



**PROGRAM COMMITTEE MEETING MINUTES**  
**August 15, 2012 at 8:30 a.m.**  
**15506 County Line Road, Suite 102**  
**Spring Hill, FL 34610**

**Committee Members Present:** Jayne Goldstein, Chair; Rene Akins, Dawn Harvey, Jean Rags

**Committee Members Attending Via Phone:** None

**Committee Members Excused:** Ann-Gayl Ellis, Angela Porterfield

**Staff Present:** Kim Borrego, Bev Doucet, 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 8:32 a.m.

Ms. Goldstein requested a motion to approve the minutes from the July 17, 2012 meeting as presented. Ms. Rags 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:

BBP: Ms. Borrego explained this provider continues to maintain status quo with the classroom in question still being closed. Spot checks by the Curriculum Specialist continue and an invitation to attend a recent Creative Curriculum training was extended, but not accepted.

KS: Minimum requirements were met.

ABFP: This provider was also invited but did not attend the Creative Curriculum training. However, a new director has been hired and the minimum requirements were met on a recent follow-up visit. With regard to implementation of a Coalition approved curriculum, provider is making improvements.

CALP: The HighReach Learning training has occurred but no evidence that it is being utilized is apparent. The provider has informed the Curriculum Specialist that the curriculum will be implemented on August 20, 2012. Mr. Farrelly recommended that the Curriculum Specialist visit the provider after school starts on August 20<sup>th</sup> to determine if a curriculum is in use.

ROFCCH: Minimum requirements were met.

TDFCCH: Minimum requirements were met.

JGFCCH: Minimum requirements were met.

KTFCCH: Minimum requirements were met with a passing score of 95%.

FHZ: Minimum requirements were met.

LPA 54 and LPA 52: Both providers passed with minimum requirements being met; however, neither is using their corporate curriculum in the infant and toddler classrooms. Instead, the Curriculum Specialist has found the teachers are using health and safety checklists. The CS has spent time with both directors and invited each to attend 4-year old Standards training, but neither attended.

At this time, Mr. Farrelly recommends bringing in both directors for a discussion with management staff. Mr. Farrelly invited Ms. Goldstein to attend a meeting of this nature, as an observer.

Ms. Borrego reported that the Coalition has assessed two (2) new providers who both passed. She also reported that assessments for this fiscal year will begin later next week. Mr. Farrelly reminded Committee members that the Coalition no longer has School Readiness and VPK Specialists but four (4) Provider Specialists who will be monitoring providers.

### **III. Update, CLASS Implementation Plan**

Ms. Borrego explained the Coalition had assessed 5% of contracted providers which totaled six (6) pre-school classrooms. Providers have been excited about the new tool and staff has found that the results are very similar to the current assessment tool. Both tools show a lack of staff/child interaction with some classrooms being more involved than others. These assessments have allowed staff to perform a “practice run” with the new tool. Ms. Borrego stated that a CLASS overview is being discussed to present to providers.

### **IV. Update, Incentive Survey**

Ms. Borrego distributed the (attached) Incentive Survey explaining that forty-seven (47) providers had been polled and these were the ideas and comments that had been generated.

Ms. Borrego then reviewed the Provider Incentive Utilization graph with the Committee.

### **V. Review, VPK Parent Survey Results**

Ms. Borrego explained a survey had been conducted that began on February 23, 2012 and ended in June. The survey found that VPK parents learned about the program primarily from friends or relatives. Out of approximately 2,000 registered parents, 1,311 learned about the program from word of mouth; 94 from the direct mail piece, 159 from the newspaper insert and 333 from billboard advertising.

## **VI. Update, McKay Scholarship, VPK SIS and Early Learning Coalitions**

Mr. Farrelly explained that Ms. Teresa Suarez had raised a question at the last Board meeting about VPK parents of children with special needs being offered a McKay Scholarship. He explained the McKay Scholarship is for kindergarten-12<sup>th</sup> grade and that a new state statute, VPK Specialized Instructional Services (SIS), will offer parents of children with special needs a choice. The parent can either choose VPK or trade the VPK funds in for special services such as occupational or speech therapy. The funding for the SIS program will be monitored by Coalitions; however, no rule promulgation has been provided by the state as of yet. When the state issues information, providers will also be invited to take part in the state offered informational conference calls.

Ms. Harvey stated her school is a McKay school and she has heard nothing about this program.

Mr. Farrelly explained that the Coalition will be returning to basics due to the recent loss of funds from the overall budget. Management staff will be looking at ways to tighten expenses in administration such as curtailing attending certain events and having fewer staff attend or train at various state-wide conferences. These savings will allow the Coalition to serve more children.

Ms. Rags encouraged bringing up omitted activities to the Board as some members may wish to sponsor certain staff trainings or activities.

Mr. Farrelly explained that Senator Fasano had contacted him about a parent with a child who underwent a kidney transplant from a sibling and who had issues with child care. Fortunately, the Coalition was able to assist the parent. Mr. Farrelly stated that in the future, the Coalition's Foundation may be beneficial in areas such as this for providing scholarships as donations to the Foundation and its fund raising endeavors increase.

## **VII. Public Input**

None.

## **VIII. Next Meeting Date – September 19, 2012 at 8:30 a.m.**

The next Program Committee meeting has been scheduled for Wednesday, September 19, 2012 at 8:30 a.m.

## **IX. Adjournment**

Ms. Goldstein adjourned the Program Committee at 9:05 a.m. without further discussion.

Respectfully submitted by,  
Ramute "Jak" Jakubauskas,  
Administrative Assistant