

**EARLY LEARNING COALITION OF PASCO
AND HERNANDO COUNTIES, INC.**

**Executive Director's Report
February 21, 2007**

INTERNAL OPERATIONS

- Progress Report -

- The Coalition has advertised for attorney services. We have received responses from Trenam Kemker Attorneys and Stephen P. Lee, ESQ. Copies of their background will be distributed at the Board Meeting for discussion.
- In an effort to procure Match, the Coalition mailed to all Pasco and Hernando legislative candidates letters requesting their assistance. Staff continues to follow-up on this endeavor.
- The Coalition mailed letters to all legislative delegates and all Chamber of Commerce's located in both Pasco and Hernando Counties for their support in fulfilling our vacancies for private sector members.
- As requested during the last Board Meeting, a workshop on promoting Board Member cohesiveness has been rescheduled for Wednesday, February 28, 2007 from 9:00 – 2:00 p.m. at the Shady Hills Family Center located at 15925 Green Glen Lane, Shady Hills, FL 34610. Lunch will be provided. Please bring your completed Board Member Self-Assessment.
- The following dates (March 12, March 13, March 19, March 20, and March 26) have been provided by Marcie O'Brien of T/TAS who has facilitated successful and productive Strategic Planning Workshops to many of the Early Learning Coalitions throughout Florida. Please notify Maryrose via email which dates you are available to schedule this workshop.
- The Department of Education and the Agency for Workforce Innovation have created a website for VPK providers to confirm the list of children they served in 2005-2006. The Coalition will be notifying and providing technical assistance to the VPK centers to assist in the completion of needed data online. The release of readiness rates will be April 16, 2007 with a target date of May 15, 2007 to determine those centers that are in the lower fifteen percent that will need additional services to improve their VPK programs.
- The Devereux Kids Front Porch Project two-day workshop was attended by all Coalition Staff. This informative workshop provided a greater understanding of actions for advocacy for children, youth, families and communities. Devereux Kids is willing to provide

additional workshops for our Board Members (workshop information will be distributed at the Board Meeting).

- **Committees** -

- In an effort to support Coalitions in establishing *local policies and procedures* the Association of Early Learning Coalitions developed a list of State and Federal requirements. The list is intended to be utilized as a foundation or checklist for Coalitions to ensure all State and Federal requirements are met through the adoption of local policies and procedures that are developed based on the requirements listed in each of the documents under State Program Requirements; Federal, Fiscal and Program Requirements; State Board Member/Staff Requirements; and School Readiness/VPK grant awards. The Program Committee will be meeting to discuss these policies and procedures.

- **Outreach** -

- The Coalition has purchased twelve large banners to be loaned and rotated among all VPK providers advertising the free program.
- The Children’s Forum has created a demo for our new website. Coalition staff met, discussed and submitted updated information to the Forum. This website will be available for viewing in a “live environment” within 30-60 days.
- In discussing a contract with TEACH for provider scholarships, the Coalition staff was requested to survey providers regarding their professional education pursuits. The results of the current educational level and interest survey are as follows:

# of Centers	Considering Associates Degree	Working on Associates Degree	Working on Bachelors Degree	Working on Masters Degree	Has Associates Degree	Has Bachelors Degree	Has Masters Degree
110	164	54	8	2	54	41	8

- **Financial Update** -

- A representative of Purvis Gray and Company will be attending the March 21, 2007 Board Meeting to present the final report to the Board for our single audit for the 2005-2006 Fiscal Year.
- Staff continues to prepare for the Office of Early Learning monitoring of the current Fiscal Year year-to-date financial data. This monitoring is scheduled for March 5, 2007.
- Monthly Statement of Financials – December (Action Item #0607-32) presented by the Treasurer, Jean Rags.

- School Readiness and VPK Utilization reports to be provided by Childhood Development Services, Inc.
- Monthly fiscal reviews continue for the cost reimbursement invoices.
- Expenditures remain within the approved financial limitations.

MONTHLY REPORTS

**JANUARY VOLUNTARY PREKINDERGARTEN AND
SCHOOL READINESS MONTHLY REPORT
(DRAFT)**

Special Activity Report

Date	Reason for Activity	Training / Conference Outcomes
1/3/07	VPK Parent Enrollment	Children's Enrollment
1/4/07	VPK Parent Enrollment	Children's Enrollment
1/6/07	Pasco Library Health & Safety	Health & Safety Fair
1/8/07	Creative Curriculum Training .net	Part 1
1/9/07	Devereux Kids Front Porch Training	Part 1
1/15/07	VPK Parent Enrollment	Children's Enrollment
1/16/07	OEL IT Conference Call	Conference Call
1/23/07	Devereux Kids Front Porch Training	Part 2
1/26/07	Get Hooked on Parent Involvement	Parent Involvement / VPK
1/27/07	Kumquat Festival	Community Event
1/30/07	OEL Conference Call	Conference Call
1/31/07	VPK Conference Call	Conference Call

Training Report

Date	Training Title	Parents	Community	Providers	# of Children Ages 0-5	# of Children Ages 0-12	Training Type
1/17/07	In Their World			8	87		VPK
1/29/07	Observation Training			24	939	290	Observation
1/31/07	Observation Training			6	41	217	Observation

VPK REPORT

# of Site Visits	# of TA Visits	# of TA Requests	# of VPK Children
17	5	13	446

Meeting Report

Date	Type		Parent	Community	Provider
1/4/07	Holiday Card Procedures			3	
1/8/07	Staff Meeting	Updates			
1/8/07	VPK Provider Meeting	Informational			16
1/9/07	CDS Provider Meeting	Provider Updates			10
1/10/07	Regional VPK Meeting	Informational			
1/11/07	VPK Provider Meeting	Informational			8
1/12/07	Children's Week Planning	Staff			
1/12/07	Pre/Post Test Meeting	Staff			
1/16/07	VPK Provider Meeting	Provider Updates		1	25
1/17/07	Step Up Florida	Event Planning		15	
1/18/07	Board Meeting	Informational			
1/18/07	CDS Provider Meeting	Provider Updates			40
1/19/07	Creative Curriculum.net Planning	Training / Planning		1	
1/22/07	Staff Meeting	Informational / Updates			
1/23/07	Hernando Provider Association Meeting	Informational			14

INCLUSION / PEEP

Providers Served	New Warm Line Calls	Site Visits	# of Children Served	Referrals to Other Sources
7	9	13	9	3

CONTACT REPORT

TYPE	PARENT	COMMUNITY	PROVIDER	# Children Ages 0-5	# Children Ages 5-12
Telephone	352	65	213	7,405	1,498
Correspondence		27	584	7,105	1,437
Site Visits			19	116	
Newsletters					
Technical Assistance		30	1		
Referrals			3		
Survey / Assessments			50		
VPK Registration	45			45	

NOTE:
Final report will be

distributed at the Board Meeting.

CENTRAL AGENCY MONTHLY REPORT

(To be distributed during the Board Meeting as these reports are currently submitted to the Coalition's office on the 15th of each month.)

Submitted by:

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