



PROGRAM COMMITTEE MEETING MINUTES
July 17, 2012 at 8:30 a.m.
15506 County Line Road, Suite 102
Spring Hill, FL 34610

Committee Members Present: Jayne Goldstein, Chair; Ann-Gayl Ellis, Angela Porterfield, Jean Rags

Committee Members Attending Via Phone: Rene Akins

Committee Members Excused: Dawn Harvey

Staff Present: Danielle Berche, Kim Borrego, Jim Farrelly, Jak Jakubauskas

Guests Present: None

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

Ms. Goldstein called the Program Committee to order at 8:34 a.m.

Ms. Goldstein requested a motion to approve the minutes from the May 23, 2012 meeting as presented. Ms. Rags so moved and Ms. Ellis 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:

BBP: Ms. Borrego briefly reviewed the history on this provider and explained the Curriculum Specialist has visited three (3) times for evidence of a Coalition approved curriculum. Due to low summer enrollment, the children in the classroom in question have been combined with another classroom. Ms. Borrego also visited this center on Monday, July 16, 2012 with the Provider Specialist and both have witnessed some progress. She believes that with continued support, the provider will continue to make improvements. The provider has attended a number of trainings with another staff member.

Ms. Borrego recommends that the Provider Specialist continues to stop in and that the provider attend an upcoming Creative Curriculum training.

Ms. Goldstein stated she would like to see a more specific plan as to when the provider will be monitored, etc. and recommends that a monitoring be done within the next 30 days. Mr. Akins recommended having a written time line plan.

Mr. Farrelly reminded the Committee that mandatory policy established by the Board is in effect and that the Committee's role here is simply to either maintain or cancel a contract. At this point, it is the administration's recommendation to maintain at least through the next Committee meeting.

Discussion followed on the length of time this provider has been under a CAP and whether or not this provider is a good candidate for maintaining a contractual relationship. The Committee agreed to continue monitoring this provider closely to see what progress is made within the next 30 days. Ms. Porterfield stated it may be 45-60 days before staff knows if the classroom will be successful.

DCC – Minimum requirements were met.

KS – Follow up conducted; new CAP was received and approved for second classroom.

ABFP – The director met with Mr. Farrelly and Ms. Borrego regarding the lack of an approved curriculum. This center has an absentee owner and the director was not keeping her informed of the contract violation. The owner did participate in a teleconference with staff and prepared a list of initiatives that included listing Ms. Goldstein as a mentor. The owner has demoted the director and stated the center is now on track. She requested and was given through the end of July to produce evidence of a curriculum.

Ms. Goldstein explained the director had contacted her requesting assistance in regards to the curriculum and was informed that Ms. Goldstein would have to obtain additional information. After speaking with Mr. Farrelly, Ms. Goldstein contacted the director and offered assistance with Creative Curriculum. Ms. Goldstein stated this owner has two (2) local centers and is familiar with Coalition requirements and the assessments.

Mr. Farrelly stated that staff is recommending an extension through July followed by a monitoring and if no changes are evidenced, their contract will then be cancelled. Ms. Borrego informed the Committee that when a center changes directors, a new contract must be signed and the owner should be submitting new paperwork shortly. Mr. Farrelly reminded the Committee that there is now a state-wide contract for all providers.

Discussion followed on the variance of time between assessments for this provider and BBP. A note will be placed in the CAP report for this provider stating that they did request an extension only to the end of July.

CALP – Minimum requirement met and after this provider requested to use the Carson-Dellosa Curriculum and was denied; they selected HighReach Learning and requested training from the publisher. This training will be on July 21, 2012. The Curriculum Specialist will revisit the center in August.

AACP – Minimum requirements were met.

DP30 – Minimum requirements were met.

SNS:L – Minimum requirements were met.

KG – Minimum requirements were met.

WCP – This center will be closing.

ROFCCH – Minimum requirements were not met and no curriculum is being utilized. The owner has opted to care for only school-aged children which does not require a curriculum.

TDFCCH – Minimum requirements were not met. CAP was approved and follow up will be due by the end of July.

JGFCCH – Minimum requirements were not met. CAP was approved and follow up will be due at the beginning of August.

KTFCCH – Minimum requirements were not met. CAP was approved and follow up will be due after August 6th.

FHZ – Minimum requirements were not met. CAP was approved and follow up will be due at the end of July.

LPA 54 – Provider has a corporate curriculum, but no evidence of it was seen in the Infant & Toddler classrooms. Provider was given 30 days to implement an approved curriculum.

LPA 52 – Provider has a corporate curriculum, but no evidence of it was seen in the Infant & Toddler classrooms. Provider was given 30 days to implement an approved curriculum.

Ms. Borrego reported that thirteen (13) providers had scored 85% or above.

III. Review, Assessments FY 211-2012

Ms. Borrego distributed the attached Assessment Survey that shows how providers are scoring. The Committee agreed this is a good tool and should be maintained.

IV. Discussion, VPK Administrative Cost

Mr. Farrelly explained that only 4% of the VPK overall budget is slated for administration spending and that it is impossible for Coalitions to meet this state mandate. In the past, this Coalition has utilized two (2) Provider Specialists and two (2) VPK Specialists. Now, all four (4) will be considered Provider Specialists and will cover both School Readiness and VPK which will help to reduce administrative spending and travel expenses.

Mr. Farrelly informed the Committee that in the future the Outreach and Awareness funds will be utilized for administration and not for direct mail pieces or bill boards. A survey

being done by Coalition staff of parents enrolling their children into VPK shows that parents are learning about the VPK program through word of mouth not different advertising methods. Ms. Borrego will present the most current survey results at the August meeting.

V. Update, SR & VPK Specialist Position Combination, Provider Specialist

Included in the above report.

VI. Discussion, School Readiness Monitoring Procedure, First Reading

Ms. Borrego distributed the attached and explained this is a first draft for the Committee's review. She reviewed the changes with the Committee and explained that contract terminations would only be due to contractual violations not due to failing assessments.

Ms. Rags moved to approve the School Readiness Monitoring Procedure with the recommended changes to present to the Board for approval at the July meeting. Ms. Ellis seconded the motion. All were in favor with no abstentions and the motion carried.

VII. Discussion, Immunization Verification Checklist, First Reading

Ms. Borrego distributed the attached and explained that OEL has now made it mandatory that licensed exempt providers are now responsible for maintaining current immunization records. The Coalition has not had to monitor these records in the past; this has been DCF's responsibility. This requirement is now part of the Coalition's Assessment tool and providers will lose points if their immunization records are out of compliance.

Ms. Goldstein requested a motion to approve the Immunization Verification Checklist. Ms. Ellis so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried.

VIII. Update CLASS Implementation Plan

Mr. Farrelly requested this item be tabled until the August meeting.

IX. Update, Incentive Survey

Mr. Farrelly requested this item be tabled until the August meeting.

X. Public Input

None.

XI. Next Meeting Date – August 15, 2012 at 8:30 a.m.

The next Program Committee meeting has been scheduled for Wednesday, August 15, 2012 at 8:30 a.m.

XII. Adjournment

Ms. Goldstein adjourned the Program Committee at 9:30 a.m. without further discussion.

Respectfully submitted by,

Ramute “Jak” Jakubauskas,
Administrative Assistant