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Board of Directors Annual Meeting Tuesday, October 20, 2009 4:00 pm

AGENDA

- I. Call to Order
- II. Coalition Roll Call by Self Introduction
- III. Consent Items
 - a. Minutes: 9-15-09
 - b. Directors Report
 - c. Fundraising / Outreach Report
- IV. Committee Reports
 - a. Curriculum Committee
 - b. Executive Committee
 - c. Finance Committee
 - d. Nominating Committee
- V. Old Business
 - a. School Readiness FY 09.10 slot utilization and enrollment
- VI. New Business
 - a. Board Survey Results
 - b. Election of Board Officers
- VII. Board Updates
 - a. Providers (Lori Duester and Doug Workman)
 - b. Licensing (Vern Buchanan)
- VIII. Public Comment
- IX. Adjourn

LAUNCHING A CHILD'S FUTURE!

Early Learning Coalition of Brevard County, Inc. – Tuesday, September 15, 2009

Early Learning Coalition Conference Room

4:00 p.m. to 6:00 p.m.

Meeting Minutes

Members Present: Verner R. Buchanan, Marci Brilley, Sherry Covell, Lori Duester, Mike Durante, Nancy Grzesik, Hugh Halsey, Pamela C. Hamilton, Mona Potter, Althea Puzio.

Excused Absences: Scott Armstrong, Mildred Coyne, Shannon Smithwick

Absences: Linda Graham, Myrna Shimei, Doug Workman

Administrative Staff: Sky Beard, Sandra Diaz, Melissa Murphy, Cathie Odom.

Guests: Tammy Beaulieu, Gabriele DiTota, Susan Schumacher

Pamelia Hamilton, Vice Chair called the meeting to order at 4:04 p.m. Self-introductions were conducted and quorum was established.

Consent Items:

Minutes 8-18-09: see file handout

Director's Report: see file handout

Melissa Murphy highlighted the following items:

AWI:

The Office of Early Learning is currently onsite conducting an annual eligibility review of school readiness and voluntary pre-kindergarten files. The Early Learning Advisory Council met on September 10-11, 2009 in Orlando. The first day consisted of an orientation of Governor Appointees. Nancy Grzesik attended on behalf of the Coalition.

Coalition Update:

The Coalition submitted an application to Brevard County for Community Based Organization funding in the amount of \$104,000 for school readiness match funds. Awards should be announced the end of September. A provider meeting was held on the 3rd of September at Rockledge City Hall. Over 200 providers were in attendance. Thank you to Pamela Hamilton and Vern Buchannan for presenting information on the H1N1 flu and changes to licensing requirements to providers. The Coalition website www.elcbrevard.org has had a face lift, please check it out. Enrollment of clients receiving unemployment compensation continues, utilizing ARRA funds. Currently 33 children are receiving services under this funding category.

Melissa said a Board survey will be sent to all members electronically for completion prior to the October meeting.

Cathie Odom distributed an Annual Form 990 questionnaire (Relationships/Transactions/Independence) that needs to be completed by all Board Members and returned to Cathie Odom by Wednesday, September 30, 2009.

Sherry Covell made a motion to approve the Consent Items and the Minutes as presented. Hugh Halsey seconded the motion. The motion passed unanimously.

Committee Reports

No committee's met this month.

Old Business

School Readiness FY 09.10 slot utilization and enrollment –Slot Utilization and enrollment was not completed for August as attendance processing is not yet finished for the month. Information will be sent out via email to all members.

New Business

Annual Report to AWI/OEL: *Melissa presented the following (see file handout)*

Melissa presented the Annual Report (FY 08.09) for Board approval; members had received a draft version of the Coalition Annual Report and board members were encouraged to review the document prior to the meeting. Melissa gave an overview and requested approval of the FY 08.09 Annual Report for submission to OEL.

Nancy Grzesik made a motion to approve the Annual Report as presented. Marci Brilley seconded the motion. The motion passed unanimously.

Nominations for Board Officers - The Nominating Committee will be scheduling a meeting to develop a slate of officers for 2009-2010 and presentation at the October meeting. Melissa will send an email to all Board Members for nominations.

Board Updates

Lori Duester reported on a newsletter sent to providers via email from the Early Learning Coalition. The newsletter gave providers a checklist of how to monitor playgrounds, information on CEU's, and trainings. Lori said the training calendar was helpful to providers - giving information on training topics with specific locations throughout the County. Lori recommended asking providers for their input on topics for future trainings.

Vern Buchanan gave an overview and provided a handout on Child Care Licensing, Facilities and Home Child Care Centers. *(See file handout)*

Mona Potter presented a PowerPoint presentation on Florida Kindergarten Readiness Screener (FLKRS) and Florida Assessment for Instruction in Reading (FAIR-K) providing objective data concerning each student's readiness for kindergarten and progress in attaining the VPK performance standards. Mona said they will be visiting child care centers and providing training on the new FAIR-K. *(see file handout)*

Public Comment

Pam opened the floor for comment from the Board and the public.

There were no public comments.

The meeting adjourned at 5:25 p.m. The next meeting is scheduled for October 20, 2009 at ELC Conference Room.

Respectfully Submitted,

Approved

Signature Date
Executive Assistant

Signature Date
Executive Director



LAUNCHING A CHILD'S FUTURE

Director's Report October 2009

Agency for Workforce Innovation (AWI) / Office of Early Learning (OEL) Update:

- The Coalition Annual Report and Continuity of Operations Plan were submitted on time to OEL (both due October 1, 2009).

Coalition Update:

- Auditors from Hoyman, Dobson and Company were onsite during the week of September 28th conducting the single audit. Once the audit is drafted and reviewed by the Finance Committee Debbie Bradley Goode will present to the full Board for approval (likely the December meeting).
- Enrollment of clients receiving unemployment compensation continues, utilizing ARRA funds. Many were enrolled during the past 30 days with over 70 children currently receiving services under this funding category. Thank you to Brevard Workforce for referring clients to ELC for these services.
- ELC was recognized at the United Way Campaign Kick-off Luncheon for being a campaign pacesetter with over \$4,000 in employee contributions.

Committees:

Executive / Finance Committees: The Committees met on Tuesday, October 14th to review: annual meeting agenda; board survey results; local match; and financial policies. A report will be provided at the Board meeting.

Nominating Committee: The Committee is meeting via conference call on Wednesday, October 14th to discuss Officer Elections and a private sector membership application. Recommendations will be made at the Board meeting.

Curriculum Committee: The Committee met on September 22nd to review curriculum waiver requests submitted by child care providers. Recommendations are being made to the Board for approval of 2 curriculums. Information is included in the Board packet and will be presented for approval at the Board meeting.

Curriculum Approval Recommendation

The Early Learning Coalition of Brevard's Curriculum and Character Development Committee met on September 22, 2009 to review waivers submitted by child care providers requesting use of curriculum and/or character development programs that are not currently approved by the Coalition. During the committee meeting, it was recommended that two additional curricula be added to the approved list. The Coalition currently contracts with one Montessori School Readiness provider. All Montessori schools who obtain a School Readiness Agreement in the future would be utilizing a Montessori curriculum. All School Readiness providers receive an assessment utilizing the Environment Rating Scales. The All About Preschoolers Curriculum is aligned with the already existing assessment program that providers are familiar with.

Montessori

(Source: www.montessori-intl.org)

- Montessori classrooms provide a prepared environment where children are free to respond to their natural drive to work and learn.
- Children's inherent love of learning is encouraged by giving them opportunities to engage in spontaneous, meaningful activities under the guidance of a trained adult.
- Children develop concentration, motivation, persistence and discipline.
- Children progress at their own pace and rhythm, according to their individual capabilities, during the critical years of development.

All About Preschoolers Curriculum

(Source: Authors training materials)

- Based on years of child development research, endless observations in many classrooms, and authors teaching experiences in high quality classrooms.
- Consistent with the ECERS-R quality - uses a comprehensive approach to child development, rather than concentrating on a narrow range of objectives
- Prescriptive yet flexible, to meet individual teacher and child needs.
- Provides clear instructions on how to set up a classroom to optimize quality learning, including at routine care times, whole and small group times, and free play
- In addition, the curriculum parallels the Florida State Standards for VPK and preschool.