



PROGRAM COMMITTEE MEETING MINUTES
Wednesday, January 15, 2014, 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: None

Committee Members Present via Phone: Marsha Carpenter, Angela Porterfield, Diane Rowden

Coalition Staff Present: Kim Borrego, Pam Dudek, Jim Farrelly, Jak Jakubauskas, Betsy Kier

Others Present: None

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

Ms. Rags called the Program Committee to order at 8:33 a.m. and identified Committee members on the phone.

II. Review/Adoption of Draft Minutes from November 13, 2013

Ms. Rags requested a motion to approve the minutes from the November 13, 2013 meeting. Ms. Porterfield so moved and Mr. Kelly 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 on the following assessments:

- Ellie's Daycare – minimum requirements were met;
- Little Rascals – second assessment was conducted; however, two (2) classrooms still remain under a CAP and a second follow up is due shortly;
- Adventure Learning – minimum requirements were met;
- Faith Kids – minimum requirements were met; however, the curriculum was weak and the Curriculum Specialist was brought in. The provider is not utilizing an approved curriculum; a warning letter from the Executive Director was sent; the provider was invited to attend a Creative Curriculum training;
- Little Explorers – minimum requirements were not met; however, the provider has officially terminated their School Readiness contract with the Coalition, but will continue to provide VPK;
- Little Peoples Christian – three (3) classrooms failed to meet minimum requirements; follow up is due shortly;

- Circle of Life – two (2) classrooms did not meet minimum requirements; follow up is due after January 26, 2014.

Ms. Borrego stated that twenty-three (23) additional centers were assessed and scored 91% or higher. At this time, the Committee briefly discussed Little Rascals and their annual appearance on the CAP Report. Ms. Borrego reported that ten (10) CLASS assessments have also been conducted.

Mr. Farrelly requested Ms. Borrego provide her perspective, in terms of additional spending dollars, of observations made by staff on how well providers are using their current materials such as curriculum, books, worksheets, and toys. Ms. Borrego explained that providers range from those on the low end with a low commitment to high quality centers. She explained that incentive dollars may not be utilized on new items as providers are only purchasing items they must have.

Mr. Kelly explained the Boys/Girls Clubs are still building their centers, but are taking advantage of incentive dollars. He explained the process looks complicated, but is not. He has found the instructions are hard for staff to understand. Ms. Rags suggested looking at the instructions and Mr. Farrelly stated that a training class will be held next week for providers on how to apply for incentives. Ms. Rags suggested giving the providers specific item ideas to apply for and to review the instructions.

Mr. Kelly suggested the Coalition purchase items and give them directly to centers; items such as computer stations.

IV. Update, Age Range Policy

Mr. Farrelly and Ms. Kier reviewed the changes to the age range policy as brought about by the state and HB 7165. Ms. Kier explained the majority of the changes to the policy had been approved at one of the last meetings. However, a new paragraph has been added stating the temporary expansion of age ranges may be authorized by the Executive Director, depending on funding availability, and if expanded, will be reported at the next regularly scheduled Executive Committee or meeting of the Board of Directors.

Ms. Kier stated the policy is being updated due to the zero wait list and the new eligibility priorities which state that children in age ranges 6, 7, and 8 must be served if the funds are available. Mr. Kelly remarked these changes will help the Boys/Girls Clubs keep children in the program.

Ms. Rags requested a motion to approve the changes to the Age Range Policy. Ms. Porterfield so moved and Mr. Kelly seconded the motion. All were in favor with no abstentions and the motion carried.

VI. Public Input

None.

VII. Next Meeting Date – March 19, 2014 at 8:30 a.m.

The next scheduled Program Committee will be on Wednesday, March 19, 2014 at 8:30 a.m. Ms. Rags explained that if something important arises, a special Committee meeting will be called.

VIII. Adjournment

Ms. Rags adjourned this meeting of the Program Committee meeting at 8:48 a.m. without further discussion.

Respectfully submitted by,

Ramute “Jak” Jakubauskas
Administrative Assistant