



## **PROGRAM COMMITTEE MEETING MINUTES**

**Wednesday, November 13, 2013, 8:30 a.m.**

**15506 County Line Road, Suite 103**

**Spring Hill, FL 34610**

**Committee Members Present: Ms. Jean Rags, Chair; Josh Kelly**

**Committee Members Excused: Diane Rowden**

**Committee Members Present via Phone: Marsha Carpenter, Angela Porterfield**

**Coalition Staff Present: Kim Borrego, Jim Farrelly, Jak Jakubauskas**

**Others Present: None**

### **I. Welcome and Call to Order – Ms. Jean Rags, Chair**

Ms. Rags called the Program Committee to order at 8:32 a.m. and welcomed Committee members.

### **II. Review/Adoption of Draft Minutes from October 16, 2013**

Ms. Rags requested a motion to approve the minutes from the October 16, 2013 meeting. Mr. Kelly so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried.

### **III. Discussion, Centers Below and Above Monitoring Standards**

Ms. Borrego reported she had updated information from recently conducted assessments.

- Footprints Hudson – minimum requirements were met;
- Ellie's Daycare – the Provider Specialist encountered technical difficulties and the center has yet to be assessed;
- Little Rascals – assessment conducted with overall score of 89%. However, two (2) classrooms still remain under a CAP.
- Adventure Learning – assessment conducted with overall score of 87%;
- Faith Kids – assessment conducted with overall score of 91%.

Ms. Borrego stated four (4) additional centers were assessed and scored 87% or higher. Additionally, twenty-four (24) CLASS assessments have been conducted. She explained these assessments must be conducted early in the year as the centers must be visited a total of three (3) times during the year.

Mr. Farrelly reminded the Committee that initially the passing score on the assessments was 80%. It is now at 85% and the Board is questioning if it is time to raise the score

again. Mr. Farrelly explained that it is not time to raise scores because there is a possibility that CLASS could become the state's mandated assessment tool.

#### **IV. Update, CLASS Initiative – Future Funding**

Ms. Borrego explained the Coalition is moving slowly with the implementation of CLASS. This year, a 15% sampling of providers is being conducted in both preschool and toddler classrooms. Last year, a 25% sampling was done, but only in preschool classrooms. With a staff of four (4), this will result in a total of forty (40) assessments being performed during the year.

She explained that OEL had negotiated a contract with Teachstone, the company that provides the CLASS materials and trainings for the past 1.5 years. This contract will expire at the end of next year and it will become the responsibility of each Coalition to financially support future CLASS efforts. Currently, all trainings for Coalition staff have been done at no charge.

Ms. Borrego stated the Coalition believes that CLASS is the correct way to go for future assessments and any items that need to be purchased or trainings scheduled, funds would be available within the Quality Budget. She explained the cost to implement CLASS, as it is being administered today would be approximately \$15,000. This is based on no staffing changes and assessments continuing with 15% of the providers.

Mr. Farrelly explained that CLASS is very labor intensive, requiring three (3) visits per center and if it was the sole assessment, it may require an additional twelve (12) staff members.

Ms. Porterfield agreed that CLASS is time consuming and labor intensive, but good information is provided for the teachers and staff. Ms. Borrego explained that the CLASS focus is not on the environment, but on the relationship/interaction between the child and the teacher.

Ms. Borrego explained that she directed the Provider Specialists to assess at least one center that had the CLASS assessment last year to see evidence of progress over two (2) years.

Ms. Rags inquired if providers should be brought in to have CLASS explained to them in greater detail to relieve their fears of the assessment.

Ms. Borrego explained that provider meetings have been held with the providers included in the sampling. Ms. Rags commented that providers may have a preconceived notion that CLASS is only temporary. They need to understand the full process and discuss it among themselves. Mr. Farrelly explained the Coalition is no longer holding the bi-monthly provider meetings due to low attendance. However, the Coalition has held town hall meetings when something important has arisen such as HB 7165 and future town hall meetings could include the topic of CLASS.

**V. Review/Adoption, Revision to Grievance Policy and Procedures**

Mr. Farrelly explained the change to the policy is reflected in red and relates to the addition of a Volunteer Mediator. Ms. Rags inquired if the word “study” was necessary and Mr. Farrelly agreed it was not.

Ms. Rags requested a motion to accept the revisions to the Grievance Policy and Procedures as presented and changed. Mr. Kelly so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried.

**VI. Public Input**

Ms. Borrego updated the Committee on the Conference explaining that approximately 905 individuals were present. Overall evaluations indicate a high level of satisfaction with rave reviews for Dr. Mel. She explained the Coalition is considering moving the 2014 Conference to Saturday, October 25, 2014 so it does not conflict with Halloween. The actor, Ms. Jennifer Garner is being approached as keynote due to her involvement with children.

Ms. Porterfield stated that as an attendee to the Conference, she thought it was amazing and complimented Coalition staff for their endeavors on behalf of young children.

**VII. Next Meeting Date – November 13, 2013 at 8:30 a.m.**

Ms. Rags stated the Committee had discussed changing the Program Meeting dates last month to have a more meaningful meeting and be respectful of Committee Member’s time and travel. She announced there will be no meeting in December and the next scheduled Program Committee will be on Wednesday, January 15, 2014 at 8:30 a.m.

**VIII. Adjournment**

Ms. Rags requested a motion to adjourn. Mr. Kelly so moved and this meeting of the Program Committee meeting was adjourned at 9 a.m. without further discussion.

Respectfully submitted by,

Ramute “Jak” Jakubauskas  
Administrative Assistant