

PROGRAM COMMITTEE MEETING MINUTES March 16, 2011 at 8:30 a.m. 15506 County Line Road, Suite 102 Spring Hill, FL 34610

Committee Members Present: Jayne Goldstein, Chair; Jim Cook

Committee Members Attending Via Phone: Sonya Jackson, Mary Beth Wehnes

Committee Members Excused: Dawn Haas

Staff Present: Kim Borrego, Jim Farrelly, Ramute "Jak" Jakubauskas, Betsy Kier

Guests Present: None

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

Ms. Goldstein called the Program Committee to order at 8:30 a.m.

Ms. Goldstein requested a motion to approve the draft minutes from the January 20, 2011 meeting as written. Ms. Wehnes so moved and Mr. Cook seconded the motion. All were in favor with no abstentions and the motion carried.

II. Discussion, Centers Below and Above Monitoring Standards

JFA: Provider scored an 80%; the minimum was met based on last year's assessment.

AH: Still no enrollment; CAP continues to be on hold.

KSNP: The minimum requirement was met.

LRDC: The minimum requirement was met.

WCC: The minimum requirement was met.

AA: The minimum requirement was met.

KRK-B: The minimum requirement was met.

GLC: CAP received and approved and TA requested. Changes in staff have resulted in difficulties in scheduling TA.

SA: CAP received and approved and TA requested and provided. Follow up is due on March 21, 2011.

MRFCCH: Provider not using Coalition approved curriculum. CAP received and approved and TA requested. Follow up is due on March 21, 2011.

FF-M: Provider has two (2) locations neither of which is using a Coalition approved curriculum. Follow up was rescheduled due to spring break.

FF-L: Assessment was done and provider scored a 91% but does not have a Coalition approved curriculum.

LHCA: Provider not using Coalition approved curriculum; has sent letter to the Coalition stating they area willing to make improvements. TA was requested and follow up is due on March 21, 2011.

MPCA: Follow up assessment is pending.

CLFCCH: Provider not using Coalition approved curriculum. CAP received and approved and TA requested from Curriculum and Training Specialist. Ms. Wehnes inquired how this family home provider has fifteen (15) children in care and Ms. Kier stated that some of the children may be after hours.

LL: CAP was received and approved and follow up is due on March 28, 2011.

XRFCCH: CAP has been received and approved.

The Committee reviewed the list of 38 providers who had scored 85% and above for both January and February.

Mr. Farrelly stated that LHCA was in the news last week due to a teacher driving a getaway car during an armed robbery. Considering that this center is under a CAP, the Coalition will certainly continue to monitor this center closely.

III. Update, Registered Family Child Care Homes

Ms. Borrego referred the Committee to their packets and the copy of the resolution from the Board of County Commissioners for Pasco County requiring family home child care providers to be licensed as of August 1, 2011. Mr. Farrelly stated the same situation exists in Hernando County and he is attempting to enact the same type of resolution.

IV. New Curriculum Adoption

Ms. Borrego stated Primrose School had submitted their curriculum for approval and had supplied a web-based link. This link had been previously forwarded to the Committee for review.

Ms. Goldstein requested a motion to approve Primrose School's curriculum. Ms. Wehnes moved to accept this motion and Ms. Jackson seconded the motion. All were in favor with no abstentions and the motion carried.

V. Update, Program Assessment Plan

Mr. Farrelly explained that the State is changing the way assessments are currently being done. Currently, the Coalition has three (3) staff members doing the assessments on approximately 300 centers and family child care homes. The State plans to have two (2) new rating programs in place by 2013, the Environmental Rating Scale (ERS) and the Classroom Assessment Scoring System (CLASS) and would like Coalitions to begin adopting plans to field test and put these new assessments into effect, as requested by OEL/AWI. All Coalitions are required to submit a plan of action for the new fiscal year, indicating how they plan to implement ERS and CLASS.

Mr. Farrelly continued stating that currently Coalition staff can do an assessment in one (1) day, but the new system requires a full day for each classroom. This could cost the Coalition an additional \$500,000 in staff fees which would include up to twelve (12) new assessors. The Coalition would also require additional office space and increased travel expenses, but the State will not be providing additional funds to meet the increased expenses. Instead, the funds would have to come from funds allocated to children's slots.

Mr. Farrelly would like to recommend the following plan to OEL/AWI that would include budgeting \$10,000 over the next fiscal year to contract with consultants to assess 10% of the Providers (23 centers and six (6) family child care homes,) at a stipend of approximately \$300 per center. The contractor would assess one (1) classroom in each center, randomly selected. Mr. Farrelly informed the Committee that the staff training involved for these two (2) new tools will take five (5) full weeks.

Mr. Farrelly suggested that providers could be chosen by requesting volunteers and would be done as part of their regular assessment in order for the providers to become familiar with the new tools. If no volunteers would be forthcoming then a system could be developed that would include having lower performing providers assessed first. Mr. Farrelly stated, if approved, staff would put a plan of action together and include \$10,000 in next year's budget for the contractor.

Ms. Goldstein requested a motion to approve the plan of action. Ms. Wehnes moved to accept this motion and Mr. Cook seconded the motion. All were in favor with no abstentions and the motion carried.

VI. Update, School Readiness Provider Agreement Amendments

Mr. Farrelly stated this amendment had been previously emailed to the Committee members for ratification and explained that the State is working on a statewide provider payment agreement that is not yet available. This amendment extends the current provider contract from July 1, 2011 until September 30, 2011.

Ms. Goldstein requested a motion to approve the School Readiness Provider Agreement Amendment. Ms. Wehnes moved to accept this motion and Ms. Jackson seconded the motion. All were in favor with no abstentions and the motion carried.

VII. VPK Outreach & Awareness Grant

Ms. Borrego proposes utilizing the same VPK advertising as last year – a flier inserted in the *St. Petersburg Times* which would be delivered to approximately 95,000 households and a direct-mail postcard which would be sent to about 16,000 households. The cost would be \$3,800 for the flier in the *St. Petersburg Times* and \$6,000 for the direct-mail postcard for a total of approximately \$10,000.

Ms. Goldstein requested a motion to approve the VPK Outreach & Awareness Grant. Mr. Cook moved to accept this motion and Ms. Jackson seconded the motion. All were in favor with no abstentions and the motion carried.

VIII. Discussion, Personnel Policies – Change in Pay Dates

Mr. Farrelly stated that Ms. Sonya Bosanko, Interim Finance Director, has recommended this change from a weekly pay period to bi-weekly in an effort to save time, reduce error rates in accounting and reduce costs in payroll processing. The Committee is requested to approve the changes and then a recommendation will be made for approval to the Executive Committee before being presented to the full Board.

Ms. Goldstein requested a motion to approve the change in Pay Dates in the Personnel Policies. Ms. Wehnes moved to accept this motion and Ms. Jackson seconded the motion. All were in favor with no abstentions and the motion carried.

At this time, Ms. Borrego distributed information on the Recurrence of Failing Providers (attached) to the Committee informing them that certain providers have been in a continuing cycle. The Committee agreed to consider consequences regarding standards not being maintained between assessments and discuss at the next Program Committee meeting. Ms. Borrego requested suggestions and ideas from the Committee.

IX. Next Meeting Date – April 20, 2011 at 8:30 a.m.

The next meeting of the Program Committee will be on Wednesday, April 20, 2011 at 8:30 a.m.

X. Public Input

None.

XI. Adjournment

Ms. Goldstein adjourned the Program Committee at 9:20 a.m. with no further discussion.

Respectfully submitted by,

Ramute "Jak" Jakubauskas, Administrative Assistant