

**Early Learning Coalition of Pasco
and Hernando Counties, Inc.**

**Executive Director's Report
August 17, 2006**

• **INTERNAL OPERATIONS**

- **Progress Report –**

- Coalition By-Laws – The By-Laws were revised and updated to include all Board Member comments and suggestions. (See attached Action Item #0607-6)
- The Coalition Board Meeting calendar was submitted to all Board Members to review. Due to the fact that the September 21, 2006 Board Meeting will not meet quorum, cancellation and/or rescheduling of this meeting needs to be discussed.
- The Coalition is currently working on our Annual Report with the assistance from T/TAS and the Children's Forum.

- **Outreach –**

- The Coalition has entered into contract with the Children's Forum to provide a strategic communications plan to assist with future outreach. The Children's Forum will focus on updating and designing the Coalition's website, logo and stationary kit, brochures, print media, and Power Point presentations. This plan will target the business community, potential funders, parents and providers.

- **AD-HOC Committee Meetings –**

- The Quality AD-HOC Committee consisting of Elizabeth Callaghan, James Cook, Maria Crosby, Linda Foy, Dave Marshall and Toni Watkins (Denise Gill was excused) met on June 21, 2006. Donna McClure from the Children's Forum gave a brief presentation about the Partners in Education and Research for Kindergarten Success (PERKS) project. Recommendations and suggestions for the continuation and/or expansion of Quality Initiatives were highlighted during this meeting. All Committee Members were in consensus with moving forward with the

programs: Resource Van Services, Outreach including new providers and community partners, Curriculum Specialists, Safety Net Transportation, Infant/Toddler services, provider and parent trainings, Mini-Grants, Inclusion and Behavioral Specialists, Mental Health Referrals, Health Services, provider reimbursement rate increases, T.E.A.C.H. , increase Gold Seal and the PERKS project. A budget for Quality Initiatives was drafted resulting from this meeting.

EARLY LEARNING COALITION OF PASCO AND HERNANDO COUNTIES, INC.

PROPOSED 2006-2007 BUDGET

QUALITY INITIATIVES

Resource Van	43,781
Outreach-new providers/community partners	140,116
Curriculum services	45,000
Safety Net transportation	132,121
Infant/toddler services	84,857
Training services	45,000
Provider infant/toddler increases	170,000
Provider/parent training & materials	35,000
Inclusion/Behavioral specialists	65,566
Health screenings	30,000
Mental health referrals	57,500
PERKS	40,000
T.E.A.C.H.	20,000
Gold Seal	521,109
ITERS/ECERS (QRS)	30,000
Central Agency provider mini-grants	50,000
Total Quality Initiatives	<u>1,510,050</u>

- The PLAN AD-HOC Committee consisting of Maria Crosby, Elizabeth Callaghan, Lydia Pinkowski and Barbara Renczkowski met on July 12, 2006. During this meeting, each Committee member received the Coalition Plan template and the Guidance and Instructional Workbook from AWI/OEL. Each member reviewed this template and discussed items of importance. Due to time constraints and the length of the proposed PLAN, this meeting was scheduled to continue on August 1, 2006. On August 1, 2006, the PLAN AD-HOC Committee briefly discussed the draft PLAN that staff had completed based upon the July 12, 2006 PLAN meeting recommendations. All Committee members were requested to continue reviewing this draft and submit their

input to Coalition staff by August 10, 2006. Final draft of Coalition PLAN will be emailed under separate cover. (Action Item #0607-5)

- The Coalition staff continuously attempts to recruit eligible board members to serve in the private sector positions. In order to meet F.S. 411.01 requirements, with regard to private sector members, and because past recruitment processes indicate the most success when Board Members participate in the recruitment process, staff respectfully requests the assistance of current Board members. Eligible individuals must complete a Board Member Application and submit it to the Coalition's office or the Economic Development Councils or Chamber of Commerce in their area. The following is a description for Private Sector Eligibility:

Each Private-sector business member must reside in Florida and must be one of the following individuals associated with a private-sector business entity conducting business in Pasco or Hernando Counties:

1. An owner having at least a 10-percent ownership interest in the business entity;
2. The chief executive or operating officer of the business entity;
3. A business executive or employee of the business entity who is at the management level or higher with optimum policymaking or hiring authority for the business entity; or
4. An individual who previously met one of the criteria listed above but who is retired from the business entity.

The potential member, their relatives, and the business entity must not have a substantial financial interest in the design or delivery of the Coalition's early education programs. As used in this paragraph the term "relative" has the meaning ascribed in s.112.3143, F.S.: any father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law.

The following individuals are not eligible to be appointed as private-sector business members:

1. An employee of the early learning coalition or of the fiscal agent, central agency, contractor, or subcontractor of the Coalition.

2. An employee of a school readiness provider, private pre-kindergarten provider, public school, or school district.
3. An employee of a child care facility, family day care home, large family child care home, nonpublic school, or faith-based child care provider.
4. An employee of a state university, community college, or other public educational institution.
5. An employee of the Federal Government or state government; of a state, county, or municipal government; or of a public agency.

Due to the death of William Greene, it is imperative the Coalition recruit at least one Private Sector Board Member to replace our loss. The Recruitment AD-HOC Committee consisting of Jean Rags, James Cook and Dave Marshall will be meeting on August 14, 2006 to further discuss Board Member Recruitment.

- **Budget Update** –
 - Purvis Gray and Company began the single audit services field work for the Coalition on June 22, 2006.

- **Central Agency Transition Update** –
 - Julie Irwin from Childhood Development Services, Inc. will be presenting a progress report on the transition of services for Pasco County.

- **Health and Safety** –
 - The Coalition is now responsible to implement a Health and Safety inspection of all unlicensed childcare facilities receiving subsidized childcare funds. (See Attached Health and Safety Documents and Checklists)

- **VPK Quality Assurance Monitoring** –
 - The Coalition developed a tool to monitor the quality of VPK sites throughout Pasco and Hernando Counties. This tool will be utilized until the Coalition receives the mandated tool from OEL. (See Attached VPK Monitoring Tool 2006/2007)

- **Quality Initiatives –**

Collaborative Mini Grants –

- All recipients of the mini grants submitted their receipts, invoices, and purchase orders for materials by June 30, 2006 to the Coalition’s office. The following entities participated in this effort:

Farm Workers Self Help, Inc.
Sunrise of Pasco County, Inc.
Healthy Start Coalition of Pasco
Pasco County Safety Town
Catholic Charities
Salvation Army of West Pasco County
Shady Hills Families Center
S.O.L.V.E.
Gulf Coast Community Care

Kinship Care/Family Resources
Friends of the Pasco County Library
System
Speaking Up For Children
The Parents of the Teen Parenting
Program
A Woman’s Resource Center
Baby Love
Hernando County Anti-Drug Coalition

All collaborative partnering entities are required to submit an outcomes report by September 30, 2006 to the Coalition. This report should indicate how the collaborative efforts with the Coalition are reaching the needs of children and families in the community.

In addition, the Coalition purchased Quality Initiatives materials for the following entities:

First Step
Goodwill
The Dawn Center
Children’s Advocacy Center

Heart Literacy
Healthy Start of Hernando County
Jerome Brown Community Center

Quality Enhancement Materials –

- All materials have been dispersed to all thirty-one School-based PLACE programs and thirty-two contracted childcare centers. These materials consisted of blocks and classroom kits.

• **VPK UPDATES**

Upcoming Events

- Provider Meetings attended to introduce new CDS and Coalition policies.
- Partnered with CDS to determine new fall VPK Providers.
- Partnered with CDS to enroll children.

- DOE Performance Standards Training- on-going.
- Partnered with CDS for on-going quality training - calendar to be determined.
- Partnered with CDS to determine training needs.
- Quality resources are being delivered.
- Outreach calendar activities being developed.
- Technical Assistance for parents and providers is on-going.
- DOE Regional meetings on-going.
- Resources were ordered to advertise for VPK program.
- Ten park benches throughout Pasco County hold advertisements for VPK program.
- Advertisement for the VPK program on Hernando County The BUS system. (Finalized August/September)
- VPK materials were available at the Jerome Brown Center on August 5, 2006. The Coalition will be holding a booth at their Backpack Day Festival. Resources were purchased for every backpack from the Coalition to support school readiness.
- Continue to participate in weekly/2x weekly Conference calls.

- **FINANCIAL CONDITIONS AND ACTIVITIES**

- School Readiness and VPK Utilization reports to be provided by CDS.

- **CURRENT BUDGET STATUS**

- June Report (Action Item #0607-3)
- Fiscal year 2006-2007 proposed budget (Action Item #0607-4)

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