

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

Members Present:

Chris Bond, John Burns, Charles Carroll, Linda Johns, Regina Jordan, Carol Milton, Sheryl Rehberg, Jennifer Roberts, David Rountree, Kathleen Townsend, Sheryll Walker and John Wheeler.

Others in Attendance:

Dr. Thomas Logan (Executive Director), LaShone T. Surrency (Deputy Director), Shannon Bryant (Finance Director), Carrie Skinner (Program Manager), Van Brown (Enrollment Manager), Chip Garner (IT Manager), Heidi Moore (Executive Assistant), Sam Sweazy (AWE/OEL) and Marge Campany (DOE/OEL).

Members Absent:

Cathy Jo Foster, Anita Franklin, Hugh Giebeig, Raymond Logan, Sandy Looney, Marion McCray, David Mullis, John Pierce, Nancy Roberts, and Michele Ward.

Welcome and Call to Order

John Wheeler called the meeting to order at 9:05 a.m. Sheryll Walker led the Pledge of Allegiance.

John Wheeler acknowledged Sam Sweazy, who was formerly the Coalition Analyst from AWI. Sam has been assigned again to our Coalition and we welcome his return. John Wheeler introduced Sheryl Rehberg who replaces Bill Howard from the North Florida Workforce Development Board. She is very excited to be participating on the Coalition Board. The other members introduced themselves.

Mr. Wheeler reminded the Board about the need for a Gubernatorial Appointee. Dr. Logan will continue to bring copies of the Questionnaire that needs to be completed and submitted for anyone to be considered for this Appointment. A current private sector Board member could apply to be appointed by the Governor. Dr. Logan informed the Board that giving the Governor applications to choose from would expedite the process.

John Wheeler reported on the meeting of the Early Learning Advisory Council he attended on behalf of the Coalition. Dr. Logan also attended and informed the Board that this council is comprised of the chairs of all thirty-one Coalitions, a governor's appointee, who to date is the Lieutenant Governor, Toni Jennings, and legislative appointees. This group meets quarterly. The subject matter of this meeting was establishing a legislative agenda for the 2007 session (e.g., additional funding for VPK). They also spoke about a Quality Rating System. It is a proposed program that would allow a child care center to participate in a voluntary program of having their program "rated" by an outside organization. Based on that rating, they would be given "stars" from one to five similar to hotel ratings. Without additional funding this system would not be effective.

- Mr. Wheeler stated that these meetings are very time consuming for him, and Dr. Logan suggested that another private sector Board member could represent the Coalition in John Wheeler's place.

Board Meeting Minutes (9/13/2006)

John Wheeler instructed the members to review the minutes. David Rountree made a motion to accept the minutes. Kathleen Townsend seconded the motion. The minutes were approved without objection.

Executive Committee Meeting (9/25/2006)

Dr. Logan asked Mr. Wheeler to call this meeting to discuss the possibility of adding a position to the Organizational Chart. During the process of finding a replacement for the Family Services Manager, there was an applicant with excellent skills, but not necessarily for that position. After review of the budget, it was apparent there was not enough funding to allow such a position.

Ad Hoc Committee Minutes (10/4/2006)

John Wheeler informed the Board that the subject of the meeting was to give \$150,000 to qualified applicant of the Program Quality mini-grants. Twenty of the twenty-one applicants received at least a partial amount of the funding requested. The majority of the awards were for CDA's and AA degrees. At the end of the meeting the members has allotted \$139,000. They will schedule another meeting to disperse the additional \$11,000.

Financial Report – September

- John Burns highlighted the points of interest on the income/payables statement for School Readiness.
 - Workers Comp Insurance was paid.
 - Program enhancements increased substantially due to the fees associated with the Fall Conference.
 - Travel and Training will reflect the charges derived from the Visa bill now that this credit card is being used primarily for this purpose.
- Mr. Burns then explained the VPK payables/income statement.
 - The Provider Payments increased substantially due to the beginning of the school year which enrolls significantly more children than the summer program.
- John Burns asked the members to review the Financial Report for 2005-2006. The report reflects a 4.1% expenditure on Administration even though the State allows 5%. He felt that number was excellent. The slot number is nearly 81%, which means that 81% of the budget went directly to serving the children. Again, an excellent figure. Mr. Burns commended Shannon Bryant (Finance Director) on her ability to oversee the Coalition spending 99.88% of its entire 7.6 million dollar 2005-2006 budget.
 - 4.9968% of the 5% allowable amount was expended for VPK Administration.
 - 100% of the VPK Outreach & Awareness grant was utilized.

Executive Director Report

- Dr. Logan informed the Board that he is going on vacation from October 12 – October 25. LaShone T. Surrency will act as Interim Director. She will be responding to his emails and Heidi Moore will be accessing his voicemail.

- Dr. Logan provided a personnel update. He introduced Van Brown as the new Family Services Manager. Carrie hired Naomi Jones as a Program Specialist.
- Dr. Logan reported the enrollment numbers for school readiness and VPK. The wait list is mostly comprised of school age children. All of the 3 and 4 year olds are being served.
- The Coalition Plan is included in the packet. Dr. Logan will work with Sam Sweazy to make the final adjustments.
- Dr. Logan attended the Children's Summit.
- Rulemaking: School Readiness Health & Safety and Education Requirements were distributed to the Board. Dr. Logan would like the members to familiarize themselves with these requirements. These documents are in draft form at this time. Once these Rules are finalized, the Coalition must monitor and hold providers accountable for school readiness health and safety and education requirements.

Staff Reports

The staff reports are included in the packet for the review of the Board. Dr. Logan reminded the Board that if they have questions, they should feel free to contact the staff.

- LaShone T. Surrency presented the Annual Report which was given to each member. She reported that this was a snapshot of all the wonderful things the Coalition did throughout the 2005-2006 program year.

New Business

Dr. Logan presented information he received from the meeting in (ELAC) Orlando. It was suggested that he go back to his local Coalition and note to them that, since employees are not allowed to speak to legislators about our programs' needs, issues could be presented to legislators from Board members with regard to school readiness or VPK.

Heidi will schedule another AdHoc Quality/Finance Committee meeting and notify the members.

John Burns made a motion to adjourn the meeting. Kathleen Townsend seconded the motion.

Meeting adjourned at 10:40 a.m.