



**PROGRAM COMMITTEE MEETING MINUTES**  
**May 23, 2012 at 4 p.m.**  
**15506 County Line Road, Suite 102**  
**Spring Hill, FL 34610**

**Committee Members Present:** Jayne Goldstein, Chair; Rene Akins, Ann-Gayl Ellis, Angela Porterfield

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

**Committee Members Excused:** Jean Rags

**Staff Present:** Kim Borrego, 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 4:02 p.m. and welcomed all attendees.

Ms. Goldstein requested a motion to approve the minutes from the March 14, 2012 meeting as presented. Ms. Harvey so moved and Ms. Ellis seconded the motion. All were in favor with no abstentions and the motion carried.

Ms. Goldstein requested a motion to approve the minutes from the April 11, 2012 meeting as presented. Ms. Ellis so moved and Ms. Harvey 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:

FUMC: Minimum requirements were met.

BBP: Ms. Borrego explained this provider was invited in to speak with herself, Mr. Farrelly and Ms. La Cava, the Curriculum Specialist, and staff addressed the seriousness of not utilizing a Coalition approved curriculum which could result in the cancellation of their provider contract. The Curriculum Specialist was requested to visit the center for a third time. Even though the center has purchased the Creative Curriculum, there is no evidence of its use in the classrooms. The provider has inquired as to the Coalition's grievance procedure.

Ms. Porterfield inquired if everything possible has been done with the provider. Ms. Borrego stated that even though the center scored a 90% on their follow up assessment, it is

still in breach of contract and follow up visits have seen no evidence of improvement in the utilization of a Coalition approved curriculum.

Ms. Ellis moved to discontinue BBP's contract with the Coalition; Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried.

LPCD – Minimum requirements were met.

LFS – Minimum requirements were met.

PB – Minimum requirements were met.

DCC – Center is closed until further notice pending repairs. Ms. Borrego reported that all children enrolled in this center were moved and the CAP will not be lifted after the center reopens until it passes the assessment.

KS – Follow up is due shortly.

LEP – Minimum requirements were met.

FFP:L – Minimum requirements were met.

ABFP – Follow up was completed and minimum requirements were not met. In addition, this center is not utilizing a Coalition approved curriculum. The provider states they are using Creative Curriculum but there is no evidence as subsequent visits have noted. Ms. Kier explained this provider was also notified by certified letter they are in direct violation of their contract.

A brief discussion followed on offering this provider an opportunity for a face to face meeting with staff, on the grievance procedure and how the Executive Committee thoroughly reviews the related information during a grievance hearing. Ms. Kier stated that staff ensure that due diligence has been followed.

The Committee agreed to have Ms. Borrego invite the provider in to meet with herself, Mr. Farrelly and Ms. La Cava prior to June's Program Committee meeting, giving them one (1) more opportunity to realize the importance of utilizing a curriculum and how it will directly affect their center.

CALP – Two (2) classrooms did not meet the minimum requirements and the center is not utilizing a Coalition approved curriculum. This center has submitted a corporate curriculum for approval.

AACP – Follow up is due shortly.

DP30 – Did not meet the minimum requirements and is not utilizing a Coalition approved curriculum. Follow up is due at the end of May.

SNS:L – Two (2) classrooms did not meet the minimum requirements. Follow up is due in June.

KG – One (1) classroom did not meet the minimum requirement. CAP is due this week.

WCP – Did not meet minimum requirements; CAP is due this week.

Ms. Borrego reported that sixteen (16) providers had scored 86% or above and the Provider Specialists have approximately twenty (20) centers yet to be assessed before the end of the fiscal year.

A brief discussion followed on the possibility of informing parents of their provider's assessment scores, parents' lack of knowledge on developmentally appropriate activities and the differences in quality among centers. Ms. Borrego explained the mission of the Coalition's Foundation is to help educate the community about Early Learning.

### **III. Update, Legislative Activity**

Ms. Kier explained the house bill (HB 5102) was vetoed by the Governor, but several items within the bill have been moved to administration. Priorities that OEL is currently working on include changing the age range to 0-5, a state-wide provider reimbursement rate and pre and post tests in School Readiness and VPK classrooms administered by providers.

### **IV. Approval, CLASS Implementation for Provider Assessments**

Ms. Borrego stated that the third item on the cost breakdown sheet is being recommended. The assessment would cover 25% of preschool classrooms receiving three (3) assessments. Currently, CLASS would not assess infant or toddler classrooms. The current assessment tool will continue to be utilized with the remaining 209 providers.

Ms. Goldstein requested a motion to approve Option #3 which covers the 25%. Ms. Porterfield so moved and Mr. Akins seconded the motion. All were in favor with no abstentions and the motion carried.

### **V. First Reading, Client Grievance Policy**

Ms. Kier distributed a new, revised draft policy (attached) to the Committee and stated that due to recent parent grievances regarding eligibility determination, the procedure was changed to a policy and will incorporate time limits on grievances and responses. A suggestion was made on Step 5 to change the wording to read, "Within (20) days of receipt of the compliant **to the Executive Director**, the board will have conducted..."

Ms. Porterfield moved to approve the Client Grievance Policy with the change noted; Ms. Ellis seconded the motion. All were in favor with no abstentions and the motion carried.

**VI. Additional Curriculum for Adoption**

Ms. Borrego stated that a Carson-Dellosa Curriculum has been submitted for approval. She explained that usually the Committee members are given an opportunity to review the curriculum presented, but in this case the publisher has discussed with the provider that this curriculum is not aligned with Florida Standards and is not meant to be a stand-alone curriculum, only a resource.

Ms. Porterfield moved to disapprove the adoption of the Carson-Dellosa Curriculum as it is developmentally inappropriate; Ms. Harvey seconded the motion. All were in favor with no abstentions and the motion carried.

**VII. Public Input**

None.

**VIII. Next Meeting Date – June 20, 2012 at 8:30 a.m.**

As some members are unavailable on this date, a doodle.com will be sent to the committee members to determine a new date for June’s Program Committee meeting.

**IX. Adjournment**

Ms. Goldstein adjourned the Program Committee at 4:55 p.m. without further discussion.

Respectfully submitted by,

Ramute “Jak” Jakubauskas,  
Administrative Assistant