

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

**Executive Director's Report  
April 25, 2007**

**INTERNAL OPERATIONS**

**- Progress Report -**

- The Agency for Workforce Innovation/Office of Early Learning has developed a process to monitor the eligibility and enrollment files of School Readiness and Voluntary Pre-Kindergarten students. Our Coalition is in the process of being audited April 18, 2007 through April 20, 2007.
- Currently, there is no cash MATCH for Pasco County and there is \$46,250 for Hernando County. The total cash MATCH dollars needed for Hernando County is approximately \$70,000 and approximately \$250,000 for Pasco County. It is anticipated that in-kind MATCH for Pasco County will be given to the Coalition from the leasor of the property in which CDS has been occupying including the Coalition's office. For Hernando County, in-kind MATCH will be given to the Coalition from the leasor of CDS' office in Hernando County.

The Coalition has received an official response from the Hernando County United Way stating that we will not be receiving the \$5,000 that was requested earlier in the Fiscal Year.

- The Department of Children and Families has appointed Patricia Wisman, Operations Program Administrator, to serve as the new Department of Children and Families representative on the Coalition Board. She will be replacing Lourdes Benedict due to her scheduling issues effective immediately.
- The Quality Committee requested the Executive Director to draft a position statement regarding School Readiness and VPK. These statements are for all Board Members to utilize during their outreach efforts within the community (see attached).
- In response to the Board directive during the Strategic Planning Workshop held on March 26, 2007, inquiries have been made regarding the tasks involved in changing our name from the Early Learning Coalition of Pasco and Hernando Counties, Inc. to the Early Learning Coalition of the SunCoast. The following is a breakdown of those detailed efforts:

**Financial**

- Bank Accounts (including ordering of check stock)
- Notification of all State Departments

- Property Tags (fixed assets)
- New Certificate of Exemption
- Florida Accounting and Information Resource Update
- Internal Revenue Service – Department of the Treasury
- State Department of Revenue
- Payroll
- Benefits

#### Programmatic

- PLAN Amendments
- COOP Amendments
- Policies and Procedure Amendments
- Internal Coalition Forms
- Contract Amendments
- Corporate Seal (professional fees applied)
- Articles of Incorporation Filing (professional fees applied)
- Insurance
- Benefits
- Vendor Contacts
- Local Provider Notification
- Coalition Notification
- State Website Changes (Point of Entry)
- Outreach Van – material retagged - logo
- Safety Net Van – logos
- All training materials

#### Administrative

- Brochures
- Website Revisions
- Annual Report Revisions
- Stationary/Envelopes
- Coalition logo creation
- Board Member Name Tags
- Email addresses/Domain Name
- Advertisements
- Posters
- PowerPoint Presentations
- Marquee sign – new logo
- Postcards
- Book marks
- Business cards

- **Legislative Updates –**
  - A legislative update will be provided during the Board Meeting.

## **VOLUNTARY PRE-KINDERGARTEN**

- **VPK Update –**
  - Childhood Development Services has been enrolling for the summer and fall VPK. VPK registrations have been provided by Coalition staff at School District sites and individual VPK provider sites to provide parents a convenient and simple enrollment experience.
  
- **Outreach –**
  - The Children’s Forum continues to create the demo for our new website. This effort has been delayed pending the possibility of a name and logo change.
  
  - An update will be provided at the Board Meeting regarding the “Neighborhood Network Event” to be held at Cox Elementary School next month.
  
  - The Outreach and Awareness AD-HOC Committee met on April 4, 2007. The Committee has instructed staff to purchase posters with an informational tear-off post-it advertising VPK services. These posters will be available in both English and Spanish. Quotes have been received and will be ordered before the end of the month.
  
- **Financial Update –**
  - Monthly Statement of Financials – February 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 all cost reimbursement invoices.
  
  - Expenditures remain within the approved financial limitations.

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