

Board of Directors Meeting
Tuesday, May 18, 2010 4:00 pm

AGENDA

- I. Call to Order
- II. Coalition Roll Call by Self Introduction
- III. Consent Items
 - a. Minutes: 4-20-10
 - b. Directors Report
 - c. Fundraising/Outreach Report
 - c. Finance Report
- IV. Committee Reports
 - a. Executive / Finance Committee
- V. New Business
 - a. Board Composition, Voting and Vacancy
 - b. School Readiness Provider Agreements and Quality
- VI. Board Updates
 - a. Providers (Lori Duester and Doug Workman)
 - b. Licensing (Vern Buchanan)
- VII. Public Comment
- VIII. Adjourn - Next meeting: June 15, 2010

Early Learning Coalition of Brevard County, Inc. – Tuesday, April 20, 2010

Early Learning Coalition Conference Room

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

Meeting Minutes

Members Present: Marci Brilley, Sherry Covell, Mildred Coyne, Mike Durante, Len Farias, Nancy Grzesik, Hugh Halsey, Mona Potter, Althea Puzio, JoAnne Scaringe, Myrna Shimei, Karen Street, Shannon Smithwick, Doug Workman.

Excused Absences: Scott Armstrong, Verner R. Buchanan, Lori Duester, Chenita Joiner.

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

Guests: Staci Fienza, Sally Shinn.

Shannon Smithwick, Chairperson, called the meeting to order at 4:00 p.m. Self-introductions were conducted including new board member Karen Street. Quorum was established.

Shannon Smithwick (on behalf of Executive Committee) announced Sky Beard as the new Executive Director.

Consent Items:

Meeting Minutes – 3-16-2010

Director's Report: see file handout

Sky Beard highlighted the following items:

AWI:

Statewide funding for the School Readiness program will remain whole for FY 2010-2011. VPK funding still continues to be decided in committees with the goals being to maintain the current VPK Base Student Allocation so that providers may continue to offer high quality programs. The VPK one-pager dated April 6, 2010 contains the most recent information regarding where the House and Senate stand on VPK funding instructor/student ratios and allocation for administrative costs.

The Coalition has recently received the draft of the grant agreement with AWI for FY 2010-2011. Coalition staff is in the process of reviewing the agreement to determine the impact of any revisions for the upcoming fiscal year.

VPK:

The Coalition has conducted five VPK round-ups to date for parents wishing to attend a public school VPK program. An additional five are scheduled for the remainder of April. Though the turnout has been less than anticipated, the feedback from parents and the staff of Brevard Public Schools has been favorable. Round ups

are scheduled for May for those wishing to attend a private VPK provider.

Coalition Update:

The Coalition submitted a Request for Proposal in the amount of \$50,000 for School Readiness matching funds through the Brevard County Community Development Block Grant on April 2, 2010.

Coalition staff participated in two United Way site visits on March 30, 2010. The first visit consisted of three United Way volunteers meeting with the Executive Director to discuss the mid-year report. The focus of the meeting was to discuss agency spending of United Way funds, trends regarding the number of children served and other aspects of United Way funding. The second visit was made by United Way staff in an effort to learn more about Coalition services. This will allow United Way staff to more accurately and passionately convey the mission of the ELC when speaking with the community. In addition, the United Way staff was invited to tour a contracted School Readiness and VPK provider who provided them an opportunity to interact with the children and take photos for use in United Way publications.

Coalition staff is currently reviewing and updating the agency's Service Delivery Plan. The document is required by AWI/OEL and is considered the primary document used to guide operations and service delivery. Staff has developed a comprehensive plan for including all staff in the revisions and providing opportunities for input across all departments and positions.

As of April 14, 2010 there were 598 children, representing 453 families on the waiting list. During the month of March, 165 children (121 families) were added to the waiting list. Children added to the waiting list during the months of October and November 2009 is currently being enrolled. Sherry requested that the board also be informed monthly as to the number of children and families taken off the waiting list.

Hugh Halsey 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, April 19, 2010 to discuss the current consulting contract with previous Executive Director. The Committee approved the continuation of the contract through the current expiration date of June 30, 2010.

The Coalition's current Governance document was discussed and the committee requested that Coalition staff prepare a draft procedure as it relates to the need for additional written guidance and procedures pertaining to the hiring, termination and accountability of the Executive Director. The draft document will be reviewed at the next Committee meeting. In addition, the committee has agreed that having Sandra Diaz, Executive Assistant, be present at future Executive/Finance Committee meetings would be beneficial in keeping accurate minutes. The Committee reviewed the Whistle Blower Policy - to be discussed under new business.

Fundraising/Outreach Report: Ethel Pinkerton presented the following: see file handout

Ethel Pinkerton distributed fundraising packets to Board Members and will be providing a full report at the next

board meeting on outreach events. In addition, Ethel is working on getting support from other businesses to raise funds for School Readiness match. Ethel talked about the following events the Coalition is participating in-full Board participation is needed! Derby Day (Rockledge Rotary) – Saturday, May 1, 2010.

Fiesta Brevard – Friday, May 7, 2010 from 5:30 – 9:00 pm at the International Palms Resort and Conference Center. Tickets can be purchased through the Coalition. We appreciate all of your support.

Financial Report: Cathie Odom reported the following:

Cathie presented the ELC FY 09.10 Feb-March financial reporting including Account Variance Reports, VPK Direct Services and School Readiness / VPK Administrative Costs and School Readiness / SR ARRA. The Financial Report will continue to be presented to the board on a monthly basis. (See file handout)

Old Business

School Readiness: FY09.10 Slot Utilization/Enrollment-Cathie reported the following:

Cathie provided an update on FY 09.10 slot utilization and indicated we saw approximately \$20,000.00 surplus for the month of March. Overall, we have maintained enrollment and did increase slightly for the month of March to 4068. Cathie stated in year to year comparison we are 99% utilized compared to last year we were at 85%. (See file handout)

New Business

Summer services for Head Start Children: The Executive/Finance Committee approved providing School Readiness services to eligible children who are in the 9-month Head Start program with private child care centers to allow continuity of services. Providers will be instructed that children should be referred to VPK prior to School Readiness for the summer. Sky said last year the board approved the same services for the summer. Sky asked for the Board's approval to begin sending out letters to those providers in getting families enrolled by May.

Marci Brilley made a motion to approve the enrollment of children in the 9-month Head Start program for the summer only. Mildred Coyne seconded the motion. The motion passed unanimously.

Whistleblower Policy: Sky reported the following: (see file handout)

Sky presented the Whistleblower Protection Policy previously reviewed and approved by the Committee. It was recommended that the policy also include information directing staff to the ELC website for contact information for the members of the Executive Committee.

Len Farias made a motion to approve the Whistle Blower Policy as presented. Hugh Halsey seconded the motion. The motion passed unanimously by Board Members.

Board Education

Screening and Assessment - Beth Arthur reported the following: (see file handout)

Beth presented a PowerPoint presentation on Screening & Assessment (S&A). The Screening and Assessment Specialist performs the full Ages & Stages (ASQ-3) screening, Hearing and Vision testing for children aged 3 to 5 years. The parent is assisted in completion of the ASQ-3 for children aged 2 months to 33 months at the time of eligibility. ASQ-3 is a set of questionnaires about children's development. It has been used for more than 20 years to make sure children are developing well. ASQ-3 can help identify a child's strengths as well as any areas where the child may need support. No referral can proceed without consent from the parent/guardian. All School Readiness providers are required to complete a pre-assessment (ESI-R, LAP 3, E-LAP) at the beginning and at the end of the fiscal year. The purpose of the assessment is to measure the child's growth during the program year. (see file handout).

Board Updates

None at this time

Public Comment

Shannon Smithwick opened the floor for comment from the Board and the public.

There were no public comments.

The meeting adjourned at 5:05 p.m. The next meeting is scheduled for May 18, 2010 at ELC Conference Room.

Respectfully Submitted,

Approved

Signature

Date

Executive Assistant

Signature

Date

Executive Director



Director's Report May 2010

LAUNCHING A CHILD'S FUTURE

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

- The next Early Learning Advisory Council (ELAC) meeting will be held on June 17 – 18, 2010 in Tampa. Myrna Shimei will be attending as the representative for Brevard. Sky will be attending the state Executive Director and Association of Early Learning Coalitions (AELC) meetings on June 16 and 17 and well as the ELAC meetings to follow.
- The Coalition has received the funding allocation for School Readiness and VPK services for FY 2010 – 2011. The Base Student Allocation for Fall will be \$2,562 per student (\$4.71/hour) and \$2,179 per student (\$7.21/hour) for Summer. In addition, the student to instructor ratio will remain the same as the current year. Allocation for School Readiness services will be discussed in conjunction with the FY 2010 – 2011 budget.

Coalition Update:

- Coalition staff conducted a presentation to United Way on May 13, 2010. The presentation is a component of the funding allocation process and a follow up to the request for \$280,000 in matching funds submitted to United Way by the Coalition.
- On April 30, Coalition staff participated in a community assistance project that allowed ELC to assist other social service organizations with needed supplies. Staff had the opportunity to listen to a motivational speaker focusing on community involvement and developing good self-help skills. Staff then organized items that they donated and distributed them to local organizations in need. The outreach exercise allowed the agencies to share information about their services and build relationships within the social services community. Coalition management will be planning quarterly activities to occur in FY 10.11 focusing on assisting others outside of ELC.
- Coalition staff previously participated in a Business Writing training in partnership with Brevard Community College. The class focused on the Coalition's primary goals of addressing consistency and professionalism in the areas of case notes, emails, forms and letter writing. Staff has been divided into groups and is continuing to develop internal guidance and protocols in each of the priority areas. This project is a component of the Coalition's overall focus on enhancing internal quality standards.
- The Coalition has completed the VPK public school round ups. Over 650 VPK certificates were issued during the round ups held in April and early May. In addition, 120 appointments to receive VPK certificates were scheduled at Coalition offices from May 3 – 14, 2010. This two week period was designated as the time for families to obtain certificates if they missed the public school round ups. Round ups for those wanting to attend a private provider VPK program are occurring during the month of May. Appointments will be scheduled at Coalition offices for those that are in need of a certificate after the round ups have been completed.
- Waiting list update: As of May 14, 2010 there were 698 children, representing 522 families on the waiting list. During the month of April, 124 children (90 families) were added to the waiting list. Children added to the waiting list during the month of November 2009 are currently being enrolled. The Coalition had 102 appointments scheduled for families coming off of the waiting list.

Committees:

Executive / Finance Committee: The Committees will meet on May 10, 2010. A report will be provided at the Board meeting.