



**PROGRAM COMMITTEE MEETING MINUTES**  
**September 14, 2011 at 8:30 a.m.**  
**15506 County Line Road, Suite 102**  
**Spring Hill, FL 34610**

**Committee Members Present:** Jayne Goldstein, Chair; Richard Forrester, Angela Porterfield

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

**Committee Members Excused:** Ann-Gayl Ellis

**Staff Present:** Kim Borrego, Jim Farrelly, Jak Jakubauskas, LuAnn La Cava

**Guests Present:** None

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

Ms. Goldstein called the Program Committee to order at 8:32 a.m.

Ms. Goldstein requested a motion to adopt the draft minutes from the August 17, 2011 meeting as written. Mr. Forrester so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried.

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

Ms. Borrego reviewed the following centers:

CAL: Follow up was conducted and the center passed with an overall score of 89%. One of the lower scoring classrooms has been closed due to lack of enrollment.

JFAFCCH: Ms. Borrego explained that the follow up was performed on August 25, 2011 and the provider scored the minimum of 85%. However, there was no evidence of a Coalition approved curriculum. A meeting was requested between the provider, the Executive Director and Coalition staff where the provider was given another two (2) weeks to prove that a curriculum was being used. The provider was given three (3) objectives that would demonstrate minimal evidence along with training provided by the Curriculum Specialist, Training Specialist and an Inclusion Specialist to further review what needed to be put into place.

The Curriculum Specialist and Provider Specialist were at the provider's location on September 12, 2011 and there was no evidence of a Coalition approved curriculum being used. A certified letter was sent to the provider stating that her payment agreement was being cancelled effective September 26, 2011 at the close of business.

Mr. Farrelly stated this was done as per the instructions approved by the Committee at the July 13, 2011 meeting. He stated he believes the provider will appeal to the Executive Committee which may give her additional time to rectify the problem. He reminded the Committee that this same provider appealed to the Executive Committee last year because of lack of a curriculum and was successful in her appeal. She currently has three (3) School Readiness children and they will remain until the Board's final vote.

SSLC: Minimum requirements were met on follow up.

KRP – This is a new provider who scored an 80% on their initial assessment.

Ms. Borrego informed the Committee that six (6) new providers have signed on with the Coalition and have successfully completed their initial assessments.

### **III. Distribution, School Readiness Provider Assessment Tools**

Ms. Borrego explained that a request was made at the July meeting to supply members with the tools used during assessments. These tools have already been approved by the Board and are currently being utilized by staff. The review and any discussion on the tools will be added to October's Program meeting agenda.

Ms. Borrego explained that the first six (6) tools in the packet were for centers. The first tool was for Program Management Assessment, followed by tools for the following classrooms: Infant, Toddler, 2-Year Old, Preschool and School Age assessments. The final tool is for family child care homes. Mr. Farrelly stated any questions the members have on the tools should be addressed to Ms. Borrego or to himself.

Ms. Goldstein informed the committee that providers have been provided an opportunity to review and revise the tools along with staff. At the last review meeting, only eight (8) providers participated. Ms. Borrego informed the Committee that assessments are done annually and that large centers may require two (2) Provider Specialists to spend an entire day performing a complete assessment. Mr. Farrelly stated that with the proposed state-wide assessment tool, assessments will take considerably longer.

Ms. Goldstein and Ms. Haas both stated they appreciate the tool and the information that it provides on their classrooms.

### **IV. Update, Race to the Top Application and Spending Plan (LuAnn LaCava)**

Mr. Farrelly introduced Ms. La Cava, Curriculum Specialist, and stated these are federal dollars for early education which may have a great deal of potential if Florida is awarded funds.

Ms. La Cava explained the program's focus is birth to 8-years of age over a 4-year period. A total of \$100,000,000 will be awarded to states to enhance standards and improve

assessments and data collection and improve the early childhood workforce. It will also increase the effectiveness of teachers and help to turn around struggling schools.

Ms. La Cava explained that a Quality Rating System for birth-8 years of age with outcome driven training must be in place for the state to be awarded this potential grant. The deadline to submit is October 16, 2011 with the outcomes announced in December. Two (2) states have already received funds – Delaware and Tennessee. Ms. La Cava reported that 78% of the funds remain to be awarded and 38 states have applied.

Ms. La Cava explained the point system involved. Florida has to provide proof of evidence of a state-wide tiered quality rating system by October 16, 2011 and Mr. Farrelly informed the Committee that the state has requested our input.

Mr. Farrelly further explained these funds are not for direct services and it is not anticipated that providers will receive additional funds for direct services.

**V. Next Meeting Date – October 19, 2011 at 8:30 a.m.**

The next Program Committee meeting will be held on Wednesday, October 19, 2011 at 8:30 a.m.

**V. Public Input**

None.

**VI. Adjournment**

The Program Committee was adjourned at 9:08 a.m. without further discussion.

Respectfully submitted by,

Ramute “Jak” Jakubauskas,  
Administrative Assistant