



**PROGRAM COMMITTEE MEETING MINUTES**  
**April 20, 2011 at 8:30 a.m.**  
**15506 County Line Road, Suite 102**  
**Spring Hill, FL 34610**

**Committee Members Present: Jayne Goldstein, Chair; Jim Cook, Mary Beth Wehnes**

**Committee Members Attending Via Phone: Dawn Haas**

**Committee Members Excused: Sonya Jackson**

**Staff Present: Kim Borrego, Jim Farrelly, Ramute “Jak” Jakubauskas, Betsy Kier**

**Guests Present: Toni Watkins, Sacred Heart – via Phone**

**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 March 16, 2011 meeting as written. Ms. Wehnes so moved and Ms. Haas seconded the motion. All were in favor with no abstentions and the motion carried.

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

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

GLC: Minimum requirement was met.

SA: Minimum requirement was met.

MRFCC: Minimum requirement was met and will be implementing a Coalition approved curriculum.

FF-M: Minimum requirement was met and will be implementing a Coalition approved curriculum.

FF-L: Minimum requirement was met and owner has stated they are using a Coalition approved curriculum (to be confirmed by staff).

LHCA: Requirements were met in some areas but not in the preschool and school age rooms. A CAP will be required and a follow up will occur within 30 days.

MPCA: Minimum requirement was met.

CLFCCH: Minimum requirement was met however the Coalition continues to be concerned over ratios and children's attendance.

LL: Follow up is due within the next ten (10) days.

XRFCCH: TA has been provided and follow up will be done.

KS: Not utilizing a Coalition approved curriculum; CAP received and approved. TA provided by Curriculum Specialist and the center will be using the Funshine curriculum. Follow up will be conducted within 30 days.

SNS-L: Not utilizing a Coalition approved curriculum; have selected and will be implementing a curriculum. Follow up will be conducted within 30 days.

LEP: CAP has just been approved; follow up will be done in mid May.

VHFCCH: Not utilizing a Coalition approved curriculum; CAP was received and approved and Provider has declined TA. Follow up will be due at the end of April.

ABF: Not utilizing a Coalition approved curriculum; CAP was approved and TA has been requested. Provider has selected Creative Curriculum.

Ms. Borrego reported that 26 providers had scored 87% or above in March.

### **III. Revision (First Reading), School Readiness Provider Monitoring Procedure**

Ms. Borrego distributed the pages from the procedure manual (attached) that would reflect the new state-wide change from School Readiness Payment Agreement to School Readiness Provider Payment Contract. She informed the Committee that Coalition Providers have been emailed an amendment to extend their current agreement to September 30, 2011. Under the new "Contract" providers will be required to fill out an application first, once that is approved, a contract will be signed.

Ms. Borrego informed the Committee that Items C and D on Page 4 have been added for high achieving centers and homes as well as for those who continue to fall below the minimum requirements. Discussion followed on the purpose of including this additional incentive to reward those providers who consistently achieve 96% or above on their assessments. Ms. Goldstein recommended that Item C be amended to reflect that centers that achieve 96% or above for two (2) years in a row should be rewarded with the partial assessment.

Ms. Goldstein also recommended that other options or consequences are stated for repeat centers that fail the assessment such as an assessment or an abbreviated visit being conducted again within the same year as the original assessment. Ms. Kier stated that there are only a small percentage of providers that consistently fail. Discussion followed on one option being to terminate failing providers within the first year.

Ms. Wehnes stated that DCF provides failing centers with a two (2) year time line and Ms. Kier stated that low performing VPK providers are given four (4) years.

Mr. Farrelly stated that the revised School Readiness Provider Monitoring procedures will be brought back to the May Program Committee meeting with the changes suggested.

#### **IV. Discussion, VPK Provider Grievance Procedure to Department of Education**

Mr. Farrelly stated this topic had been added to the agenda at the request of Ms. Toni Watkins. Ms. Watkins stated she has had many conversations with Mr. Gary Sabitsch of OEL who has been working on issues presented by Ms. Watkins.

One issue has been that eleven (11) of the children from her center went on to a Catholic school and were given the FLKRS portion of the assessment test but it was not given over the 30 day period as required and the FAIR test was not given at all. Ms. Watkins stated these eleven (11) children comprised 25% of the children assessed. She stated that the children who went to private school were not assessed properly. Previously, only a public school employee was allowed to administer the FLKRS and FAIR tests. Mr. Sabitsch has been instrumental in seeing that a letter will be sent to the schools regarding the tests and other changes are also being worked on and should be available for next school year.

Mr. Farrelly stated the Coalition has received no other complaints or has had any issues on the test results. He requested that Ms. Watkins supply him with a copy of the letter that Mr. Sabitsch will be sending to the schools.

#### **V. Discussion, School Readiness Payment Agreement; Coalition Policy Implications**

Mr. Farrelly stated that the Florida ELAC directors have been working to create a state-wide agreement. The consistency of such an agreement would encourage the State to support Coalitions' efforts.

Ms. Kier stated that the new "contract" will change some of the Coalition's current processes. An application must be completed before the contract is signed. The application includes all of the variables – insurance, rate change information, etc. Any future changes would require a new application, rather than a new contract.

Changes to the School Readiness Provider Monitoring Procedures and the Coalition Operating Procedures to change the language from “agreement” to “contract” have been submitted for first reading. Another change is to have the Coalition named as a third party insured on the liability coverage. This will prompt the insurance company to inform the Coalition when a policy is being dropped or not renewed.

The changes to both Procedures will be brought back to the May Program Committee meeting for a second reading and then to the full Board for final approval.

**VI. Next Meeting Date – May 18, 2011 at 8:30 a.m.**

The next meeting of the Program Committee will be on Wednesday, May 18, 2011 at 8:30 a.m.

**VII. Public Input**

None.

**VIII. Adjournment**

Ms. Goldstein requested a motion to adjourn the Program Committee; Ms. Haas so moved and the meeting was adjourned at 9:20 a.m. with no further discussion.

Respectfully submitted by,

Ramute “Jak” Jakubauskas,  
Administrative Assistant