

Board of Directors Meeting
Tuesday, March 16, 2010 4:00 pm

AGENDA

- I. Call to Order
- II. Coalition Roll Call by Self Introduction
- III. Consent Items
 - a. Minutes: 2-16-10
 - b. Directors Report
 - c. Fundraising/Outreach Report
 - c. Finance Report
- IV. Committee Reports
 - a. Executive / Finance Committee
- V. Old Business
 - a. School Readiness FY 09.10 slot utilization and enrollment
 - b. Annual update of conflict of interest statements
- VI. New Business
 - a. VPK Readiness Rates
- VII. Board Education
 - a. Financial Statements
- VIII. Board Updates
 - a. Providers (Lori Duester and Doug Workman)
 - b. Licensing (Vern Buchanan)
- IX. Public Comment
- X. Adjourn - Next meeting: April 20, 2010



LAUNCHING A CHILD'S FUTURE

Director's Report March 2010

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

- KPMG auditors conducted the Coalition's annual fiscal monitoring the week of February 15, 2010. Upon receipt of the final report, a summary will be provided to the Board.
- The Association of Early Learning Coalitions (AELC), the Early Learning Advisory Council (ELAC) and Coalition Executive Directors met March 3 – 5, 2010 in Tallahassee. Sky Beard, Interim Executive Director and Marci Brilley, Vice Chair represented the Early Learning Coalition of Brevard.

Coalition Update:

- CDBG funding in the amount of \$5,000 has been secured from the City of Cocoa and final approval is pending for Melbourne, Palm Bay and Titusville. All cities with whom the Coalition applied for funding have recommended some level of funding for local match.
- The Coalition submitted a proposal to United Way on February 16, 2010 requesting \$280,000 in local match. An application was also submitted to the Harris Foundation on March 1, 2010 for \$10,000.
- The Coalition continues its participation in the launching of the Whole Child Connection in Brevard. Staff attended a community awareness presentation on March 6, 2010 to show support of this needed program. The Coalition is piloting the use of the program by focusing on families in greatest need to community referrals and support.
- The Coalition continues planning for the upcoming VPK round-ups being held in March and April for parents wishing to attend a public school VPK program and in May for those wishing to attend a private VPK provider. Staff conducted four VPK Provider Meetings in February/March to provide updates on the VPK program and process.
- Waiting list update: As of March 9, 2010 there were 618 children, representing 474 families on the waiting list. Of the 618 children currently on the waiting list, the ages represented are as follows:

Age of Child	Number of Children on Waiting List
Under Age 1	112
Age 1	144
Age 2	156
Age 3	107
Age 4	81
Age 5	17
Age 8	1

During the month of February, 101 children (73 families) were added to the waiting list. Children added to the waiting list during the months of October and November 2009 are currently being enrolled.

Committees:

Executive / Finance Committee: The Committees met on March 8, 2010. A report will be provided at the Board meeting.

Early Learning Coalition of Brevard County, Inc. – Tuesday, February 16, 2010

Early Learning Coalition Conference Room

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

Meeting Minutes

Members Present: Verner R. Buchanan, Sherry Covell, Len Farias, Nancy Grzesik, Hugh Halsey, Pamela Hamilton, Chenita Joiner, Mona Potter, Althea Puzio, Myrna Shimei, Shannon Smithwick, Doug Workman.

Excused Absences: Scott Armstrong, Marci Brilley, Mildred Coyne, Lori Duester, Mike Durante, Marsha Packard

Absences: Linda Graham

Administrative Staff: Sky Beard, Sandra Diaz, Jennifer Kondash, Cathie Odom, Ethel Pinkerton.

Guests: Debbie Conley, Gabriele DiTota, Denise Griffith, Sally Shinn.

Shannon Smithwick, Chairperson, called the meeting to order at 4:06 p.m. Self-introductions were conducted and quorum was established.

Consent Items:

Meeting Minutes – 1-19-2010

Director's Report: see file handout

Sky Beard highlighted the following items:

AWI:

KPMG auditors will be onsite the week of February 15th for the Coalition annual fiscal monitoring.

Early Learning Advisory Council meeting will be held on March 3-4 in Tallahassee. Sky Beard will be attending on behalf of the Coalition.

Coalition Update:

A Community Development Block grant application was submitted to the city of Palm Bay this month for school readiness match funding. Presentations to City Councils have begun; the City of Cocoa approved our request for \$5,000; others are pending. The application for United Way funding will be submitted prior to February 16th. The Coalition lost its appeal to the decision of the Community Advisory Board in regards to the Brevard County community based Organization funding application. The County Commission recognized faults in the approval process and assured organizations that changes would be made for the following year. Sky Beard has been appointed as the Interim Executive Director upon Melissa's last day on February 16th. The Executive Committee will be reviewing resumes and conducting interviews on February 23rd. The Committee

anticipates an offer being made shortly thereafter. As of February 1, 2010 there were 640 children on the waiting list, representing 495 families. 140 children were added to the waiting list during the month of January 2010. Children added to the waiting list during the months of August and September 2009 is currently being enrolled.

Vern Buchanan made a motion to approve the Directors Report and Consent Items as presented. Myrna Shimei seconded the motion. The motion passed unanimously.

Committee Reports

Executive/Finance Committee: The Committees met on Monday, February 8, 2010 and appointed Sky Beard as Interim Executive Director. The Committee met again on Friday, February 12th to review resumes and will be conducting interviews on February 23rd.

Outreach/Fund Development Committee: The Early Education through the Arts Auction was held on Friday, February 12th at the Brevard Art Museum and it was a successful event. At this time we do not have the final numbers but it is estimated that event raised approximately \$10,000 cash and \$15,000 in-kind match. Overall, we had a good turnout with approximately 200 people in attendance. Thank you to the Outreach Committee for their planning in this event.

Old Business

School Readiness: FY 09.10 Slot Utilization/Enrollment – Cathie reported the following:

Cathie provided an updated on FY 09.10 slot utilization and indicated we saw approximately 1.2 million utilized and a (\$35,000) surplus for the month of January. Overall, we have maintained enrollment. Cathie reviewed for comparison purposes enrollment statistics, surplus, match and direct services utilization.

Cathie stated we are averaging in local match and is expected to increase for the month of April, May and June.

(See file handout)

New Business

Cathie distributed to Board Members the annual updated conflict of interest statements to review for signature and provided a list of any related party payments for FY 09.10. Cathie provided the 2008 Form 990/Financial Disclosure and encourage members to review the document in its entirety on their own. *(See file handout)*

Board Education

Voluntary Pre-Kindergarten - Sky reported the following: (see file handout)

Sky presented a PowerPoint presentation on Voluntary Pre-Kindergarten (VPK). VPK is a free educational

