



PROGRAM COMMITTEE MEETING MINUTES
November 14, 2012 at 8:30 a.m.
15506 County Line Road, Suite 102
Spring Hill, FL 34610

Committee Members Present: Jayne Goldstein, Chair; Dawn Harvey

Committee Members Attending Via Phone: Rene Akins, Angela Porterfield

Committee Members Excused: Ann-Gayl Ellis, Jean Rags

Staff Present: Kim Borrego, Jim Farrelly, Jak Jakubauskas

Guests Present: None

I. Welcome and Call to Order - Ms. Jayne Goldstein, Chair

Ms. Goldstein called the Program Committee to order at 8:31 a.m.

Ms. Goldstein requested a motion to approve the minutes from the October 17, 2012 meeting as presented. Ms. Harvey moved to approve the minutes of the October 17, 2012 meeting and Mr. Akins seconded the motion. All were in favor with no abstentions and the motion carried.

II. Discussion, Centers Below and Above Monitoring Standards

Ms. Borrego reviewed the following centers:

BBP: Ms. Borrego explained the center now has three (3) School Readiness children but they have been combined in the VPK classroom. Until a School Readiness classroom opens, curriculum will not be able to be reviewed until then.

LPA 54: Improvement continues with one (1) classroom still struggling. Staff is working with the director on scheduling trainings and additional technical assistance.

SPP: Minimum requirement was met on the follow up and the center has ordered Creative Curriculum. Staff will follow up within a few weeks to see how the curriculum is being implemented.

CFCH: Minimum requirement was met on the follow up but there is no evidence a curriculum is in place as per the Curriculum Specialist. Discussion followed on different options such as bringing the provider in for a formal discussion with the Executive Director, providing additional technical assistance through the Curriculum Specialist or extending the provider additional time. Mr. Farrelly recommended the Coalition contact the provider and have them come in for a meeting and the outcome will be reported at the December meeting.

The Committee agreed to Mr. Farrelly's recommendation and the provider will be requested to have a face-to-face meeting with Mr. Farrelly and Ms. Borrego. The results will be brought back to the December meeting.

Ms. Borrego stated an additional seven (7) providers were assessed who scored 91% or above. In addition, 32 CLASS assessments have been conducted.

Mr. Farrelly requested Ms. Borrego updated the Committee on the CLASS assessments. Ms. Borrego explained the state is preparing trainings for Coalitions who are currently doing the assessments and will be offering "Making the Most of Classroom Instruction" a training to be held in February for providers consisting of ten (10) 2-hour modules for in-depth training for providers.

Ms. Borrego stated there have been mixed reviews on the success of the CLASS assessments because on some follow-ups the teacher was no longer in that particular classroom and the evaluation hinges on both the classroom and the teacher. However, the providers have been receiving the assessment well. She explained staff are on track for completion of the assessments.

III. Update, 5th Annual Early Learning Conference

Ms. Borrego informed the Committee that 711 participants registered of which 622 attended the conference. CEU's are still being processed but 43 have been sent back to attendees to complete. The conference has been scheduled for next year at the same venue to be held on November 2, 2013.

Both Ms. Goldstein and Ms. Harvey stated that overall comments heard at the event were very positive.

IV. Public Input

Mr. Farrelly informed the Committee that not all School Readiness provider applications were returned by the due date of October 31, 2012. Thirty-eight (38) providers have not responded, seventeen (17) of which are in county. Mr. Farrelly explained that all of the providers were notified at provider meetings, in email communications and all providers not returning their applications were notified directly by phone. Those that did not respond will not be contracted with the Coalition as of January 1, 2013.

Ms. Borrego reminded the Committee that all providers signed an amended contract for FY 11/12 extending the contract date to December 31, 2012.

V. Next Meeting Date – December 19, 2012 at 8:30 a.m.

The next Program Committee meeting has been scheduled for Wednesday, December 19, 2012 at 8:30 a.m. Ms. Rags stated she would not be able to attend this meeting.

VI. Adjournment

Ms. Goldstein adjourned the Program Committee at 8:54 a.m. without further discussion.

Respectfully submitted by,

Ramute “Jak” Jakubauskas,
Administrative Assistant