



3304 SE Lake Weir Ave., Suite 2, Ocala, FL 34471  
352 369 2315 FAX 352 369 2475

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## PROGRAM/VPK COMMITTEE MEETING MINUTES

Date: March 4, 2010  
Place: 3304 SE Lake Weir Avenue, Suite 2, Ocala  
Time: 8:30 a.m.

### **MEMBERS PRESENT**

Brandi Cooney, Judy Johnson (Program/VPK Committee Chair), Mary Beth Kyle, Scott Hackmyer, Liz Ferreira

### **MEMBERS ABSENT**

Cheri Erskin, George Gibson, Gerry Brent, Gwen Wilson

### **GUESTS**

Terri Harper (Childhood Development Services, Inc., Manager at Headstart (HS) and Early Headstart (EHS))

### **STAFF**

Sherry Doyle (Finance Director), Elizabeth Moore (Operations Director), Nasseam McPherson James (Quality Assurance Director), Tee Rosario (Support Services Director)

### **CALL TO ORDER**

Judy Johnson called the meeting to order.

### **ROLL CALL**

Tee Rosario announced that this meeting was properly noticed and she called roll.

### **WELCOME**

The Committee welcomed Terri Harper to the meeting as a potential member of the Program/VPK Committee. Ms. Harper has been the Manager at HS and EHS for four years. Ms. Harper has three children (27, 24 and 21 years of age) and has been married for 30 years.

### **CONSENT AGENDA**

*The Consent Agenda was accepted into the record as submitted.* The Consent Agenda includes: January 7, 2010 Program/VPK Committee Meeting Minutes; Executive Director's Report for December 2009 & January 2010; School Readiness Program Enrollment Report for November, December 2009, & January 2010; Children Served by Care Level for December 2009 and January 2010; Waitlist Report as of February 26, 2010 (No Waitlist); VPK Information Report Comparison through January 2010; Community Outreach Report for January through April 2010; and Materials Distribution List for December 2009 & January 2010.

### **CHAIR REPORT**

#### **Board Member Nomination**

On February 25, 2010, the ELCMC Board approved the Board Nomination for Elizabeth Ballehr as the Representative of Program under Disabilities Education Act for a two year term (July 1, 2009 – June 30, 2011). Ms. Ballehr is the Early Childhood Specialist at RCMA in Ocala, a non-profit childcare center.

#### **Legislative Update**

Highlights include:

- Agencies including early learning coalitions will be requested to create a budget that reflects a 15% to 25% cut.
- Children's Week is the week of April 11<sup>th</sup>. On April 13<sup>th</sup>, the Provider Task Force will be traveling to Tallahassee for Children's Week. They will also be accompanying Roseann Fricks to meetings with several legislators and will tour Creative Pre-School child care center.
- There has been legislation introduced directly affecting early learning coalitions. Additional information to follow.

### **INFORMATION ITEMS**

## **PROGRAM:**

### **FY 2010-2011 Quality Budget**

Elizabeth Moore reported on the FY 2010 – 2011 Quality Budget. Due to the anticipated budget cuts there are different options being discussed regarding the Quality Budget. A draft Quality Budget will be presented at the May 2010 Program/VPK Committee meeting for review.

### **FY 2010 - 2011 Professional Development Plan**

Elizabeth Moore discussed the FY 2010 - 2011 Professional Development Plan in detail. Highlights include:

- ELCMC has provided the training portion of this Plan in-house. ELCMC has distributed a training calendar for this current FY for distribution to child care providers.
- ELCMC worked with AWI to streamline professional development and implement perimeters around training in order to measure how effective the trainings are. ELCMC is exploring options regarding this for FY 2010 - 2011 to ensure that the trainings ELCMC conduct align with the state training requirements. ELCs are working together to create the Professional Development Plan. Alisa Ghazvini an Early Childhood Consultant is chairing this project.
- The Provider Task Force is exploring options to partner with kindergarten teachers through the Marion County Public Schools for training opportunities.

### **Federal Poverty Level (FPL) Memo**

Elizabeth Moore discussed the FPL in detail. The FPL for 2010 was delayed by the federal government. Normally new guidelines are released in January 2010. Until further notice from AWI, ELCMC will continue to use Option C, 2009 FPL guidelines. A memo regarding the above was included for review.

### **ELCMC Summer Programs**

Elizabeth Moore and Judy Johnson discussed the RFP for Summer Programs in detail. Highlights include:

- The draft RFP for 2010 Summer Programs is being reviewed to finalize for release.
- The draft RFP will be presented at the March 10<sup>th</sup> Executive Committee meeting for review and approval.
- The RFP for 2010 Summer Programs will be released on March 10<sup>th</sup> with deadline submission of March 31, 2010. The RFP for 2010 Summer Programs will be posted on the ELCMC website.
- On June 25, 2009, the ELCMC Board of Directors allocated \$100,000 for several summer programs for eligible children for FY 2009 – 2010.

### **RFP Responses for SR and VPK Services**

Elizabeth Moore and Judy Johnson discussed the RFP Responses for FY 2010 - 2013. Highlights include:

- The deadline to submit a response to the RFP for SR and VPK Services was Friday, February 26<sup>th</sup>.
- ELCMC received three responses from the following organizations: Childhood Development Services, Inc.; Episcopal Children's Services which incorporated all services; and Sun Digital, Inc. for IT services.
- The RFP Committee is meeting on March 18<sup>th</sup> to review the responses received for services.

### **Kindergarten Readiness Rates (KRR)**

- Included for review are the KRR for Fall 2009 ECHOS (Early Childhood Observation System) and FAIR-K (Florida Assessments for Instruction in Reading – Kindergarten) Results. Elizabeth Moore discussed in detail. ECHOS score is based on the teacher's observation of the child's performance on a maximum of 19 benchmarks across seven developmental areas. FAIR-K which is new for 2009 is letter naming and blending of sounds screening. Overall Marion County is doing well with preparing children for success.
- Elizabeth Moore will research why Stanton-Weirsdale received the scores they did and report back to the Program/VPK Committee. Stanton-Weirsdale has received an "A" score for many years.
- Liz Ferreira reported that any child that completed the Headstart program, their record is sent to the Marion County Public Schools for their school record. This information is shared for the child's progress in school. Liz Ferreira suggested that another step be added to include how long the child was in the Headstart program.
- Scott Hackmyer suggested that Oakcrest and Reddick-Collier Elementary Schools be contacted for their best practices. They have traditionally struggled and are now doing great work.
- Geraldine Lochren reported that Success By 6 has been approached by Diane Schofield, Executive Director at HOME (Hands Of Mercy Everywhere) to conduct the Powerful Parenting Series in the Belleview and Stanton-Weirsdale area. The Series will be held from July through December 2010. Currently, the Powerful Parenting Series is being offered in Anthony through June 2010. The request to offer the Powerful Parenting Series with HOME will be presented at the next Leadership Council meeting on March 19<sup>th</sup>.

### **Provider Task Force Update**

The Provider Task Force meeting notes from January 19<sup>th</sup> and February 16<sup>th</sup> were included for review. The Provider Task Force has met for about a year now. The Provider Task Force is comprised of six child care providers, teachers and owners. The Program/VPK Committee were welcomed to attend the meetings.

### **Provider Market Days Evaluations**

Elizabeth Moore discussed the Provider Market Days evaluations results in detail that were included for review. Until further notice, Market Days will continue to be offered on the first two business days of the month.

### **Provider Satisfaction Survey Results**

Elizabeth Moore discussed the Provider Satisfaction Survey results in detail. There were 100 responses received. Incentives were provided to encourage child care providers to complete the survey. The survey results included for review included responses from CDS and ELCMC staff.

In FY 2008 – 2009, ELCMC offered a business plan training for child care providers. Approximately 28 child care providers attended and the training facilitated by Carol Eurtan from CDS. As a result of the annual training needs assessment results completed by child care providers, a business plan training was at the bottom of their list as a priority for training opportunities.

Child care providers should recognize themselves as business owners. Child care providers should be encouraged to join the Ocala/Marion Chamber of Commerce.

### **AWI Program Monitoring Update**

In December 2009, ELCMC received a visit from the firm KPMG hired by AWI to conduct a full performance review of ELCMC. There were also several desk reviews being conducted at the same time as the KPMG visit. A draft monitoring result was received. There were a few areas that need to be addressed including CCR&R. The draft report is available upon request. The response is due on March 10<sup>th</sup> to AWI.

### **KPMG Monitoring Update**

In January 2010, ELCMC received a visit from the firm KPMG hired by AWI to conduct a financial monitoring of files. The draft monitoring results have been received from KPMG and ELCMC has prepared their draft response. The final draft monitoring results are available for review upon request. There was one finding based on two disbursement selections out of at least 29. There were errors in the allocation that occurred during data entry. There were also observations and suggestions for implementation. The final monitoring report will be presented at the March 2010 Executive Committee meeting if received by ELCMC.

### **VPK:**

#### **VPK Provider Kindergarten Readiness Rates**

A draft Readiness Rates information sheet was included for review. Elizabeth Moore discussed the sheet in detail. It was anticipated that the final Readiness Rates would be released from the Florida Department of Education last week. The release date has been delayed. Based on the preliminary Readiness Rates, there are four child care providers with a perfect score and five low performing providers. At this point, the low performing score is set at 137 out of a 200 perfect score.

#### **Pilot COE Project**

Elizabeth Moore discussed the Pilot program in detail. ELCMC discussed potential partnership with the MCPS (Marion County Public School) for a VPK pilot program. Elizabeth Moore created a one sheet Certificate of Eligibility (COE) form to be utilized by the MCPS when enrolling children in their VPK program. The draft form was submitted to AWI for review and approval and a response was received that the form could not be utilized due to rules and laws. AWI requested the form created by ELCMC for possible review and utilization by the State. One of the reasons the COE form was created was to minimize the amount of paperwork that staff must complete when enrolling a child in the VPK program.

#### **VPK Roundup**

On Saturday, May 8<sup>th</sup>, ELCMC and the MCPS is partnering for a VPK/Kindergarten Round-up event. The event will be held at the Marion County Public Library from 11 a.m. to 2 p.m. Parents/caregivers will have the opportunity to enroll their child(ren) in the VPK program and/or kindergarten.

Scott Hackmyer will include this event in The Voice newsletter.

### **SUCCESS BY 6:**

#### **SB6 Program Update**

- ELCMC signed an agreement with MTI for a program to place at-risk (to drop out of school) students in temporary part time jobs for six weeks. The program pays \$4.00 per hour and ELCMC pays \$3.25 per hour. A student has been hired to work with the Success By 6 program.
- The Powerful Parenting Series flyer was included for review. Classes are being held at Anthony Women's Center. In March, Lillian Hubler, owner of Time to Sign will be facilitating a sign language training to parents/caregivers. Through the endowment grant received by Untied Way of Marion County (UWMC), SB6 is purchasing 60 sign language books/CDs for participants.
- Two RFPs were completed and submitted to UWMC: one for Caring Through Cribs and the second for Imagination Library. SB6 met with the UWMC Allocations Committee on February 18<sup>th</sup> and made a presentation regarding the two RFPs submitted.
- The second (July through December 2010) Series of Powerful Parenting has been discussed as to where they will be held. Geraldine Lochren has been approached by the Diane Schofield, Executive Director of HOME (Hands of Mercy Everywhere) to offer the Series in the Belleview/Weirsdale/Pedro/Summerfield area. This item will be presented at the March 19<sup>th</sup> SB6 Leadership Council meeting for their review and approval.

**Media**

The following media were included for review:

- o The Washington Post article dated November 5, 2009 entitled: Girding for an uphill battle for recruits; press release dated January 15, 2010 from AWI Director Lorenzo entitled: Director Lorenzo announces AWI 2009 year in review; Ocala Star Banner article dated January 24, 2010 entitled: Getting Floridians back to work; Opinion article dated January 28, 2010 entitled Pre-K: A perfect fit.

**OTHER BUSINESS**

- Discussion on the floor regarding Ocala Kids Zone. Ocala Star Banner is publishing a three-part series on Ocala Kids Zone the week of March 1, 2010.
- Brandi Cooney discussed the role of the receptionist and relief staff at CDS.
- ELCMC presented to the UWMC allocations Committee the \$100,000 match funds requested submitted. The "Change the First Five Years and You Change Everything" video was presented at the Committee.
- Mary Beth Kyle discussed the RFP released for the operation of the Child Development Center and Lab School. Five agencies are interested in submitting a response to the RFP. Central Florida Community College (CFCC) is looking forward to the partnership and networking opportunity for the agency awarded the funds to operate the School. CFCC is attempting to get the Lab School in line with the bachelor's degree requirements. CFCC will present to the Florida Department of Education on March 15<sup>th</sup> to get the bachelor and early education approved.
- CFCC is changing its name to College of Central Florida and will become a four year college.
- As a reminder, the CFCC Early Childhood Conference will be held on March 27<sup>th</sup>. The Conference is in partnership with ELCMC. Mary Beth Kyle thanked Elizabeth Moore for her efforts and hard work in assisting to organize the Conference. Dr. Pam Phelps is the keynote speaker, owner of the Beyond Centers and Circle Time curriculum. Dr. Phelps is also the owner of Creative Preschool in Tallahassee.
- Liz Ferreira discussed that CDS was awarded funds for an additional 144 children to be served in the six counties (Marion, Citrus, Dixie/Levy/Gilchrist and Alachua) they are serving in early Headstart. Out of the 144 slots 72 will be for Marion County. There will be 29 new job opportunities in Marion County and 30 in Alachua County because of this opportunity. A structure will be built in Marion County for this purpose at the current CDS location.

**PUBLIC COMMENT**

None

**Adjournment**

The meeting adjourned with no further discussion.

Recorder: Tee Rosario

(Signature on file) \_\_\_\_\_ 5/12/10  
 Accepted By \_\_\_\_\_ Date