

EARLY LEARNING COALITION OF NORTHWEST FLORIDA, INC. BOARD MEETING MINUTES

Meeting: ELC of Northwest Florida, Inc. Board of Directors Meeting

Day/Date/Time: Wednesday, May 2, 2007 – 11:00 a.m. CST

Location: Workforce Center – Panama City, Florida

Call-in #: 1-888-808-6959, guest code 7475102

ATTENDANCE

Coalition Members Present:

Shelly Bear, Julian Bennett, Judy Boyd, Bill Byrd, Lee Anne Case, Scott Clemons, Olivia Cooley, Sharon Gaskin, Steve Griffin, Linda Hood, Jill Jones (via phone), Elizabeth Kirvin (via phone), Al McCambry, Jerry Sewell (via phone), Jerry Sowell, David Warriner, Richard Williams

Coalition Members Absent:

Arthur Cullen, Rick Dye, Todd Gallati, Mary McKenzie, David Melvin, Steve Southerland II, Dr. Willie Spires

ELC Staff Present:

Matt Bonner, Lynne Eldridge, Vanessa Hadley, Ken Whittaker

Guests Present:

Dr. Pam Fleege, Aushia Ellis Hatcher, Pam Isenberg, Amy Lee Paulk, Amy Thomas, Sam Sweazy

I. Call to Order

David Warriner, Vice Chair, called the meeting to order.

II. Roll Call

The Vice Chair requested staff call roll to ensure quorum.

III. Introductions of Members, Guests, and Staff

Introductions of members, guests, and staff were made.

IV. Recognition of Teddy Bear Bag Partners

The Board recognized Bill Byrd, Jessica Foster, and the entire team at WMBB News 13 for all of their support for the teddy bear bag project. The Board also recognized the Kid's World of Chipley Parent Advisory Council for their generous donation toward the teddy bear bag project in Washington and Holmes counties.

V. Action Items

1. # 053-07 – Adoption of Agenda

The meeting agenda was presented. Scott Clemons made a motion to adopt the agenda and the motion carried.

2. # 054-07 – Financial Report

Jerry Sowell, Treasurer, presented the financial report through March 2007 (Attachment 1). The report included a Profit and Loss Statement and a Balance Sheet. Discussion followed. Jerry Sowell made a motion to approve the report and the motion carried.

3. Committee Reports

A. Executive Committee

The Executive Committee met on April 26, 2007 to review and present the following recommendations to the Board for approval:

1) # 055-07 – Slate of Officers

The Committee presented the following nominations for 07-08 officer appointments:

- a. David Melvin – Vice Chair (1st term)
- b. Jerry Sowell – Treasurer (3rd term)
- c. Olivia Cooley – Secretary (1st term)

The floor was then opened for further nominations. Richard Williams made a motion to close the nominations and the motion carried.

Al McCambry made a motion to accept the officer nominations and the motion carried.

2) # 056-07 – Membership Appointments

The Committee presented the following members for re-appointment to the Board for a second term:

- a. David Melvin, Jerry Sewell, Jerry Sowell, Rick Dye, Mary McKenzie, Lee Anne Case

The committee reported the following members rotating off of the board:

- a. David Warriner, Todd Gallati, and Scott Clemons (pending the outcome of the elections for Panama City Mayor and further legal clarification from OEL)

Mr. Warriner stated that there was miscommunication between him and staff that he would consider re-appointment. Scott Clemons made a motion to approve the recommendation for re-appointments with the addition of David Warriner, should he reconsider and the motion carried.

3) # 057-07 – Committee Appointments

The Committee presented the Board with a proposed list of committee appointments (Attachment 2). Discussion followed. Olivia Cooley made a motion to approve the appointments and the motion carried.

Jerry Sowell made a motion to appoint Olivia Cooley to the Education Committee and the motion carried.

4) # 058-07 – Bylaw Amendments

The Committee presented the following Bylaw amendments to the Board for approval:

- a. Establish the Education Committee as a standing committee of the Board with appointments made as recommended by staff.
- b. Create a Legislative Committee as a standing committee with the appointment of Julian Bennett as Chair and appointments made as recommended by staff.

Olivia Cooley made a motion to amend the Bylaws to establish the Education Committee as a standing committee with appointments to be made by staff and the motion carried unanimously.

Jerry Sowell made a motion to create a Legislative Committee as a standing committee with Julian Bennett to serve as Chair and appointments to be made by staff. The motion was seconded and

discussion followed. A vote was taken and the motion carried unanimously.

B. Education Committee

The Education Committee met on April 24, 2007 to review and present the 2007-08 Pilot School Readiness Enhancement Plan to the Board for approval:

1) # 059-07 – 2007-08 Pilot School Readiness Enhancement Plan

Steve Griffin, Committee Chair, presented the Coalition's 2007-08 Pilot School Readiness Enhancement Plan (Attachment 3). The Committee Chair stated that the plan was designed to implement an enhanced educational plan in four-year old funded classrooms to increase curriculum support, accountability, and collection of child/teacher data, in order to better utilize limited funding and resources in order to strengthen child, teacher, parental, and programmatic support as the Coalition transitions from subsidized child care services to early learning/school readiness. Discussion followed. Richard Williams made a motion to approve the Pilot School Readiness Enhancement Plan and the motion carried.

C. Program Committee

The Program Committee met on April 26, 2007 to review and present the following recommendations to the Board for approval:

1) # 060-07 – Work Plan Amendments

The Committee presented the following amendments to the Work Plan:

- a. Needs Assessment
Changes to the strategies developed to addresses identified needs through the Coalition's Needs Assessment. Changes reflect accomplishments and/or changes in specific strategies that did not produce the desired outcome.
- b. Grammatical
Grammatical changes were made throughout the document
- c. Coordinated Professional Staff Development
Professional staff development strategies have been changed to reflect coordination with community colleges to support data received from teacher surveys.

The Educational Service Delivery Plan has been updated to reflect Coalition sponsored Professional Development Sessions.

- d. Parent Involvement and Skill-building
Changed outcome for parents to score 100% on pre-test

- e. Grandparents as a Unique Population
Created Kinship Contract to better support relatives providing care and education for their child through a Kinship Contract
- f. Child Screening and Assessments
Child screenings and assessments have been changed to provide stronger requirements and Coalition implementation.
- g. Requirement of School Readiness Enhancement Plan
Increased educational requirements for programs serving the preschool population. (PowerPoint attached)
- h. Gold Seal Payment Percentage
Reduced Gold Seal payment to 10% from previous 20% above Market Rate.

Moved the additional funding from this line item into other quality initiatives that must be validated every quarter.
- i. Mini Grants
Mini grants were all moved under one division
- j. Quality Rating Initiative
Programs of Excellence moved to a quality based contract and the STARS Initiative introduced as a rating system.
- k. Increased Partnerships with Libraries
To increase family literacy strategies

Richard Williams made a motion to approve the amendments to the Work Plan and the motion carried.

D. Personnel and Policy Committee

The Personnel and Policy Committee met on April 23, 2007 to review and present the following recommendations to the Board for approval:

1) # 061-07 – Computer Use Policy

- a. The Executive Director presented a computer use policy (Attachment 4) on behalf of the committee. The purpose of the policy is to strengthen the Coalition's current policies and internal controls of employee computer use. Jerry Sowell made a motion to approve the policy as presented and the motion carried.

4. # 062-07 – EEC Contract Amendments

The Board discussed the reduction in services to the contract with Early Education and Care, Inc. The Treasurer will meet with EEC's Chair to review the adjusted services and report back to the board.

V. Information Items

1. Executive Director's Report (Attachment 5)

The Executive Director presented a report to the Board on the following items:

- Teddy Bear Bag Project Update
- Summer 2007 and Fall 2007-08 Update
- Utilization
- Newspaper Thank-You Ad
- Provider Recognitions

VI. Other Business

There was no other business to present to the Board.

VII. Scheduling of Next Meeting

The next board meeting is scheduled for:

June 6, 2007
11:00 a.m. CST
Workforce Center – Marianna, FL

VIII. Adjournment

This meeting of the ELC of Northwest Florida, Inc. Board of Directors was adjourned at 12:51 p.m. CST.

Submitted by Elizabeth Kirvin
Board Secretary

EK:mb