



**BOARD OF DIRECTORS
MEETING MINUTES
March 24, 2011**

Meeting: Early Learning Coalition of Pasco and Hernando Counties, Inc.
Board of Directors Meeting

Day/Date/Time: Thursday, March 24, 2011 at 8:30 a.m.

Location: Early Learning Coalition of Pasco and Hernando Counties, Inc.
15506 County Line Road, Suite 103
Spring Hill, FL 34610

Board of Director Members Present: Lisa Hammond, Chair; Jo Ann Carman, James Cook, Jayne Goldstein, Joe Mascaro, Nicole Miller, Teresa Suarez

Board of Director Members Excused: Elizabeth Callaghan, Bonnie Clark, Dawn Haas, Sonya Jackson, David Lambert, Mary Beth Wehnes

Board of Director Members via Phone: Susan Arnett, Debora Martoccio, Pat Mulieri

Board of Director Members Absent: Dave Meglay, Beth Rawls

Coalition Staff Present: Kim Borrego, Pattie Eacobacci, Jim Farrelly, Marie Grace, Ramute “Jak” Jakubauskas, Betsy Kier, LuAnn LaCava, Kim Williams

Guests Present: Suzie Aguilera, Williams, McCranie, Wardlow & Cash, P.A.; Heidi Rand, Mid-Florida Community Services; Rob Wardlow, Williams, McCranie, Wardlow & Cash, P.A.; Toni Watkins, Sacred Heart

I. Welcome and Call to Order - Ms. Lisa Hammond, Chair

Ms. Lisa Hammond, Chair, called the regularly scheduled meeting of the Early Learning Coalition of Pasco and Hernando Counties, Inc. Board of Directors to order at 8:40 a.m. Introductions were made.

II. Action Items

- **Adoption of Agenda**

Ms. Hammond requested a motion to adopt the agenda. Ms. Miller moved to accept this motion and Mr. Mascaro seconded. All were in favor with no abstentions and the motion carried. **(Action Item #1011-42)**

- **Approval of Minutes, January 27, 2011 Board Meeting**

Ms. Hammond requested a motion to approve the minutes of the January 27, 2011 Board Meeting. Mr. Mascaro moved to accept this motion and Mr. Cook seconded. All were in favor with no abstentions and the motion carried. **(Action Item #1011-43)**

- **Treasurer's Report – Ms. Elizabeth Callaghan, Chair**

In Ms. Callaghan's absence, Ms. Kier presented the report. Ms. Kier explained that the Coalition's budget is currently expended by 66% with School Readiness being expended by 66.03% which is in-line with state and federal guidelines. The VPK budget has been expended by 56.02% which is also in-line with state and federal guidelines. Ms. Kier informed the board that two (2) items were out of line in the budget – Occupancy which is at 67.1% and Salaries which is at 61.62%. Ms. Kier stated these items will continue to be observed and, if necessary, a budget amendment will be prepared and submitted for approval.

Ms. Hammond requested a motion to approve the Financial Statement for the period of July-February, 2011. Ms. Suarez so moved and Mr. Cook seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1011-44)**

III. Remarks from the Chair/Executive Committee Report – Ms. Lisa Hammond, Chair

Ms. Hammond stated that the Executive and Finance/Audit Committees had met at a joint meeting and reviewed the FY 2010 Financial Audit. She requested that Mr. Wardlow review the audit with the Board.

- **Presentation, FY 2010 Financial Audit – Mr. Rob Wardlow, Williams, McCranie, Wardlow & Cash, P.A.**

Mr. Wardlow reviewed the FY 2010 Financial Audit page by page and in detail with the Board explaining certain items including the variables between FY 2009 and FY 2010. He indicated that the Coalition's unrestricted deficit is being reduced, but a plan is needed to continue to keep the deficit from increasing.

Ms. Hammond requested a motion to accept the Financial Audit for FY 2010 as presented. Ms. Mulieri so moved and Mr. Cook seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1011-45)**

Mr. Wardlow stated he will work with Ms. Bosanko and Mr. Farrelly to compile the corrective action report and submit to AWI. Ms. Hammond suggested the Finance Committee begin discussing various suggestions to reduce the deficit and Mr. Wardlow indicated that Ms. Bosanko will have further information for the Finance Committee. Ms. Hammond stated that forecasting the budget at the end of the fiscal year is critical and Mr. Wardlow recommended that calculations be made monthly to ensure dollars for slots are spent.

Mr. Wardlow explained that he is required to communicate certain items to the governing Board. The first disclosure is the Coalition's continued reliance on state and federal funding. Second, there were no difficulties in the audit and the deficit issue has been discussed.

- **Honors to Retiring Board Member, Ms. Karen Livengood**

Mr. Farrelly stated that Ms. Livengood had relocated out of state and the plaque honoring her service to the Coalition will be mailed to her.

- **Recommendation, Provider Representative to Board of Directors**

Mr. Farrelly stated that as the At-Large Board position, currently occupied by Ms. Goldstein, will soon be eliminated, Ms. Goldstein was one of the candidates who had submitted an application for Provider position on the Board left open by Ms. Livengood's resignation. He explained the Executive Committee had reviewed a total of four (4) applications from Pasco providers and had voted to present Ms. Goldstein to the Board for final approval.

Ms. Hammond requested a motion to appoint Ms. Jayne Goldstein to the Board as the Provider Representative for Pasco County. Mr. Cook so moved and Ms. Suarez seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1011-46)**

- **Recommendation, Presentation of Slate of Officers, 2011-12**

Ms. Hammond requested nominations from the floor for the positions of Vice President, Treasurer and Chair of Finance/Audit Committee, Program Committee Chair and Quality Committee Chair. Hearing none she stated that the following individuals were being recommended:

Ms. Nicole Miller, Vice President
Ms. Elizabeth Callaghan, Treasurer and Chair of Finance/Audit Committee
Ms. Jayne Goldstein, Chair of Program Committee
Mr. Joe Mascaro, Chair of Quality Committee

Ms. Hammond requested a motion to approve the recommended Slate of Officers for FY 2011-12. Ms. Mulieri so moved and Ms. Suarez seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1011-47)**

- **Recommendation, Ad Hoc Committee, Board of Directors Self-Evaluation Survey**

Mr. Farrelly stated that the Ad Hoc Committee, formed in January and consisting of Mr. Cook and Ms. Callaghan, refined the evaluation survey being presented. This survey was based on an existing survey utilized by the Florida Association of Early Learning Coalitions, but personalized to fit this Coalition's requirements. Once approved, the survey will be sent out via "Survey Monkey" and the results will be presented at the May Board meeting.

Ms. Hammond requested a motion to approve the Self-Evaluation Survey. Mr. Mascaro so moved and Ms. Miller seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1011-48)**

IV. Program Committee – Ms. Jayne Goldstein, Chair

- **Committee Update**

Ms. Goldstein thanked the members for her appointment to the Board. She stated the Program Committee had met on March 16, 2011 and reviewed the various centers that had been placed on a Corrective Action Plan as well as the centers that had scored above the minimum of 85%. The Committee had also reviewed the resolution that had been brought by the Pasco County Commissioners to require licensing of family child care homes in Pasco County.

- **Recommendation, Adoption of Primrose School Curriculum as an approved Coalition Curriculum**

Ms. Goldstein stated the Program Committee had reviewed and approved the Primrose School Curriculum as an addition to the Coalition's other approved curricula.

Ms. Hammond requested a motion to approve the Primrose School Curriculum. Ms. Mulieri so moved and Mr. Cook seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1011-49)**

Mr. Farrelly stated that the Coalition's budget for 2011-12 will reflect a new system for assessing centers and homes being generated by the State, the Environmental Rating Scale (ERS) and Classroom Assessment Scoring System (CLASS). The target date for their implementation is July of 2013 and will be mandatory. These new assessment tools will dramatically change the way the Coalition does business because they are much more comprehensive and detailed.

Mr. Farrelly explained that currently, Coalition staff are able to assess a center in one day, but these new tools will only allow one classroom being assessed per day. The Coalition may be required to hire twelve (12) additional new staff and find additional office space at

an estimated cost of \$500,000. However, there will be no additional funds supplied by the State; the funds to cover the additional expenses will have to come from slot dollars.

Mr. Farrelly explained that a recommendation had been made and accepted by the Program Committee for a field test in 2012 of 10% of the Coalition's centers on a volunteer basis utilizing the new tools. He stated that all Coalitions will be required to do some type of field testing in FY 2011-12. He stated that consultants will be used for the 10% trial at a projected cost of \$10,000. The field test would be to do one classroom per center and the \$10,000 will be in the recommended budget for FY 2011-12 for this purpose.

Ms. Hammond inquired if there was an alternate means of doing with the State requires that is less expensive and Mr. Cook stated that these new assessment tools were not discussed at the recent ELAC meeting.

Mr. Farrelly stated he believes that implementation in 2013 may be delayed and that Coalitions may be moved away from AWI's jurisdiction to that of DOE.

- **Recommendation, Expenditure Plan for VPK Outreach & Awareness Grant in the amount of \$10,000**

Ms. Goldstein reported the Program Committee had approved the placement of an insert in the *St. Petersburg Times* to be distributed to 95,000 households for \$3,800. The Committee also approved a direct mail piece to be distributed to over 15,000 households with young children for approximately \$6,204.84. The Coalition utilized the same type of advertising last year and found it to be effective in raising awareness of the VPK program.

Ms. Miller inquired if the Coalition had contacted the local schools to include a VPK flier to go out with report cards. The Coalition will investigate this possibility.

Ms. Hammond requested a motion to approve the VPK Outreach and Awareness Grant in the amount of \$10,000. Ms. Miller so moved and Ms. Suarez seconded the motion. All were in favor with no abstentions. **(Action Item #1011-50)**

- **First Reading, Revisions to Personnel Policies - Payroll Procedures and to Payroll Policy & Procedures**

Ms. Goldstein stated the Program Committee had reviewed and approved the changes from a weekly to a bi-weekly format in the payroll policy in both the Personnel Policies and the Payroll Policy & Procedures. These two (2) policies will be brought back for a second reading at the May meeting.

V. Finance and Audit Committee – Ms. Elizabeth Callaghan, Chair

- **Committee Update**

In Ms. Callaghan's absence, Ms. Kier stated the Finance Committee had met on March 17, 2011 along with the Executive Committee to review the audit and the financial statements.

- **First Reading Revised Fiscal and Accounting Policies**

Ms. Kier stated the Committee had also reviewed and approved the minor changes to the Fiscal and Accounting Policies which were reviewed and approved at the January Board meeting. The policies will be brought back for a second reading at the May meeting.

VI. Quality Committee – Mr. Joe Mascaro, Chair

- **Committee Update**

Mr. Mascaro stated the Quality Committee had met on March 15, 2011 and the Quality Budget was currently 46% expended, but it should be closer to 75%. Ms. Borrego explained that Notices of Intent had been received from providers totaling approximately \$119,000, but the Coalition does not expect that all of the incentives will be submitted.

Mr. Farrelly stated the Quality Budget for FY 2011-12 will be reviewed on a quarterly basis and unspent funds will go directly to slots.

Mr. Mascaro requested that Ms. Borrego speak about the upcoming Annual Conference. Ms. Borrego stated that due to the overwhelming response last year, conference attendance had to be closed early. This year the venue has been changed to Bishop McLaughlin Catholic High School which can seat 800 in the performing arts center. She stated that the breakfast, lunch and snack will be similar to that offered in the past and that the Quality Committee voted to have two (2) keynote speakers. The conference is set for October 22, 2011.

- **Recommendation, Transfer \$60,000 from Quality Budget to School Readiness Slots**

Mr. Mascaro requested a motion to approve moving \$60,000 from the Quality Budget to School Readiness slots to enroll approximately 80 children. Mr. Cook so moved and Ms. Carman seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1011-51)**

VII. Executive Director Report – Mr. James Farrelly, Executive Director

- **Coalition Update**

Mr. Farrelly stated the Foundation for Early Learning held its *Kickin' Cook Out* on Saturday, March 12, 2011 and had approximately 426 attendees. Foundation tee shirts were distributed at the event as a way of helping to get the word out to the community on the importance of early learning. The Foundation will also serve as the fundraising arm of the Coalition.

Mr. Farrelly distributed copies of the Coalition's FY 2009-10 Annual Report to the Board. He informed the Board that KPMG, the State's auditors, will be on-site in April and the Refugee Program will be audited in the near future.

Mr. Farrelly stated that the Tobacco Free policy will be implemented on July 1, 2011 and on Monday, March 28, 2011, the Coalition will be hosting two (2) smoking cessation sessions. Both are open to staff, providers and the general public.

Mr. Farrelly stated that as of August 1, 2011, Pasco County will require all family child care homes to be licensed. He thanked Commissioner Mulieri and Ms. Wehnes who were both instrumental in getting the resolution passed. The Coalition will now concentrate its efforts on Hernando County.

Mr. Farrelly informed the Board that the Week of the Young Child's event, The Storybook Forest, will be held on Saturday, April 9, 2011 at Crews Lake Park from 11 am – 2 pm. Hernando County will also be having its annual Day of the Young Child event on Saturday, April 2 at the Jerome Brown Center in Brooksville from 10 am – 2 pm.

Mr. Farrelly stated that May is Provider Appreciation Month and the Coalition is working on ideas to recognize providers and the work they do during May's provider meetings.

- **Presentation, VPK Readiness Rates 2010 – Ms. Kim Williams and Ms. Marie Grace, VPK Specialists**

Ms. Williams explained that the 2010 VPK Readiness Rates have been posted on the website and 179 VPK providers, including 13 summer VPK providers, served 5,069 children in both Pasco and Hernando County. Based on a minimum of 88%, 157 providers had a successful rate and 7% or twelve (12) providers were low performing providers (LPPs) and did not meet the minimum of 140. Ms. Williams noted that fifteen (15) providers scored the maximum of 200 with the state average being 165. She noted that there is an increase in high scoring providers over last year and of the twelve (12) LPPs, one center has closed and two (2) are LPPs for a second year which will require them to purchase a curriculum if they wish to continue offering VPK for FY 2011-12.

Ms. Williams and Ms. Grace explained that VPK staff visit the LPPs and perform an Early Language and Literacy Classroom Observation (ELLCO). They noted that the Coalition has only two (2) second year LPPs and has never had a third year due to the number of trainings that are offered for VPK providers.

At this time, Ms. Hammond invited Ms. Toni Watkins to speak to the VPK Readiness Rates. Ms. Watkins distributed two (2) informational forms from the Florida DOE website and stated that the scores are not always valid and providers may experience problems filing a grievance with the State. She explained that Sacred Heart had received a 164, making their VPK program an LPP, and has not received an answer as to why the children from her program were not administered the Florida Assessments for Instruction in Reading (FAIR) test. She has filed a grievance, but it was denied. Ms. Watkins is

requesting that the Coalition draft a letter to the State asking for a review of the grievance policy as most grievances are not approved.

Ms. Rand stated that the Readiness Rates are based on how children are prepared to enter kindergarten and her program, Head Start, serves the neediest children with 10% of children having disabilities or being second language learners. Ms. Rand suggests having children assessed at the beginning of the VPK program and again at the end to gauge the success of the VPK program. Ms. Watkins stated the scores don't tell the whole story and that one child with a disability can change the scores for an entire program.

Ms. Hammond stated in terms of grievance issues if the grievance policy is not clear, the Program Committee can review and make a recommendation to the State for further clarification on behalf of providers. This issue will be considered at the April Program Committee meeting.

VIII. Utilization Reports – Ms. Betsy Kier, Assistant Executive Director

Ms. Kier stated the Utilization Reports for February show 2,910 children in Pasco and 1,067 in Hernando County. She explained the flat line projections in both counties for the remainder of the year will project a slight deficit of approximately \$5,000 for the end of the year.

In terms of VPK, Ms. Kier stated that Pasco had 3,531 children enrolled, an increase of over 200 children from last year. In Hernando County, 1,112 children were served, an increase of six (6) children from last year.

Mr. Farrelly stated that Ms. Bosanko is projecting a deficit of nearly \$40,000 in School Readiness as of the end of February based on the flat line projections. This is with no new children and no loss of children due to natural attrition. However, losses occur monthly, an average drop of 7% each month. Mr. Farrelly explained that with the transfer of \$60,000 from the Quality Budget, this will offset the deficit and will enable the Coalition to immediately enroll 27 children for April, May and June.

Mr. Farrelly recommends enrolling the 27 children now and continuing new enrollments on a one in/one out basis. He believes this will fully expend the budget by year end.

Ms. Hammond requested a motion to approve Mr. Farrelly's recommendation on the enrollment of children. Ms. Carman so moved and Mr. Mascaro seconded the motion. All were in favor with no abstentions and the motion carried.

Ms. Hammond requested that the March Utilization Report be presented at the April Executive Committee meeting.

IX. New/Unfinished Business

None

X. Public Input

None

XI. Adjournment

Ms. Hammond requested a motion to adjourn this meeting of the Board of Directors of the Early Learning Coalition of Pasco and Hernando Counties, Inc. Ms. Mulieri so moved and without further discussion the meeting was adjourned at 10 a.m.

Respectfully Submitted by:

Ramute “Jak” Jakubauskas
Administrative Assistant