Quality Committee Meeting Minutes
Tuesday, December 13, 2011, 4 p.m.
15506 County Line Road, Suite 103
Spring Hill, FL 34610

Committee Members Present: Jo Ann Carman, Jayne Goldstein, Teresa Suarez

Committee Members Excused: Heidi Rand

Committee Members Present via Phone: Joe Mascaro, Chair

Coalition Staff Present: Kim Borrego, Jim Farrelly, Sharon Hayes, 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 4:04 p.m. and requested that Ms. Sharon Hayes continue and lead the agenda. Ms. Hayes welcomed attendees and introductions were made.

Ms. Hayes requested the Committee review the minutes from the November 8, 2011 meeting. Ms. Hayes requested a motion to approve the minutes from the November 8, 2011 meeting. Ms. Goldstein so moved and Ms. Carman seconded the motion. All were in favor with no abstentions and the motion carried.

II. Review/Approval Incentive Applications for FY 2011-12

Ms. Hayes stated eighteen (18) providers submitted twenty-six (26) applications for a total of $19,027.54. Mr. Mascaro congratulated Ms. Hayes for the number of applications submitted. He inquired if there was anything out of the ordinary on any of the applications that required discussion and Ms. Goldstein inquired if any of the providers she had held an "incentive workshop" with had submitted applications. Ms. Hayes informed them there were none.

Mr. Mascaro requested further clarification on the air purification system under the Reduce Reuse Recycle applications. Ms. Hayes explained this was a home center and the children had been becoming ill. This unit was recommended to filter and purify the air. A brief discussion followed on the need for the "amount requested" column on the report.

Ms. Hayes requested a motion to approve the incentives as presented. Ms. Suarez so moved and Ms. Goldstein seconded the motion. All were in favor with no abstentions and the motion carried.

III. Review, Revised Quality Budget for FY 2011-12

Ms. Hayes explained the budget was 41% expended and 44% committed. Mr. Farrelly informed the committee that the spending down of the Quality Budget is nearly where it should be at the halfway point of the fiscal year. He attributes this to the new quarterly format of unused funds being transferred to slots for children in School Readiness.

Ms. Suarez inquired about the amount remaining for Inclusion and was informed that if Inclusion staff had a need for items that surpassed the amount remaining, the budget could be restructured.

Mr. Mascaro inquired if the funds received from the Conference would be issued to the Quality Budget or would the funds be re-distributed to slots. Mr. Farrelly stated he would look into this and report back to the Committee.

Ms. Hayes requested a motion to approve the Quality Budget as presented. Ms. Carman so moved and Ms. Suarez seconded the motion. All were in favor with no abstentions and the motion carried.

IV. Review, Input from Inclusion Specialists on Quality

Ms. Hayes reported that Inclusion staff had submitted the following ideas (2012-13) on how Quality dollars may benefit inclusion services for children:

- Purchase additional materials for trainings that target anti-violence and character building curriculums such as Second Step and Conscious Discipline.
- Small grants would be awarded to those centers that are expanding opportunities for inclusion. This would include centers whose teachers attend trainings regularly and exhibit the implementation of strategies learned. The funds could be used to purchase products of the teachers' choosing to support each child's sense of belonging, positive social relationship and friendships.
- Scholarships for children and families to assist them with the cost of specialist evaluations and consultations for parents who have limited or no insurance coverage.
- Partnering with a university to supervise student interns in the education field to assist inclusion staff with carrying out evidence-based strategies.
- A DVD series entitled "123 Magic" that children and parents could utilize at home.
- Purchase of items for children's personal needs such as replacing worn out shoes and jackets.
- Scholarships for parents/grandparents to provide parenting classes.

Mr. Farrelly explained that the Quality Budget for FY 2012-2013 could potentially focus more dollars on children with special needs. The Coalition is not able to give dollars directly to parents; however training scholarships could be sponsored as well as adding incentives to encourage more centers to accept children with special needs.

Ms. Suarez recommended having an orientation training for parents on how to access alternative resources for their children with special needs.

V. Discussion, "Vision Report" Recommendation: Foundation of Excellence

Ms. Borrego distributed the attached slides on the Foundation of Excellence Professional Development Program and explained this program is geared toward offering teaching staff an opportunity to increase their knowledge through independent study and professional reading. She explained this program is designed around an orientation meeting followed by six (6) meetings with a required reading from a selected book for each session. The findings would be shared with other members of the Foundation.

Ms. Borrego distributed the attached slides on the Statement of Impact and Cost Analysis and explained the cost would be minimal utilizing current staff. Discussion followed on the need for owners and directors to realize the importance of expanding knowledge of early childhood education and that centers who are falling short during their assessments on certain areas such as interaction between teachers and students, could be directed to the Foundation of Excellence.

Ms. Suarez commented that she could see a connection between the Foundation and the Leadership Academy that would empower "leaders" to have discussions within their own centers. Ms. Borrego suggested that during the Orientation it would be mandatory that the main center administrator is involved, not just the teachers. She also explained that the main cost would be the purchase of books for the six (6) reading sessions. She recommended that the participant purchase the required book and then submit for reimbursement. Having an individual make a financial outlay could commit them to the program.

The Program Committee agreed that this Vision Recommendation on the Foundation of Excellence be submitted to the Executive Committee for final approval at their January meeting.

VI. Discussion, School Readiness Contractor for Statewide Assessment Tool

Ms. Borrego updated the Committee by explaining her research has found no trainings offered by the state at this time. However, the Pasco County School Board will be offering a 2-day training in February for up to twenty (20) individuals. The cost would be for the training materials for each individual which would be between $50-$75 per person. Currently, no one in this area is trained on ERS and the Coalition has committed to assessing 5% or fourteen (14) providers by the end of the fiscal year. Ms. Goldstein stated she would like to be included in the training.

VII. Conference Update

Ms. Hayes informed the Committee that a total of 695 individuals attended and/or registered for the Conference. This included attendees, presenters, and exhibitors. The Conference generated a total of $22,718 with final expenses being $16,765.62 leaving a total profit of $5,952.38. She explained that the $5,000 in the Conference line item of the Budget will remain there to be re-distributed as needed.

Mr. Farrelly stated the Conference was a very successful event and he has been reviewing the comments generated by the attendees and they have been over-whelmingly positive.

VIII. Public Input

Ms. Suarez explained that the Coalition, Head Start and Pasco County Schools have been working on a program for Exceptional Student Education (ESE) – a pyramid work/training program. This began as a pilot and Ms. Ann McHugh and Ms. Damaris Conner, Inclusion Specialists with the Coalition, have been very committed and have opened conversations with community partners. As a representative of ESE, Ms. Suarez thanked the Coalition for their support and their continued collaboration with the Pyramid Model Training program and the mutual desire for all ESE children to be successful.

IX. Schedule Next Meeting Date – January 10, 2012

The next Quality Committee meeting has been scheduled for Tuesday, January 10, 2012 at 4 p.m.

X. Adjournment

Ms. Hayes requested a motion to adjourn the Quality Committee meeting. Ms. Suarez so moved and Ms. Goldstein seconded the motion. Without further discussion, the Quality Committee meeting was adjourned at 4:50 p.m.

Respectfully submitted by,

Ramute “Jak” Jakubauskas
Administrative Assistant