

John Wheeler asked the members to review the minutes from the previous board meeting. Raymond Logan made a motion to accept the minutes. David Rountree seconded the motion. The minutes were approved without objection.

Executive Committee Meeting (11/7/2005)

John Wheeler summarized the meeting. Most of the information was discussed in the last Board meeting.

- Dr. Logan has talked with ClientLogic and they seem interested in talking about the CCEP program.
- Raymond Logan has taken the Coalition passenger van in for repairs. These were completed and the van is back in service for the staff to utilize.

AdHoc Committee (Personnel Policies and Bylaws) Meeting (11/29/2005)

John Wheeler explained that there was lengthy discussion on these issues. Since there is currently a Personnel Policy and Procedures Manual in place, a subsequent manual needs to be accurate and does not need to be adopted hastily. There will need to be another meeting scheduled, since only half of the manual was covered. Heidi will schedule this meeting after the holidays.

Program Quality Committee Meeting (12/5/2005)

John Wheeler requested this meeting regarding the Columbia County Positive Parenting program. The Coalition is involved on a small scale basis, but Mr. Wheeler would like to get more of our parents involved. Tina Roberts of the Columbia County program was invited to the meeting to discuss ways to partner with the program for this purpose. Dr. Logan stated that we are mandated by School Readiness to be involved with Parent Education and/or Family Literacy. This will be accomplished through a collaborative effort. Dr. Logan stated that LaShone would be the point person if anyone has any ideas or suggestions.

Early Learning Advisory Council Meeting (12/2/2005)

John Wheeler attended this meeting in Orlando. This is a meeting mandated by statute for all the chairs of all the Coalitions to meet quarterly. John considers this a learning experience. There was a discussion regarding the 5% cap on VPK administration. They encouraged them to inform their legislators of the need for more administrative funds for VPK.

Financial Report - November

John Burns highlighted the points of interest on the income statement for School Readiness. Mr. Burns then explained the VPK income statement. John Burns had Shannon explain the numerous travel reimbursements. They were mostly for the NAEYC conference in Washington, DC.

- David Rountree was concerned with the need for a bigger storage facility. It was explained that there are many children's files that have to be kept for numerous years. There is also some equipment that can no longer be stored in the office since we are at full staff.
- Dr. Logan explained that the average monthly School Readiness reimbursement amount is approximately \$550,000. This figure needs to be around \$525,000 a month for the Coalition to fully use its budget but not go into deficit. Because of this, when children leave the School Readiness roster now, they are not replaced. The waiting list is growing and the attendance is dropping, but this is necessary to make the reimbursement figures achieve the correct monthly average. It is a forgone conclusion that there will not be a substantial surplus at the end of this fiscal year.

Board Actions

- 2005-021 – Approval of VPK Amendment to Coalition Plan – Dr. Logan explained that we are mandated to submit a Coalition Plan which spells out how we are going to meet our program goals. The School Readiness Plan has been going back and forth between Tallahassee with the final version just being submitted. In the meantime, we have had to submit an addendum even though the initial plan has not been finally approved. This had to be done to encompass VPK. This was submitted to the Board members to review at last month's meeting for a vote at this month's meeting. David Rountree made a motion to accept this action item. Mike Deming seconded the motion. The motion passed unanimously.
- 2005-022 – Approval of Payment of Rotary Dues – John Wheeler explained that Dr. Logan has been talking before various civic organizations to inform the community of the many functions of the Coalition. John Wheeler felt it would be a good idea for Dr. Logan to be connected to the community, especially since he resides in Gainesville. He has been

proposed to the Lake City Rotary Club (the noon club). There are dues involved. Several members stated that it is common for non-profit organizations to pay the dues for a civic club membership.

- Mike Deming made a motion to pay for the dues for Dr. Logan to join the Lake City Rotary Club. John Wheeler called for discussion. David Rountree asked if this is an allowable expense. John Burns explained that there is a line item in the budget for this purpose. David Rountree seconded the motion. The motion passed without objection.

Coalition Board Orientation

Dr. Logan presented a slide show on Developmentally Appropriate Practices.

- The question was asked, if we monitor the informal providers. The answer is no, since they only receive voucher dollars and are not under contract. The contracted providers are monitored by our staff. The Coalition only has two informal providers that care for a total of six (6) children. Jamie believes that these informal providers are an after-hours option for the parents and that these 6 children simply eat dinner and sleep at these providers. These providers are relatives of these children and are acceptable due to parental choice. Dr. Logan explained that this question has been discussed at the state level for some time.

Executive Director Report

- Dr. Logan explained that at the State Coalition Executive Director meeting (12/1/2005), they discussed a new format for the Coalition Plan. Since the current plan that was just submitted runs until the summer of 2007, Dr. Logan requested of AWI permission to wait to rewrite the plan in the new format until next year.
- The Board had approved Dr. Logan's involvement with the Association of Early Learning Coalitions; however, the Association concept was vetoed by Susan Pareigis (AWI Director). There will be an AWI-funded position that will work with the Executive Directors.
- The State hired a group from Western Kentucky University to provide training and technical assistance services to the coalitions.
- School Readiness Uniform Screening System (SRUSS) – Dr. Logan included the results from our five counties. The kindergarten screens will be focusing on VPK as opposed to School Readiness in the future
- Dr. Logan reported to the Board that on January 6, 2006 some of the Executive Directors that he met with in Orlando will be visiting our Coalition to obtain information on doing their own services. The Executive Directors from 5 Coalitions will be attending. Dr. Logan encouraged those Board members, who were active during our transition, to attend this meeting.

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

- John Pierce suggested the Coalition participate in mailboxes for “Letters to Santa”. John Burns suggested that individual members contribute, but the Coalition could not financially contribute.
- Mike Deming reported that there have been 90 “One Stop Shop” closures statewide. He is working on a project to put outreach centers in Hamilton and Lafayette counties. He offered the Coalition to have a link from our website. Mike will contact Jessie as the project continues. Charles Carroll stated that Lake City Community College has a link also and encourages such links.
- David Rountree reported that the Sexual Offender/Sexual Predator Ordinance had been passed and was successful in getting the definition of “Day Care Center” to include both licensed and registered.

John Pierce made a motion to adjourn the meeting. David Rountree seconded the motion.
Meeting adjourned at 10:50 a.m.