

**Early Learning Coalition of Pasco and Hernando Counties, Inc.**  
**Internal Operations Report**  
**August/September 2007**

**Voluntary Prekindergarten**

All additional paperwork from providers has been received by the Coalition. Coalition staff processed contracts for 142 VPK Providers for the fall session. During the upcoming months, the Coalition anticipates three new VPK sites in Pasco County.

As of September 18, 2007, enrollment for the fall program is 2,715 for Pasco County and 988 for Hernando County.

A collaborative effort between Coalition and CDS staff to determine a standardized VPK procedure between both counties has been identified. Meetings will continue to be held monthly to maintain an open line of communication and a better understanding of the process.

Staff continues working with the Fiscal Year 2005-2006 Low Performing Providers (LPP). A grant totaling \$5,000 was awarded by the Department of Education to provide technical assistance for these providers. In an effort to improve the overall quality of these programs, materials and resources have been purchased. Trainings will be offered to these Low Performing Providers and opened to at-risk providers.

**Match**

For the Fiscal Year 2007-2008, the total Match is budgeted at \$342,733. Childhood Development Services will provide a report regarding their Match efforts. The Coalition is still awaiting an award notice from the Board of County Commissioners for Hernando County.

**School Readiness**

The Coalition served 3,024 Pasco County children and 1,315 Hernando County School Readiness children during the month of August. These numbers represent an increase of 94 children in Pasco and 59 children in Hernando in comparison to the prior fiscal year. Historical numbers are available on the Florida Statewide Reporting System website.

Creative Curriculum Continuum (web-based pre/post testing) trainings are currently scheduled in both counties. A total of nineteen classes have been completed with an additional five scheduled (3 Pasco-2 Hernando) and more to be scheduled in Pasco County as needed. The overall participation has exceeded our expectations; providers are very enthusiastic about how it will enhance their sites.

The Coalition distributed computers purchased with Fiscal Year 2006-2007 Quality dollars for all contracted providers in both Pasco and Hernando counties.

### **Financial**

Monthly fiscal reviews continue for all cost reimbursement invoices and expenditures remain with the approved financial limitations. The Statement of Financial Position for the month of July will be presented and distributed as part of the monthly Board packet. June will be distributed to the Board prior to the next Board meeting; invoices/reimbursements are still being processed.

During the last meeting, an update regarding the State of Florida budget cuts was presented. On September 6, 2007, an article on the special legislative session was published in the St. Pete Times and forwarded to all Board Members for their review. This article stated that law makers are projecting a special session to be scheduled before March 2008; however, a date has not been officially scheduled. The Coalition will keep you informed as additional information becomes available. In addition, it was requested that a 10% budget reduction exercise be distributed to the Board prior to the next Board Meeting. This exercise has been emailed and copies will be available at the next Board Meeting.

Representatives from Purvis, Gray and Company are scheduled during the week of October 22, 2007 to start the Fiscal Year 2006-2007 Independent Audit.

### **General**

Effective September 7, 2007, Lenore Zulauf has retired from the Coalition. Her job responsibilities have shifted among key staff and continue to be maintained.

The new Quality Manager, Noreen St. Jean, has started with the Coalition effective September 17, 2007. She will be overseeing all quality operations which include inclusion, behavior, mental health and community outreach. Noreen will be attending and participating in all future Quality Committee meetings.

The Coalition will be advertising for a new Mobile Outreach Specialist. During the absence of this position, Connie Porter has participated in the West Pasco Home Provider Association meeting at CDS where the outreach van was available for provider resources. In addition, she attended the Healthy Start Mommies, Daddies and Me Club monthly meeting in Pasco County where craft activities and storytelling was provided. The Coalition has developed a flyer to inform all home providers of the availability of the outreach van. Appointments are currently being scheduled.

The Pasco-Hernando Community College has appointed Dr. Burt Harres, Vice President of Instruction and Provost of the West Campus, to serve as the new local community college representative on the Coalition Board. He will be replacing Irvin Homer effective immediately.

On August 30, 2007, the Community Outreach and Awareness/Match Ad-Hoc Committee met to discuss furthering outreach efforts throughout Pasco and Hernando Counties. The Committee would like the Coalition to hold a “Literacy Event” at three different locations throughout the two counties on November 2, 2007. This event will be presented to the Board for their participation during their report. Minutes from this Committee meeting can be found on our website.

On August 30, 2007, the Executive Director Recruitment Ad-Hoc Committee met to review and finalize the Interview Rating Matrix, the Supplemental Interview Questions and the Competency Based Interview process. Time limit parameters were established for the Executive Committee during the Executive Director interviews. In addition, the Committee determined that the top seven candidates should be contacted for an interview. The Committee also amended the salary range of this position. Minutes from this Committee meeting can be found on our website.

The Executive Committee met on two occasions: August 20, 2007 and September 12, 2007. During the August 20, 2007 meeting, the Executive Committee reviewed the submitted Board Membership application and referral letters for Jim Walworth. Upon reviewing the submitted documentation, the Committee agreed to recommend his appointment during the next Board Meeting. During the September 12, 2007 meeting, the Executive Committee interviewed a total of six candidates (one candidate was no longer interested in the position) for the Executive Director position. Sue McPhee, OEL Analyst, was also in attendance. Both the written and oral interviews were conducted for each applicant and scored accordingly. Two final candidates have been identified and completed their Competency Based Interviews on September 18, 2007. More detailed information will be presented to the Board during the Executive Committee report. Both minutes from these meetings can be found on our website.

During the last Board Meeting, the Coalition was informed about an upcoming visit from members of the Agency for Workforce Innovation/Office of Early Learning ELIS Project Management team. This visit has been confirmed for September 27, 2007 and September 28, 2007 from 8:00 – 5:00 p.m. This meeting will take place at Career Central in Spring Hill. The ELIS Project Management Team is requesting that key Coalition staff, Service Provider staff and external stakeholders be involved in these sessions.