



**Program Committee Meeting Minutes  
March 23, 2009 at 8:30 a.m.  
15506 County Line Road, Suite 104  
Spring Hill, FL 34610**

**Committee Members Present: Jean Rags, Chair; Denise Gill, Sonya Jackson**

**Committee Members Participating via Phone: Dave Meglay, Mary Beth Wehnes**

**Staff Present: Jim Farrelly, Ramute “Jak” Jakubauskas, Betsy Kier, Nicole Gonzalez**

**I. Welcome and Call to Order: Ms. Jean Rags, Committee Chair**

Ms. Rags, Chair, called the Program Committee to order at 8:30 a.m. Roll call and introductions were made.

Ms. Rags requested a motion to approve the minutes from the December 8, 2008 meeting. Mr. Meglay moved to approve the minutes and Ms. Wehnes seconded the motion. All were in favor with no abstentions and the motion carried.

**II. Discussion, Centers Below Monitoring Standards**

**• Recommendation to Terminate Payment Agreement**

Ms. Kier stated that on KP’s follow up visit, they scored a 52%. Their initial evaluation scored a total of 51%. This center was given over 30 days to be brought up to minimum requirements and the owner and director were brought in for face-to-face meetings. On their third and final walk through, they scored a 60%. The Coalition recommends terminating their payment agreement effective immediately. Ms. Kier informed the Committee that CDS had received a letter from KP stating they would be terminating their contract as of April 20, 2009.

Ms. Kier requested a motion to terminate KP’s payment agreement with the Coalition. Mr. Meglay moved to approve the motion terminating the agreement and Ms. Wehnes seconded. Ms. Gill requested a discussion and inquired if the Coalition was aware of KP’s licensing statistics. Ms. Kier informed her they are out of compliance for health and safety issues. Ms. Rags continued the motion by asking if all were in favor to terminate the agreement, all were in favor with no abstentions and the motion carried.

- **Discussion, Other Centers under Correction Action Plans**

Ms. Kier stated there were three (3) other centers with problems. She will be meeting later today with HOL who are not utilizing an approved curriculum. The second center, LSLC only has one (1) classroom out of compliance and Ms. Kier will be meeting with them on Wednesday. The third center, WCOP has a letter being sent to them regarding a face-to-face meeting after they scored a 52% on their follow up.

### **III. VPK Recommendations – 09/10 Program Year**

- **VPK Monitoring Tool**

Ms. Kier explained that some of the wording will be changed including the removal of “within the next 30 days” as a return visit is not always possible within this time frame.

Ms. Rags requested a motion to approve the changes to the VPK Tool. Mr. Meglay made a motion to approve the changes and Ms. Wehnes seconded the motion. Ms. Gill requested a discussion and inquired if another objective could be added on the Classroom Review page, under item #6 – Quality. She would like to see something that relates to teacher interaction and instructional time. Ms. Kier will review the wording in the School Readiness tools and add another objective to the VPK Tool with similar wording.

Ms. Rags requested the motion be amended to reflect the addition of the objective. Mr. Meglay so moved and Ms. Wehnes seconded. All were in favor with no abstentions and the motion carried.

- **Amendment I**

Ms. Kier suggests removing two (2) items from the Amendment I document and adjusting the Attendance Policy. The policy will not be approved by AWI until May. Ms. Gill stated this may affect some of the VPK providers. The Committee agrees it is crucial to remind providers this document is from the State not the Coalition.

No action was taken on Amendment I at this Committee meeting.

- **Required Training**

Ms. Kier informed the Committee she would like to see mandatory VPK training for VPK teachers. Ms. Debbie Thomas and Ms. LuAnn LaCava are able to do the training and it is in the Coalition’s best interest. It would be offered at no expense to the providers. A brief discussion followed on setting regular training dates on specific days of the week for providers.

### **IV. Selection of Next Meeting Date**

The next meeting of the Program Committee has been scheduled for Monday, April 20, 2009 at 8:30 a.m.

**V. Public Input**

No public input.

**VI. Adjournment**

Mr. Meglay made a motion to adjourn the Program Committee meeting at 9 a.m.

Respectfully submitted by,

Ramute "Jak" Jakubauskas  
Administrative Assistant