



**PROGRAM COMMITTEE MEETING MINUTES**  
**May 15, 2013 at 8:30 a.m.**  
**15506 County Line Road, Suite 102**  
**Spring Hill, FL 34610**

**Committee Members Present: Dawn Harvey, Jean Rags**

**Committee Members Attending Via Phone: Angela Porterfield**

**Committee Members Excused: Marsha Carpenter, Ann-Gayl Ellis**

**Staff Present: Kim Borrego, Jim Farrelly, Jak Jakubauskas, Betsy Kier, Sherri Singleton**

**Guests Present: None**

**I. Welcome and Call to Order – Mr. Jim Farrelly**

Mr. Farrelly called the Program Committee to order at 8:35 a.m.

**II. Selection of Chair**

Mr. Farrelly explained that Committee members were required, as per the Bylaws, to select a Chair to lead the Program Committee and to serve as a representative of the Committee on the Executive Committee which meets the third Thursday of the month at 8:30 a.m. Additionally, during the month the Chair will need to consult with staff on the Committee agenda and meeting preparations.

Mr. Farrelly explained that while it is up to the Committee to choose the Program Chair; he informed them that Ms. Jean Rags has indicated she would be willing to serve as Chair of the Program Committee. Mr. Farrelly inquired if there are any other nominations from the floor. Hearing none Mr. Farrelly requested a motion to approve Ms. Rags as Chair of the Program Committee. Ms. Harvey so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried.

**III. Review/Adoption of Draft Minutes from March 20, 2013 Meeting**

Ms. Rags requested a motion to approve the minutes from the March 20, 2013 meeting as presented. Ms. Harvey so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried.

**IV. Discussion, Centers Below and Above Monitoring Standards**

Ms. Borrego explained that April's notes were in blue and the most recent notes are indicated in red. She then reviewed the following centers:

Kerri Nail d.b.a. Leading by Example: Ms. Borrego explained the Coalition has been working with this provider since December on a lack of curriculum. The provider's School Readiness contract was terminated and the provider filed a grievance. This grievance was heard by the Ad Hoc Committee and a 30 day extension was recommended. This recommendation will go to the full Board for a vote at the May meeting. If approved, the provider's 30 day extension will begin on May 23 until June 23, 2013.

Ms. Rags inquired why the Ad Hoc Committee granted an extension and Ms. Borrego explained the provider was present and explained that she was making improvements. The Board Chair did inform the provider not to delay in making improvements as there will be no other appeal.

Beacon Community: Follow-up was conducted and the minimum requirements were met with a final assessment of 96%.

Sunshine Kids Academy: Follow-up was conducted and minimum requirement were met.

Creative World of Wesley Chapel: Follow-up was conducted and minimum requirements were met.

Kidz Gallery: Follow-up was conducted and minimum requirements were met.

Meadow Point Christian Academy: Follow-up was conducted and minimum requirements were met with a final assessment of 92%.

Life Source Child Development: Follow-up was conducted and minimum requirements were met with a final assessment of 95%.

Footprints NPR: Follow-up was conducted and minimum requirements were met with a final assessment of 93%.

Little Sunshine: Follow-up was conducted and minimum requirements were met with a final assessment of 93%.

Discovery Point #31: Follow-up assessment will be conducted after May 17, 2013.

Kiddie Ranch: Follow-up assessment will be conducted after May 27, 2013.

Ms. Borrego explained that an additional twenty-four (24) providers had scored 90% or higher on their assessments. Ms. Porterfield congratulated staff on how well providers are doing on the follow-up assessments.

## **V. Review/Approval, Community Needs Assessment – Ms. Betsy Kier**

Ms. Kier explained the Community Needs Assessment is part of the Coalition's overall plan and requires periodic updating with new demographic information. The plan was last updated in 2006.

Ms. Rags suggested Ms. Kier check with the Workforce Board to obtain updated unemployment figures for Hernando County. Ms. Kier explained any additional changes or recommendations can also be made to the plan during the May Board meeting.

Ms. Rags requested a motion to present the Community Needs Assessment plan to the full Board at the May meeting. Ms. Harvey so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried.

## **VI. First Reading, Revisions to Bylaws**

Mr. Farrelly explained the Match Committee has been an Ad Hoc Committee since its creation and the members have done good work in attempting to procure match funds and a Plan of Action has been developed. He suggested it is time to move the Match Committee from an Ad Hoc to a standing committee. The addition of this committee will show OEL the Coalition is serious about its match commitment. Mr. Farrelly explained that Mr. Pat McHugh currently serves as Chair of the Ad Hoc Committee and as Chair and Treasurer of the Finance & Audit Committee.

Mr. Farrelly briefly reviewed the changes being requested. Ms. Rags inquired on page 8, Section 15, paragraph A, if “elect” should not be corrected to read “select”. Mr. Farrelly explained this is the current wording throughout the Bylaws and that Committee members are annually brought to the Board for a vote.

Ms. Rags suggested on page 8, Section 15, paragraph B, the following addition: “...to meet the **MATCH** fundraising requirement...” She also suggested on page 11, Section 2, paragraph G, to read as follows: “...Plan of Action **to meet the MATCH fundraising requirement** is developed...”

As there was no further discussion or suggested changes to the Bylaws, Ms. Rags requested a motion to approve the revised Bylaws with the changes presented today. Ms. Porterfield so moved and Ms. Harvey seconded the motion. All were in favor with no abstentions and the motion carried.

## **VII. Discussion, CLASS Assessments FY 2013-2014**

Ms. Borrego explained that CLASS assessments were proposed and accepted for FY 2012-13 with a goal of performing 111 CLASS assessments. She explained that a new toddler tool is being rolled out and staff training is scheduled to begin in July.

Ms. Borrego reviewed the proposed assessments for FY 2013-14 which will total 350 assessments, based on 15% of preschool and toddler classrooms, with the usual 100% of School Readiness provider assessments being performed.

Ms. Harvey commented that she is pleased to see CLASS coming into the toddler classrooms and Mr. Farrelly congratulated Ms. Borrego and her staff on the leadership role they have taken with the CLASS assessments.

Ms. Borrego stated the Coalition is seeing positive reviews from providers as CLASS focuses on interaction. The whole concept has been overwhelmingly positive. She explained the only downside has been the turnover in teachers which is affecting the third scheduled observation visit. A follow up cannot be completed if the original teacher is not on staff.

**VIII. Public Input**

None.

**IX. Next Meeting Date – June 19, 2013 at 8:30 a.m.**

The next Program Committee meeting has been scheduled for Wednesday, June 19, 2013 at 8:30 a.m.

**X. Adjournment**

Ms. Rags adjourned the Program Committee at 9:02 a.m. without further discussion.

Respectfully submitted by,

Ramute “Jak” Jakubauskas,  
Administrative Assistant