

ELC OF NORTHWEST FLORIDA, INC.
JANUARY 9, 2008
BOARD MEETING MINUTES

ATTACHMENT 1

4:55 PM

12/31/07

Accrual Basis

Early Learning Coalition of NW Florida, Inc.
Profit & Loss by Class
July through November 2007

	Jul - Nov 07
Ordinary Income/Expense	
Income	
Grants	
DOE VPK Facilltator	20,400.00
School Readiness	4,471,186.79
VPK	1,867,344.21
Total Grants	6,358,931.00
Total Income	6,358,931.00
Expense	
Dues and Subscriptions	95.00
NDS (ELC Shared Elig)	1,298.13
NDS (ELC Shared)	68,145.70
Occupancy	
Electric	1,778.35
Insurance	4,079.43
Internet Access	1,766.02
Rent	22,248.81
Repalrs	2,977.00
Telephone	3,981.32
Water and Sewer	704.10
Total Occupancy	37,535.03
Office Supplies	26,177.19
Outreach CCR&R	1,712.20
Outreach VPK	
Absence Data Entry	3,197.00
Monitoring	209.15
Total Outreach VPK	3,406.15
Payroll Exp	
Admin Costs Shared	95,651.93
Admin SR	27,266.27
Admin VPK	9,147.72
Eligibility	135,345.70
Insurance	1,875.50
Non Direct Services	13,055.70
PERKS Salary	0.00
VPK Facilitator	463.31
Total Payroll Exp	282,806.13
Postage and Delivery	1,021.14
Printing and Reproduction	7,242.96
Professional Fees	7,587.47
Program Supplles	
Child education	6,002.12
Parent education supplies	1,219.49
Provider education supplies	4,160.72
Total Program Supplles	11,382.33
Quality (ELC level)	
Fit Kids	15,225.20
Health	184.76
Mini Grant	10,000.00
Quality (ELC level) - Other	9,478.72
Total Quality (ELC level)	34,888.68
Reconciliation Discrepancies	0.00

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	<u>Jul - Nov 07</u>
Slots	
97COO Two Parent One Work (8OP)	28,929.95
97GNW Workforce/TANF (3/3R)	219,108.96
97GOO Transitional CC (5/5T/3W)	319,472.38
97GSD Quality Gold Seal	60,584.08
97POO Working Poor (8)	1,237,268.09
97PPO CC Purchasing Pool (CCPP)	72,672.12
97ROO Protective Services (1)	1,423,305.84
97TNW Transitional CC (5N)	5,536.73
Total Slots	<u>3,366,878.15</u>
Slots VPK	
VPPRS Program Services (slots)	1,728,600.81
VPPRS VPK Slot Payment Differe	32,411.68
Total Slots VPK	<u>1,761,012.49</u>
Travel & Ent	
Airfare	185.99
Car Rental/Taxis	2,316.75
Lodging	1,429.95
Mileage	4,602.72
Per diem	747.00
Tolls/Parking	38.60
Travel & Ent - Other	1,298.49
Total Travel & Ent	<u>10,599.50</u>
X-Admin Allocate County SR	-0.01
X-Admin Allocate County VPK	0.01
X-Contracted Services	
97BBD Non Direct Service	260,389.00
97BDE Eligibility	146,795.00
97INT Infant/Toddler Quality	44,500.00
97PPD CCPP Non Direct Services	7,746.00
97Q14 CCR&R	39,542.50
97QIN Inclusion	23,000.00
97QOO Quality Other	154,315.00
Total X-Contracted Services	<u>676,287.50</u>
X - Contracted VPK	
VPADM VPK Admin	33,480.00
VPENR Enrollment	13,575.00
Total X - Contracted VPK	<u>47,055.00</u>
Total Expense	<u>6,345,128.75</u>
Net Ordinary Income	13,802.25
Other Income/Expense	
Other Income	
Other Income	
Community Funds	3,895.50
Interest Income	99.59
Local Match	208.35
Teddy Bear Fund	785.00
Other Income - Other	50.00
Total Other Income	<u>5,038.44</u>
Total Other Income	5,038.44

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Early Learning Coalition of NW Florida, Inc.
Profit & Loss by Class
July through November 2007

	<u>Jul - Nov 07</u>
Other Expense	
Other Expenses	
Teddy Bear Exp	866.56
Other Expenses - Other	156.48
Total Other Expenses	<u>1,023.04</u>
Total Other Expense	<u>1,023.04</u>
Net Other Income	<u>4,015.40</u>
Net Income	<u><u>17,817.65</u></u>

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 Accrual Basis

Early Learning Coalition of NW Florida, Inc.
Balance Sheet
 As of November 30, 2007

	<u>Nov 30, 07</u>
ASSETS	
Current Assets	
Checking/Savings	
People's Checking	-34,931.99
Total Checking/Savings	<u>-34,931.99</u>
Accounts Receivable	
Accounts Receivable	1,909,358.02
Total Accounts Receivable	<u>1,909,358.02</u>
Other Current Assets	
Petty Cash	250.00
Prepaid Expenses	3,811.64
Prepaid VPK Slots	8,605.20
Total Other Current Assets	<u>12,666.84</u>
Total Current Assets	<u>1,887,092.87</u>
Fixed Assets	
Accumulated Depreciation	-2,244.00
Furniture, Fixtures & Equipment	21,670.48
Total Fixed Assets	<u>19,426.48</u>
TOTAL ASSETS	<u><u>1,906,519.35</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	734,326.30
Total Accounts Payable	<u>734,326.30</u>
Other Current Liabilities	
Grant refundable	36,415.80
OEL Advance	930,858.00
Payroll Liabilities	728.82
Total Other Current Liabilities	<u>968,002.62</u>
Total Current Liabilities	<u>1,702,328.92</u>
Total Liabilities	<u>1,702,328.92</u>
Equity	
Opening Bal Equity	166,074.00
Retained Earnings	20,298.78
Net Income	17,817.65
Total Equity	<u>204,190.43</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,906,519.35</u></u>

Checks out 11/30
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ELC OF NORTHWEST FLORIDA, INC.
JANUARY 9, 2008
BOARD MEETING MINUTES

ATTACHMENT 2

INFORMATION ITEMS

January 9, 2008

I. REQUEST FOR PROPOSAL (RFP) OR INVITATION TO BID (ITB)

1. The Board instructed Coalition staff to develop an RFP or ITB for 2008-09 services.
2. Coalition staff has completed the document and will distribute the document for review by the RFP/ITB committee in order to release the document by March 2008 for bid from the general public.
3. The Board has full discretion as to whether or not to send out an RFP/ITB for the 2008-09 contract year.

II. COALITION GOAL REVIEW

1. **First Goal: Children Served in School Readiness Programs**
 - 2,593 children have been served in School Readiness services (July - November)
 - 1,041 children considered "AT RISK" have been served
 - 242 children have been served through the Child Care Executive Partnership
 - \$3,366,877 has been paid to 123 private business for School Readiness services
2. **Second Goal: Children in VPK (July - November)**
 - 1,587 Children have been served in the Voluntary Pre-K
 - \$1,761,012 has been paid to 80 VPK providers in our seven communities.
3. **Third Goal: Child Pre Assessment- WHERE ARE OUR CHILDREN?**

Letter Naming

- 43% of children assessed (514) were NOT able to identify ONE letter
- 43% of children assessed (514) identified 1-16 letters
- 14% of children assessed (514) identified 17 or more letters

Naming Picture Cards or Vocabulary

- 8% of children assessed (514) were **NOT able to name ONE picture**
- 69% of children assessed (514) named 1-20 pictures
- 23% of children assessed (514) named 21 or more pictures

Rhyming – Pre-reading Skill

- 59% of children assessed (514) were **NOT able to rhyme ONE word**
- 27% of children assessed (514) identified 1-16 letters
- 14% of children assessed (514) identified 17 or more letters

Alliteration of Letter Sounds

- 66% of children assessed (514) were **NOT able to identify ONE letter sound**
- 28% of children assessed (514) identified 1-5 letter sounds
- 6% of children assessed (514) identified 6 or more letter sounds

4. **Fourth Goal: School Readiness Provider Evaluations**

WHERE ARE OUR PROVIDERS?

The coalition completes pre and post evaluations of the private child care programs that enter into contract with the Coalition. These evaluations were completed in August, September, and October. The following results compare the 2007 Fall program evaluations to the evaluations completed five months prior.

Infant and Toddler Environmental Rating Scale (I/T Classrooms)

- 76% of the School Readiness providers had **DECREASED** scores from 5 months ago (35 of the 46 programs went down)
- 24% of the School Readiness providers' scores **INCREASED** (11 out of 46)

Early Childhood Environmental Rating Scale (Preschool Classrooms)

- 80% of the School Readiness providers had **DECREASED** scores from 5 months ago (53 of the 66 programs went down)
- 20% of the School Readiness providers' scores **INCREASED** (13 out of 66)

III. FISCAL YEAR 2008 LEGISLATIVE BUDGET REDUCTIONS

The Coalition has received information from AWI/OEL that Coalitions will not be required to reduce their budgets for the 2007-08 contract year.

However, AWI/OEL recommended that the Coalition budget a four percent (4%) reduction (\$124,000) for the 2008-09 contract year without reduction of services to children.

IV. UTILIZATION (ATTACHMENT 1)

- A trending report for the numbers of children served July through November 2007 has been included as Attachment 1.
- Attachment 1 shows the numbers of children served and also the dollar amount paid for SR and VPK services.
- This report will be reviewed and discussed at the January Board meeting.

V. DEVELOPMENTAL ASSESSMENT TASK FORCE (DATE) REFERRALS

- The Coalition implemented a partnership with FDLRS and Children's Home Society

to jointly review child assessments for possible concerns and the need to refer families to the school system (children over 3 years old) and/or Children's home Society (children under 3 years old)

- To date, the following results have been established by the DATF.
 - 514 children were assessed
 - 119 were flagged for review by DATF
 - 24 children were referred to FDLRS or CHS

VI. SCHOOL READINESS PROVIDER POLICIES

Due to consistent non-compliance, Coalition staff are drafting policies regarding School Readiness provider requirements to present to the Personnel and Policy Committee in January and then to the full Board in February. The draft policies may include but not be limited to the following:

- Contract Non-compliance Consequences
- Out-of-Ratio Consequences
- Four-year-old Priority Extension for VPK Wrap Around
- Contract Terminations and Renewals for Inactive Providers
- Quality Grants