



**Quality Committee Meeting Minutes  
Tuesday, July 19, 2011, 4 p.m.  
15506 County Line Road, Suite 103  
Spring Hill, FL 34610**

**Committee Members Present: Joe Mascaro, Chair; Jo Ann Carman, Jayne Goldstein, Heidi Rand**

**Committee Members Excused: Teresa Suarez**

**Committee Members Present via Phone: None**

**Coalition Staff Present: Kim Borrego, Jim Farrelly, Jak Jakubauskas**

**Others Present: None**

**I. Welcome and Call to Order: Mr. Joe Mascaro, Chair**

Mr. Mascaro called the Quality Committee meeting to order at 4:00 p.m. and welcomed attendees. Introductions were made.

Mr. Mascaro requested the Committee review the minutes from the June 14, 2011 meeting. Mr. Mascaro requested a motion to approve the minutes from the June 14, 2011 meeting. Ms. Goldstein moved to approve the minutes as presented and Ms. Carman seconded the motion. All were in favor with no abstentions and the motion carried.

**II. Review Incentive Applications for FY 2011-12**

Ms. Borrego distributed the five (5) Incentive Applications (attached) and stated that minor changes have been highlighted. She explained each change and briefly described each incentive to the new Committee members.

Mr. Mascaro requested that the Committee review each incentive application individually. Mr. Farrelly stated that a cover letter will be sent to the providers with the 2011-12 incentive applications informing them of the new budget's quarterly format and that any funds not used within the quarter will then revert to the general fund and be utilized for School Readiness slots. This change will also be announced at upcoming provider meetings.

The Committee reviewed the Incentive Applications:

- Accreditation Incentive – no changes.

- Provider Support – Ms. Rand stated that under Reimbursement Rates, the last bullet should read: “Score 95% **and above** may be reimbursed at...”
- Reduce Reuse Recycle – no changes.
- Professional Development – no changes.
- Curriculum – Ms. Goldstein requested that the DLM curriculum be spelled out with DLM being included in parentheses (DLM).

Mr. Mascaro requested a motion to approve the five (5) Incentive Applications for FY 2011-12 with the changes indicated. Ms. Carman so moved and Ms. Rand seconded the motion. All were in favor with no abstentions and the motion carried.

### **III. Review, Quality Budget for FY 2011-12**

Ms. Borrego distributed the budget (attached). Mr. Farrelly stated that \$1.7 million has been removed from the Coalition’s budget for FY 2011-12 with \$1.3 million from School Readiness. He explained that this draft budget was discussed at the last Quality Committee meeting and indicated that page 2 shows \$10,000 being allocated for the School Readiness contractor for the state-wide assessment programs’ field test of the Classroom Assessment Scoring System (CLASS) and the Environmental Rating Scale (ERS).

Mr. Farrelly further explained the need for a School Readiness contractor and the 26 day training period required to receive certification. If CLASS and ERS are approved by the State, fourteen (14) new staff would have to be hired at approximately \$500,000 annually to perform the assessments because of the additional requirements. However, ERS training has not yet been scheduled due to state cut backs. Ms. Rand stated that her agency has three (3) staff members who are trained in CLASS and the Coalition in Flagler/Volusia has ERS trained staff.

Mr. Mascaro inquired why the \$10,000 would not be reflected in the programmatic budget. Mr. Farrelly explained that this expense needs to be shown on the budget as Quality and Ms. Rand stated that Flagler/Volusia also has slated this expense in their Quality budget.

Mr. Mascaro requested a motion to approve the Quality Budget for FY 2011-12. Ms. Rand so moved and Ms. Goldstein seconded the motion. All were in favor with no abstentions and the motion carried.

### **IV. Conference Update**

Ms. Borrego stated that on August 2, 3 and 4 the Foundation will be hosting “Eat Smart for a Healthy Start” events at libraries in Brooksville, Hudson and Dade City. Lunch boxes will be given to the first 100 children at each event. These events will enable providers to market their centers as well as raise funds for the Foundation. Ms. Borrego stated that, to date, five (5) providers have signed up to participate.

Ms. Borrego distributed the attached flyer on the 4<sup>th</sup> Annual Conference which will be held on Saturday, November 12, 2011 at Bishop McLaughlin Catholic High School. She informed the Committee that a Planning Committee will be created soon and presenters are being sought. She stated that several Coalition staff are attending the One Goal Conference in Tampa and will speak with presenters there. Donations are also being sought as door prizes and a printer/fax/scanner unit has been donated. Ms. Rand indicated she may have a presenter and would forward Ms. Borrego the information.

**V. Public Input**

None.

**VI. Schedule Next Meeting Date – August 9, 2011**

Ms. Rand stated she would be unavailable on August 9, 2011. The Committee was informed that if quorum would be an issue, Ms. Jakubauskas will send a doodle.com to choose a new meeting date.

**VII. Adjournment**

Mr. Mascaro requested a motion to adjourn the Quality Committee meeting. Ms. Goldstein so moved and without further discussion, the Quality Committee meeting was adjourned at 4:45 p.m.

Respectfully submitted by,

Ramute “Jak” Jakubauskas  
Administrative Assistant