

BOARD OF DIRECTORS MEETING

Thursday, January 12, 2012

4:00 p.m. to 6:00 p.m. or until the conclusion of business
ELC Office, 5735 Rio Vista Drive, Clearwater FL 33760

AGENDA

I. CALL TO ORDER

- A. Approval of January 2012 Agenda
- B. Approval of January 2012 Consent Agenda 12.01.01
 - i. November 2011 Minutes*
 - ii. Finance Report*

II. EXECUTIVE DIRECTOR'S REPORT

III. DISCUSSION ITEMS

- A. Transition Update
- B. Board Development

IV. ACTION ITEMS

- A. Faith Based Provider Representative 12.01.02
- B. Audit Report 12.01.03
- C. Budget Amendment 12.01.04

V. INFORMATIONAL ITEMS

- A. Public Meeting Notices
- B. VPK Readiness Rate
- C. Race to the Top

VI. OTHER BUSINESS

VII. PUBLIC COMMENT

In accordance with the Florida Government in the Sunshine, all meetings of the Early Learning Coalition of Pinellas County, Inc. and committees are open to the public. Those in attendance who wish to address the Coalition must submit a public comment card to the recorder prior to addressing the Coalition.

VIII. ADJOURNMENT

Next meeting –

Thursday, March 8 at 4:00 p.m. until the conclusion of business
Early Learning Coalition, 5735 Rio Vista Drive, Clearwater, Training Room

**Early Learning Coalition of Pinellas County, Inc.
January 12, 2012**

Subject: Consent Agenda

BACKGROUND

The following items are presented on the consent agenda for collective approval.

- i. November 2011 Minutes*
- ii. Finance Report*

PROPOSED COALITION ACTION

Approve the January 2012 Consent Agenda items as presented.

Approval _____ Chair Signature _____ Date

**Supporting Documents:
November 2011 Minutes
January 2012 Finance Report**

Early Learning Coalition of Pinellas County, Inc.
Working for the Success of Pinellas County's Children

BOARD OF DIRECTORS' MEETING
Thursday, November 10, 2011

AMENDED MINUTES

Present

Members: Lourdes Benedict, Lounell Britt, Diane Brown, Patsy Buker, Guy Cooley, Shurrea Daniels, Dr. Dharamraj, Jack Geller, Elise Minkoff, Judith Miller-Bruckner, Steve Overton, Michael Pachik, Cindy Seletos, Kathleen Young

Via Conference Call: Cindy Jameson, Anne Ryan

Excused: Dr. Ken Peluso, Edward Peachey, Craig Phillips, Norm Roche, Harry Fogle, Juanita Heinzen, Jeff Joyner, Ellen Lasher

Coalition Staff: Janet Chapman; Merita Kafexhiu; Bonnie Rizzo; Lindsay Carson; Barbara Scarsbrook, Nicole Gonzalez, Jenny Hughes, Lisa Zawistowski, Carrie Culbertson

In Attendance: Barbara White, Ray Long, Debra Ballinger, Lynne Faimalie, Sheila Sosnowski, Betsy Lent, Beth Gettig, Paul Runyon, Heidi Hobbs

Official Recorder

Lindsay Carson

I. Call to Order

A quorum was present. Secretary Cindy Seletos served as Chair due to the excused absence of board officers Dr. Peluso, Craig Phillips and Jeff Joyner.

Acting Chair Seletos called the meeting to order at 4:00 p.m. and called for the approval of the November 2011 Revised agenda.

A motion was made by Cindy Jameson and seconded by Dr. Dharamraj to:

Approve the November 2011 Revised Agenda.

The motion passed unanimously.

A. Acting Chair Seletos called for approval of the November 2011 Consent Agenda.

A motion was made by Lounell Britt and seconded by Guy Cooley to:

Approve the November 2011 Consent Agenda

The motion passed unanimously

II. EXECUTIVE DIRECTOR'S REPORT

Janet Chapman Presented.

An exit interview with the Auditor General took place on November 10, 2011 via conference call. The Auditor General was tasked by the legislature last year to audit all of the Early Learning Coalitions statewide. Findings for the Pinellas Coalition were minimal; lack of parent signatures on attendance sheets were the primary finding. Feedback from the AG indicated that the infrastructure of the 31 Coalitions, with community-based stakeholders, was viewed as positive and effective. The move of jurisdiction from AWI to DOE/ Florida Office of Early Learning was a temporary one and may change based on the legislature's review of the AG final report, which will be all inclusive and will not focus on the ELC's individually. This will be provided to the legislature by December 31, 2011 and will be considered during the next session.

Another concern is that there are no performance outcomes in any of the ELC's contracts, and due to this there is no statistical data available demonstrating the impact of Coalition services on preparing children for school. By statute, all state contracts must contain performance outcomes. As a result, the Executive Directors of each Coalition are working together to create performance measures for their own use and data collection purposes throughout the coming year.

Legislative activity: there are no bills impacting the ELC's at this time. Preliminary meetings with some of the legislators indicated great concern with the database system ELIS (Early Learning Information System) and further work ~~maybe compromised on this has been eliminated. A new system will be purchased for Coalition use~~

Transition: plans are moving forward; there have been minor delays due to lease negotiations. ELC staff is training at CCC and a Job Fair was held for all CCC employees identified as being affected; the majority will likely be hired. Some vacant CCC positions have been left empty and these will be co-hired by both agencies. All new hires by ELC will be on probation for the standard six months.

The Wait List has been opened for the first time in 2 years as the Coalition budget surplus will roll into slots. Letters in batches of 500 will be sent out to parents; to date, the first batch for afterschool slots have been mailed and the next batch will go to School Readiness parents.

Elise Minkoff, JWB Representative, was introduced. Ms. Minkoff was appointed as the JWB Board Chair, effective November 10, 2011 and replaces Martha Lenderman on the ELC board.

III. ACTION ITEMS

A. Transition of Core Services 11.11.02

Janet Chapman presented. Coordinated Child Care of Pinellas, Inc. has provided child eligibility, CCR&R, waitlist management and provider reimbursement services for more than three decades. On June 21, 2011, Coordinated Child Care issued a memo announcing a plan to discontinue their contractual relationship with the Early Learning Coalition effective July 2012.

The Coalition researched various options for continuation of contracted services provided by CCC by consulting AWI and the other Coalitions. It was determined that bringing these services in house would best serve the providers and families, as well as realize significant cost savings. Only some components of eligibility intake ~~may will~~ be contracted out; Pinellas County Health and

November 10, 2011

Page 2 of 5

Human Services ~~is a possible vendor~~~~will be the vendor~~. Timeline: January through February, provider reimbursements will begin in house; eligibility functions will begin in the last fiscal quarter. The action item represents the formal plan by Coalition staff to achieve this outcome.

Discussion:

Some cost savings will be realized as the county ~~does not~~~~cannot~~ charge rent in their contract for provider eligibility intake; only operational expenses such as telephones and utilities will be included. There will be at least three eligibility locations: north, mid and south county. As the Health Department is the official Office of Vital Statistics provider, intake staff will be able to access birth certificates electronically, a key part of the eligibility intake process.

A motion was made by Michael Pachik and seconded by Lourdes Benedict to:

Approve the transition plan as presented by staff with revisions at the discretion of the Executive Director

Guy Cooley abstained from voting due to conflict of interest. (Form 8B submitted)
The motion was approved unanimously.

B. SR Attendance Records Policy 11.11.03

Janet Chapman presented. According to the School Readiness Agreement, providers are required to maintain daily sign-in and sign-out sheets and submit accurate monthly attendance documentation. The Provider is required to document attendance on a daily basis with full parent signatures in ink at the time of arrival and pickup with the times noted (with the possible exception of entry of school age children into aftercare), accurately document absences, and review and submit monthly attendance to the Coalition.

Failure to maintain sufficient attendance documentation results in a loss of funding.

Parents of School Readiness funded children have a responsibility to sign their child in and out each day.

Providers are typically prohibited from charging parents due to revenues lost as a result of noncompliance on behalf of the provider. The School Readiness Attendance Documentation Policy addresses an area of shared responsibility between the parent and provider.

In the revised policy being proposed, providers may require School Readiness parents to cover payment for lost revenue due insufficient or lack of signature IF the provider has a policy outlining signature parent requirements.

The policy has been vetted through the Provider Support Committee. Providers were very supportive of this revision.

Recommended by Program Development Committee. Approved by Executive Committee.

Discussion: The policy allows providers to recoup funds from parents due to insufficient or lack of signature. The child care center must have a written policy in-house that the parent/authorized person enrolling the child signs to that effect. If a parent refuses to sign the providers' agreement, the provider has the right to refuse to enroll the child; however, this does not affect their eligibility for their SR scholarship.

The eligibility documents that parents/caregivers fill out in order to receive subsidized care will also have language requiring a full signature on attendance sheets. Judy Miller-Bruckner requested the wording of the policy, ELCPC-61.3.5, be amended to change "parent signature" to "authorized persons signature" as many children are enrolled by relative caregivers or other authorized persons. The person enrolling the child at the center/FCCH will have ultimate responsibility for repayment to the provider if reimbursement from the Coalition is denied due to lack of/insufficient signature on attendance sheets.

Additional discussion took place creation of policy to be discussed at the committee level to further address parents who are continually non-compliant regarding signature in the near future to allow the Coalition to deny the scholarship itself as an enforcement tool.

The term "parent" is defined in the statewide eligibility manual and that same definition will be added to policy for clarification. Jack Geller suggested "parent" be capitalized, and the definition be cross-referenced in this and other individual policy documents.

A motion was made by Jack Geller and seconded by Dr. Dharamraj to:

Approve SR Attendance Records Policy 11.11.03, as amended

The motion was approved unanimously.

C. ELC Logo 11.11.04

Janet Chapman presented. The Coalition logo has been used for many years and due to upgrades to technology the integrity of the image has been compromised. The new logo changes font in order to present a more professional image.

A motion was made by Jack Geller and seconded by Steve Overton to:

Approve the revised Coalition logo as presented

The motion was approved unanimously.

D. Board Member Nominees 11.11.05

Lindsay Carson presented. Board members may serve up to two consecutive four year terms. Jeff Joyner reached the end of his first term in November 2011 and have been nominated to serve a second term. He has agreed to serve an additional term, November 2011- November 2015.

Discussion: The handout "Board Development Update" documenting current board members end term dates was reviewed. Board members are appointed on a staggered basis so that there is not a sudden turnover of experienced board members. Board terms are for four years and are limited to two consecutive terms. The Board Development Committee has a process in place to review board membership applications. Recruitment efforts for private sector members include outreach to civic groups such as the Rotary Clubs and Jr. Leagues and personal contacts of existing members. Michael Pachik and Steve Overton suggested taking out an advertisement in Chamber publications and the Leadership Pinellas Newsletter. Cindy Seletos recommended that another private sector board recruitment reception take place and that the reception held on October 25th was well presented by the Coalition staff but fell short on expected attendance; she encouraged all board members to reach out to their professional and personal networks. Outreach for provider representative board positions is done via email to all contracted providers. Two applications have been received for the Faith Based Provider Representative; recruitment efforts will now focus on

the Private For-Profit Child Care Center Representative. Judy Miller-Bruckner stated she had not yet seen the email communication sent by the Coalition regarding this position and asked that it be re-sent to all contracted providers to ensure it reaches the target audience.

Gubernatorial appointees have continued to serve as board members due to delayed action by the Governor's office on appointments. The Governor's office has determined that current appointees may serve a third term upon re-submission of an application. Mike Pachik has re-submitted.

A motion was made by Jack Geller and seconded by Patsy Buker to:

Approve the selection of Board Members

The motion was approved unanimously.

V. INFORMATIONAL ITEMS

- A. Dr. Dharamraj distributed business cards to all members for the Public Health Department's new website, <http://findthefun.org>. The Health Department is the lead recipient of a CDC grant that focuses on obesity. The new website is a resource for individuals and families in Pinellas to locate healthy activities and food venues and this link can be added to any individual's or agency website to drive traffic to the new site.
- B. News articles regarding the Race to the Top Program, the new VPK rules, new gubernatorial appointees to the JWB Board.

Discussion: the new VPK rules pertain to low performing providers. Pinellas currently has very few low performing providers; Janet commended the board for their decision making requiring accountability as responsible for this. The new rule is a hotly debated issue in the industry as it changes the scoring methodology.

VII. PUBLIC COMMENT

There was no public commentary.

VII. Adjournment: The meeting adjourned at 5:30 p.m.

Next meeting – January 12, 2012, 4:00 p.m., at the Coalition Office, Bay Vista Gardens II, 5735 Rio Vista Dr., Clearwater 33760

Dr. Ken Peluso
Chair

Date

Cindy Seletos
Secretary

Date

Early Learning Coalition of Pinellas County, Inc.
Finance/Audit Committee Meeting
January 12th, 2012

Finance Report as of November 30, 2011

School Readiness Program

The actual year to date expenditures for the School Readiness program for the month of November totaled \$12,145,046. The unduplicated number of children served was 6,376. Based on November utilization, the Coalition is projecting a balance budget at the year close.

As indicated on the attached reports, the Coalition is in compliance with all School Readiness earmarks and restrictions as of September 30, 2011:

- The combined amount of the administrative expenses for the Coalition and the Coordinated Child Care totaled \$525,674. The Coalition's and the Coordinated Child Care combined total administrative expenditures are approximately 4.33% versus the 5% administrative limit allowed by the Office of Early Learning.
- The program support expenditures are 8.33% versus the 14% limit allowed by the Office of Early Learning. Such expenditures include the Coordinated Child Care staff salary and fringe benefits to determine eligibility and payments for clients and operating expenses associated with it.
- The combined amount of the quality expenditures for the Coalition, Florida First Start program, SEEK program, and the Born to Read program are 5.98% versus the 4% minimum requirement allowed by the Office of Early Learning.
- 81.36% of the total SR budget has been expended in slots. The minimum requirement by the State is 70%.
- In addition, the Coalition has provided the required match for the Working Poor category and the Child Care Executive Partnership category which require dollar per dollar match.

VPK Administrative Expenses

The allowable VPK administrative, enrollment, and monitoring expenses are limited to 4.00% of the total slot expenditures. Year -to- date VPK administrative expenditures were \$298,698 as of November 30, 2011. The VPK administrative and enrollment budget based on the actual VPK slot expenditures was \$224,907. As result the percentage of Administrative expenditures versus Program services was 5.31%. As of November 30, 2011, the Coalition served an average of 5,941 VPK children.

The Coalition will make every effort to maximize available VPK funding and comply with 4% State requirement by the close of the grant year.

Interim Financial Statements

Attached are financial statements for the period ending on November 30, 2011. The following is an analysis of those financial statements.

Financial Statement Analysis

As indicated on the financial statements, the Coalition's financial position is sound as of November 30, 2011. The Coalition's cash, prepaid VPK slots, and grant receivable exceed its accounts payable due to providers and advances due back to grantors by \$146,186.

Financial Statement Audit

The financial statement audit for the year ending June 30, 2011 has been performed and completed by the Cherry, Bekaert & Holland, LLP. The final report and the complete report will be ready for your review, approval, and acceptance at the today's meeting.

Florida Office of Early Learning -Fiscal Monitoring 2011-2012

The team of Harvey, Covington & Thomas, LLC and Carr, Riggs, and Ingram, LLC has been selected to perform financial monitoring of the Early Learning Coalition of Pinellas County for the Office of Early Learning. The site visit is scheduled to begin on Monday, January 23, 2012. A team of two people will be onsite for four days. They plan to work on site during our normal business hours. The entrance conference will be held on Monday morning (1/23) and the tentative exit conference on January 27, 2012. The Data

Request list has been provided to us. It is attached for your information. The items on the data request list have been provided to the auditors by the due date of January 3, 2012.

Fiscal Monitoring of Coalition's Sub recipients

Under OMB Circular A-133, the Coalition has a fiscal duty to properly monitor the subrecipient to ensure that the subrecipient properly manages the federal and state award dollars that the Coalition passes through. In addition, the Coalition needs to monitor the subrecipient to ensure that all subrecipient expenditures are in compliance with allowable cost principles in OMB Circular A-122 and that all expenditures are documented and are allowable under AWI guidelines and procedures. The Coalition also needs to review the sub recipient's internal controls and procedures to ensure that proper procedures are in place to ensure accurate grant reporting and accurate cost allocations to AWI funded grants. In accordance with the desk review procedures of the Coalition, we have completed our review of selected expenditures made by the Coalition's sub recipients as follows:

Coordinated Child Care of Pinellas Inc. The results of our review for quarter one of the fiscal year 2011-2012 are included in the attachment to this report. As you will note, there were no questions costs for the period under review for the Coordinated Child Care of Pinellas, Inc.

Early Learning Coalition of Pinellas County, Inc.

Executive Director's Report

Submitted by: Janet Chapman

January 12, 2012

Legislative Update

Bills are beginning to be filed. To date there has been nothing significant filed as it relates to Coalitions.

The Auditor General's report is being reviewed by several committees. In summary, the report supported Coalitions and the current service delivery structure. The report presented AWI, now the Florida Office of Early Learning, as significantly lacking.

Some key findings:

- Failure to run data matches comparing School Readiness eligibility with Unemployment.
- Data system: Recognize current system is inadequate. Proposed new system behind schedule and over budget.
- Lack of program outcomes in Coalition Grant documents.
- Failure to respond to Coalitions within defined time frames.
- Lack of acceptable and equitable allocation methodology for awarding funds to coalitions.
- Failure to meet statutory requirement of implementing a statewide Quality Rating System.

Transition Update

Personnel: All Coordinated Child Care personnel who are being displaced by the transition have been offered a position at the Coalition. Some have decided to go to Manatee or elsewhere.

Build out has started with the new space and will be ready March 1, 2012 for Phase 1 of the transition which is Provider Payments. VPK Advance Payment for March will be handled by the Coalition the end of January. Timelines for transition are fuzzy. Note attachment.

Negotiating with Eckerd Youth Alternatives and Pinellas County Social Services for office space.

Met with Lounell Britt of Sanderlin Center to discuss using her facility as a place in south St. Petersburg to reach out to providers in that area.

Aggressively moving to an on-line system for providers and parents.

Training providers on how to assist parents with on-line registration.

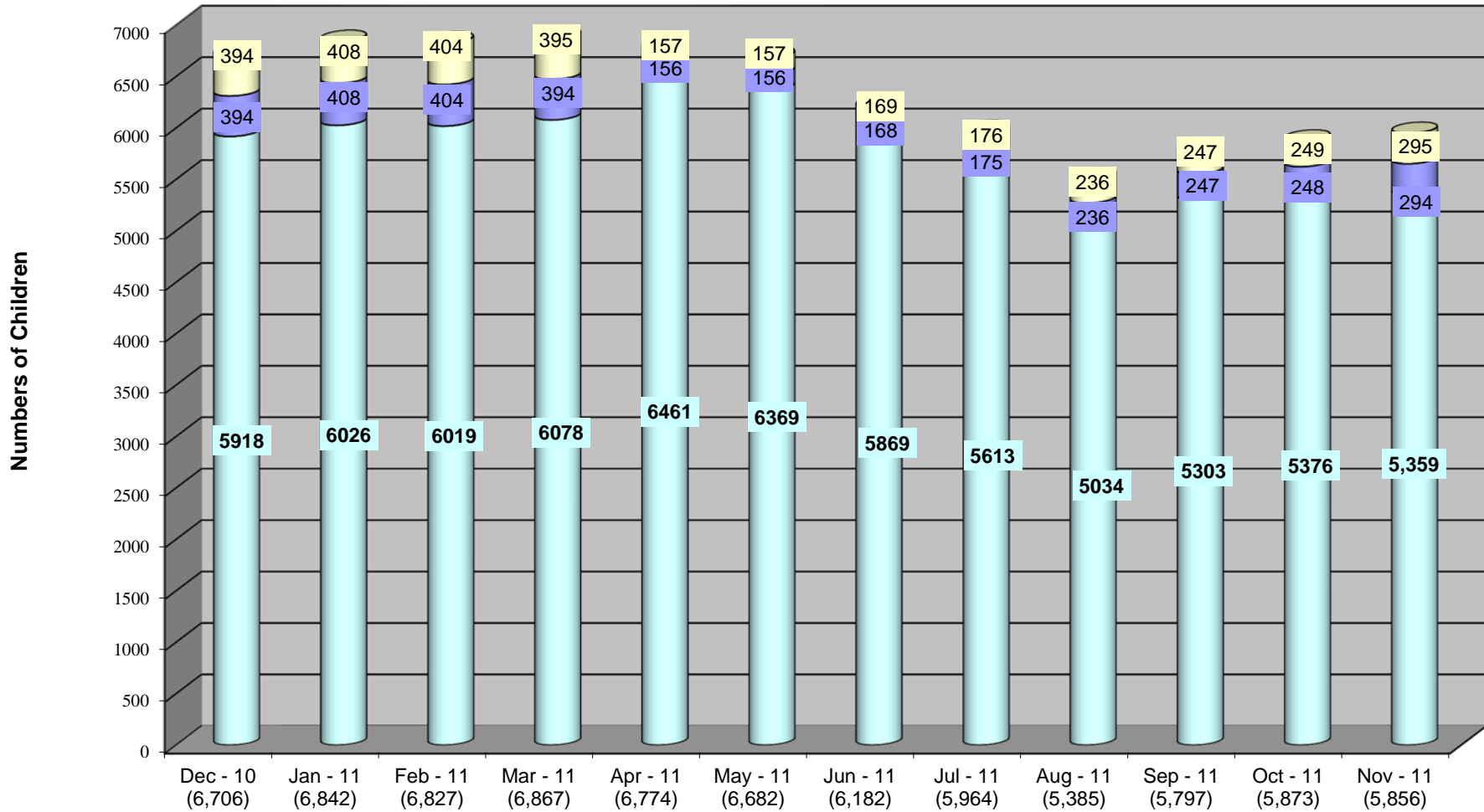
Expense reports will presented in detail during Finance report.

Race To The Top Funding

Florida received a score of 212.6 points for their application for "Race To The Top Funds". Winning states received Minnesota 250.8; Massachusetts 267, Delaware 261.2; North Carolina 269.6; Rhode Island 243.8; Washington 263.8p; California 243.6; Minnesota 250.8.

Florida had large gaps in the application where scores were 0. These include lack of a statewide quality rating system and failure to address children with high needs to improve school readiness.

Monthly End Counts of Children with ELCP SR and CCCP Funding

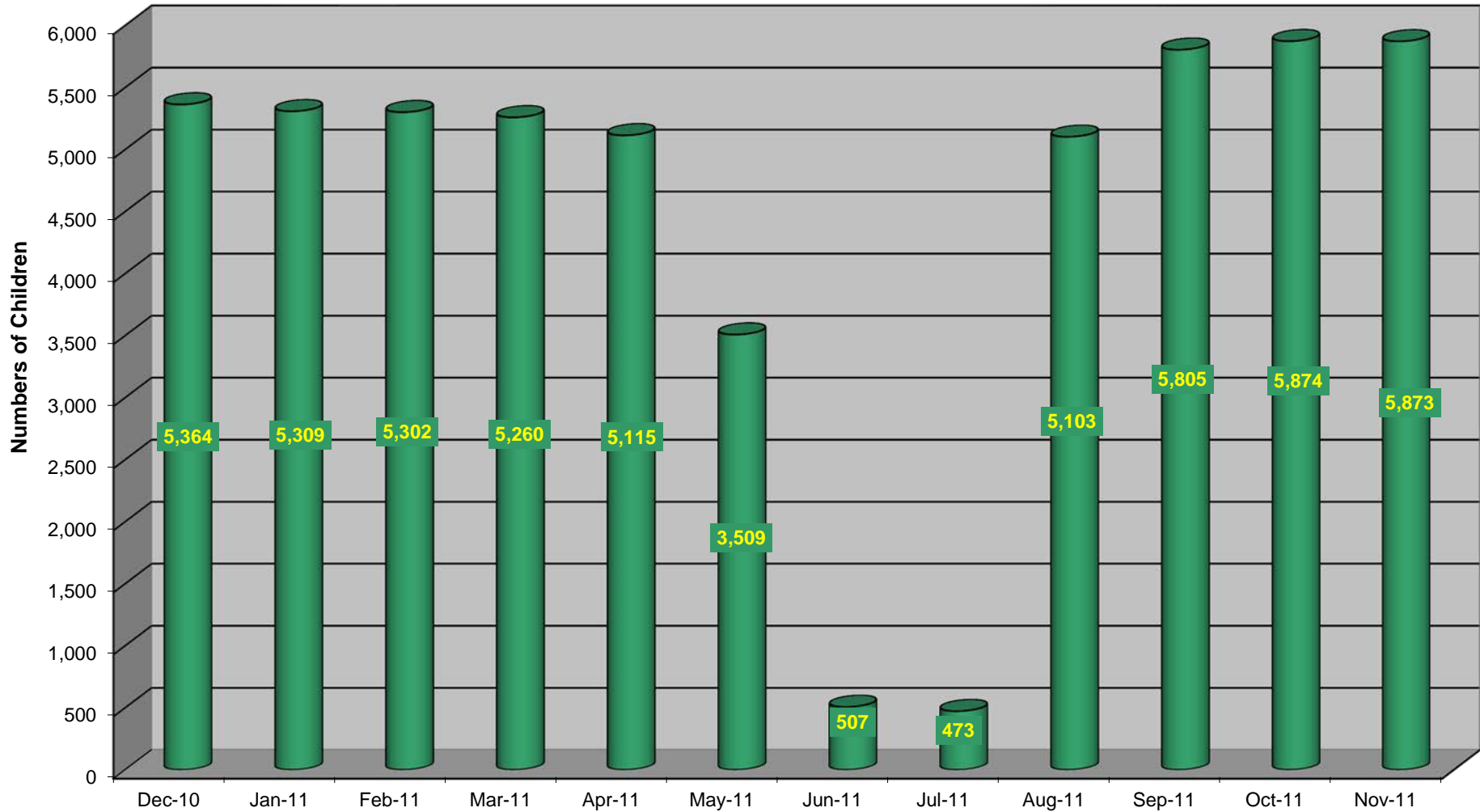


* Child Care Purchasing Pool match donors: Juvenile Welfare Board, YMCA-St Petersburg, YMCA of the Suncoast, City of St Petersburg, R'Club Child Care & CCC

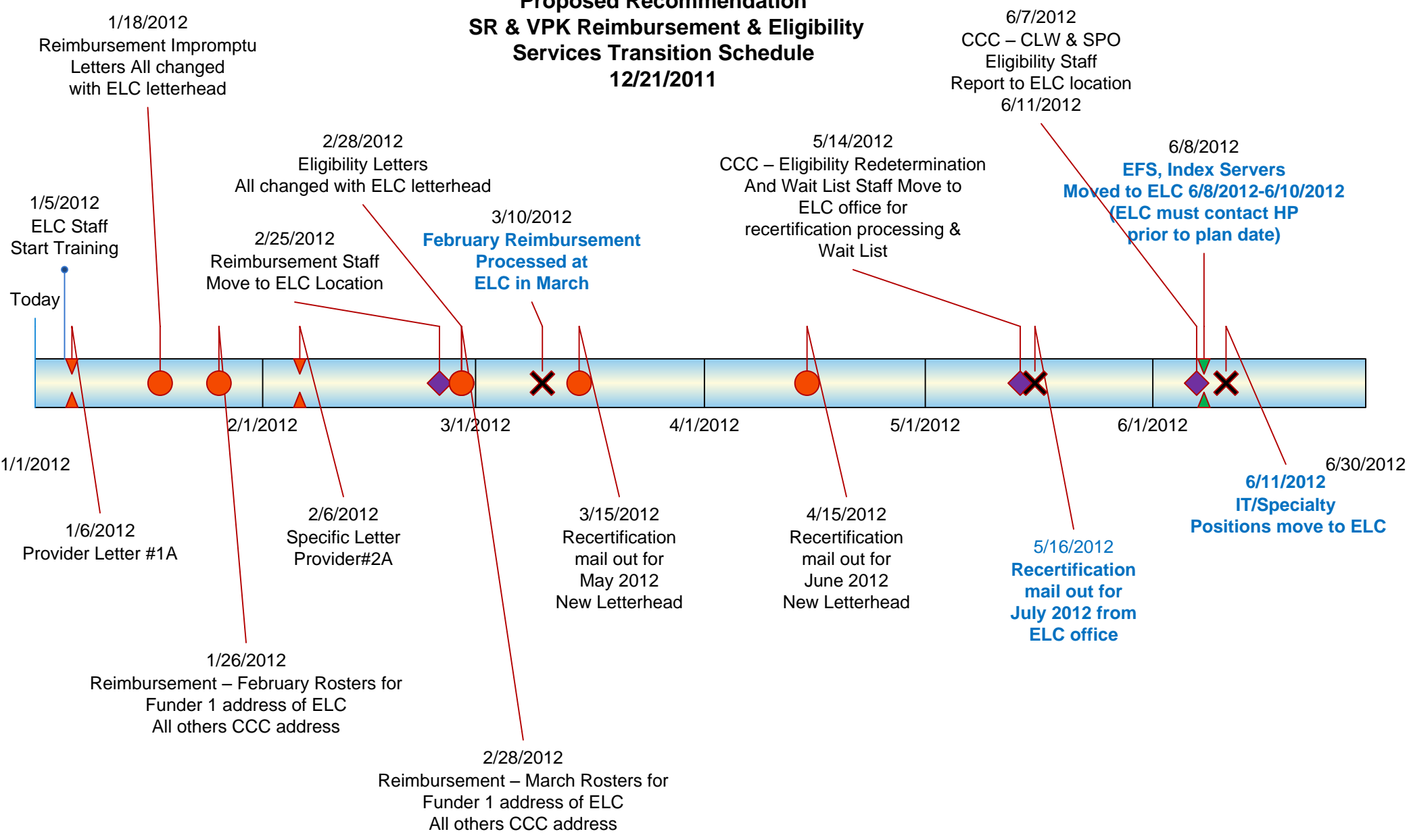
** ELCP-SR includes JWB 6% Match



Monthly End Counts of ELCP VPK Funding



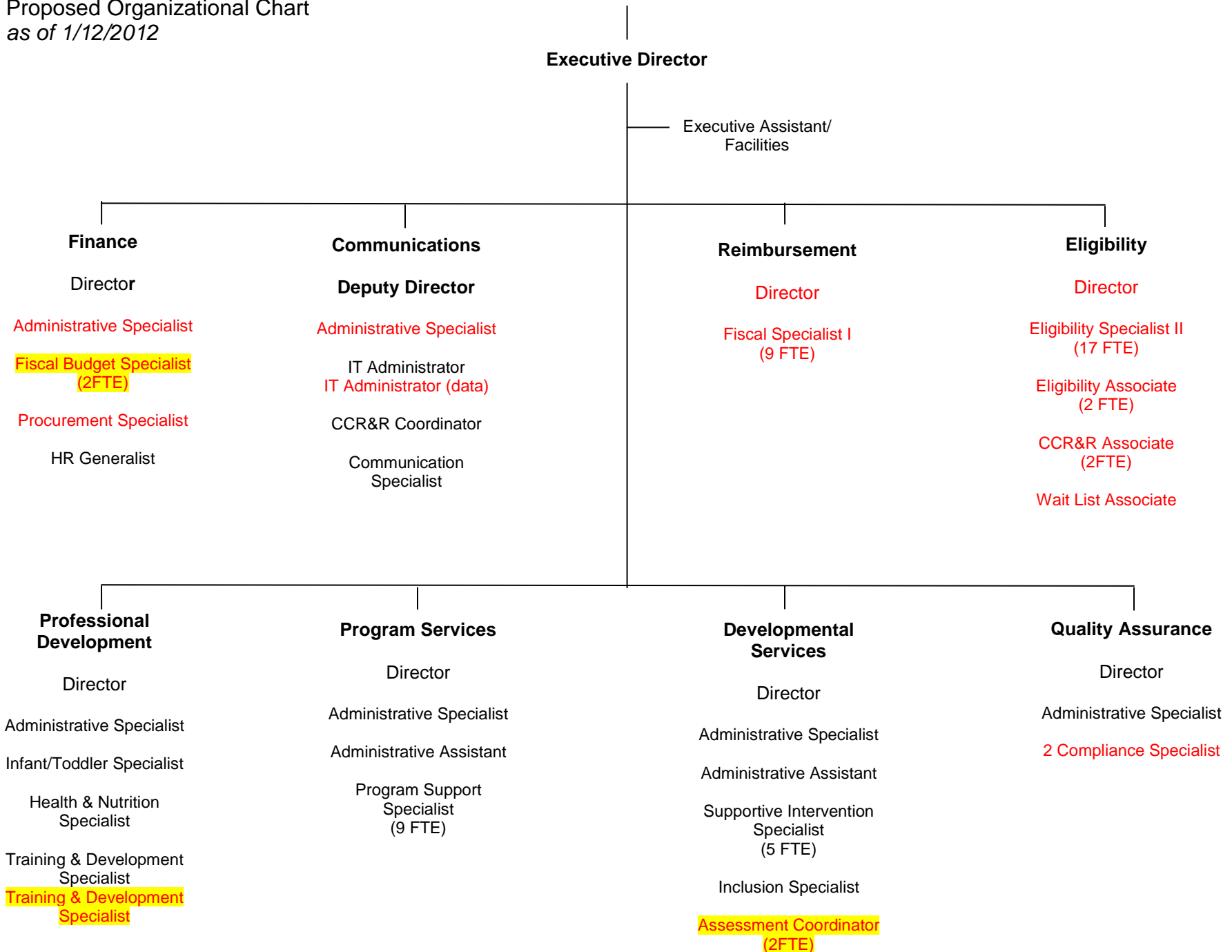
DRAFT
Proposed Recommendation
SR & VPK Reimbursement & Eligibility
Services Transition Schedule
12/21/2011



Existing FTEs	37
Proposed New FTEs	<u>43</u>
	80

Proposed Organizational Chart
as of 1/12/2012

Board of Directors



Board Development Update 1-12-12 (Information Item)

- Required/Conditional Members: 13
- Number of Private Sector Members required for compliance with 1/3 private sector membership mandate: 7
- Number of Private Sector Members who are Gubernatorial Appointees: 3
- Number of Private Sector, Voluntary Members required in addition to Gubernatorial Appointees: 4
- Board Committees require a minimum of 3 members to constitute a quorum

Action Required:

1. Appoint Faith Based Child Care Provider Representative January 2012
2. Appoint For Profit Child Care Center Representative March 2012
3. Appoint 2 Private Sector Representatives no later than August 2012

Committee Membership Effective February 2012

Executive Committee:

Chair: Ken Peluso, Vice-Chair: Craig Phillips, Treasurer: Jeff Joyner, Secretary: Cindy Seletos, Cindy Jameson, Anne Ryan

Finance Committee:

Treasurer: Jeff Joyner, Dr. Ken Peluso, Ed Peachey, Craig Phillips

Program Development Committee:

Chair: Anne Ryan, Patsy Buker, Kathleen Young, Shurrea Daniels, Harry Fogle

Communications Committee:

Chair: Cindy Jameson, Steve Overton, [vacant](#)

Board Development Committee:

Chair: [vacant](#), Cindy Seletos, [vacant](#)

Board Membership Effective February 2012

Category	Member	Term
1. Gubernatorial Appointee- Private Sector	Dr. Ken Peluso	April 2009-April 2013
2. Gubernatorial Appointee- Private Sector	Mike Pachick	April 2007-April 2011 <i>May be appointed for a third term.</i>
3. Gubernatorial Appointee- Private Sector	Cindy Seletos	April 2008-April 2012 <i>May be appointed for a third term.</i>
4. Private Sector	Craig Phillips	Term 1: July 2008-July 2012

5. Private Sector	Jeff Joyner	Term 2: November 2011-November 2015
<u>6. Private Sector</u>	<u>Steve Overton</u>	<u>Term 2: August 2008-August 2012</u>
<u>7. Private Sector</u>	<u>Cindy Jameson</u>	<u>Term 2: August 2008-August 2012</u>
8. DCF Administrator	Lourdes Benedict	N/A
9. Pinellas County School District	Kathleen Young	N/A
10. WorkNet	Ed Peachey	N/A
11. Pinellas County Health Department	Dr. Claude Dharamraj	N/A
12. St. Petersburg College	Anne Ryan	N/A
13. County Commissioner	Norm Roche	As appointed by Pinellas County Board of Commissioners
14. Head Start	Juanita Heinzen	N/A
15. Special Needs – West Central Early Steps, ACH	Harry Fogle	
16. Juvenile Welfare Board of Pinellas	Elise Minkoff	
17. Child Care Licensing	Patsy Buker	
<u>18. For Profit Child Care Center</u>	<u>Vacant</u>	
<u>19. Faith Based Child Care Center</u>	<u>Vacant</u> <i>Recommended Applicant submitted to Board for approval January 12, 2012</i>	
20. Family Child Care Home	Shurrea Daniels	Term 1: November 2011-January 2015

Early Learning Coalition of Pinellas County, Inc.
January 12, 2011

Subject: Approval of Board Member

BACKGROUND

The Coalition is required to appoint a faith based child care provider representative to the Board of Directors. Yvonne Malague, representing Calvary Kids Care, has been recommended by the Board Development Committee. Calvary Kids Care provides both School Readiness and VPK programs.

Nominations may also be made from the floor with prior consent of the nominee.

Supporting Documentation Attached: Membership Application

PROPOSED COALITION ACTION

To appoint Yvonne Malague to the Board of Directors.

Approved

Signature _____

Date _____

Early Learning Coalition of Pinellas County, Inc.
 Provider Representative Membership Application

I. OUR BACKGROUND INFORMATION

Background: In an effort to enhance the school readiness of all our children, the Governor and the Florida legislators have enacted the School Readiness Program. This program brings private sector representatives, publicly funded early childhood education professionals, child care industry representatives, and community and government leaders together to ensure consistent quality in early childhood education programs.

Legislative Authority: Florida Statute 411.01 established the school readiness program to ensure that at risk children, birth to five are prepared to enter the public education system ready to learn.

II. PERSONAL INFORMATION

Malague
 Last Name
1500 7th Avenue N.
 Home Address
St Pete, FL 33705
 City/State/Zip
Calvary Kids Care
 Business Employer or Affiliation
8900 US Hwy 19 N.
 Business Address
Pinellas Park, FL 33782
 City/State/Zip

Yvonne
 First
727-424-3958
 Home Phone
471-1442
 Fax
yvonnemalague@calvarystp.org
 Home E-mail
727-471-1440
 Business Phone
Yvonne.malague@calvarystp.org
 Business E-mail
471-1442
 Fax

III. EMPLOYMENT INFORMATION

- Private-for-Profit enterprise
- Community Based Non-Profit Corporation
- For-Profit School Readiness Facility
- Faith-Based School Readiness Facility
- Self employed/Other (please describe)

RECEIVED

IV. EARLY CHILDHOOD INVOLVEMENT / STATEMENT OF INTEREST

Are you a School Readiness provider? Yes

Are you a VPK provider? Yes

NOV 2 2011
 Ctruxon
 Reception
 BY: Desk

How many years of experience do you have in the child care industry? 6 years

As a provider representative, how will you seek feedback from the provider community? It will offer meetings over the course of the year and visit other faith based organizations. It will also establish relationships with other faith-based preschools. We also provide PIECE training to our teachers -
One we are very willing to allow other churches observations of our school.
 Please offer a brief summary of your experience and/or interest in early childhood, or any additional comments you would like to submit for consideration. Before I actually worked in Early Childhood I was involved in Children's Ministry for over 10 years. This included leading, organizing and putting together camps and events. I felt called to teach and then finished my education and became Director 2 1/2 years ago. Since on board as Director, we have grown from 65 children to 112 children. Our school offers a wonderful self-written (with some help) curriculum for VPK students and a nice environment for all.

V. OTHER COMMUNITY INVOLVEMENT

Our members all share a strong involvement in the community. Please list the community, civic, professional, business, and/or other organizations with which you are, or have been affiliated:

Organizations	Dates of Membership	Position Held
FLAFYC	2009 - current	member
NAEYC	2009 - current	member
JDC	2004 - current	Ministry leader

VI. AFFIRMATIVE ACTION INFORMATION

Federal and State law requires that the Early Learning Coalition of Pinellas County, Inc. reflect the composition of the local community by race, gender, ethnicity, and other characteristics. Please complete:

Sex		Race	
<input type="checkbox"/> Male	<input checked="" type="checkbox"/> White, Non-Hispanic	<input type="checkbox"/> Afro-American	<input type="checkbox"/> Asian or Pacific Islander
<input checked="" type="checkbox"/> Female	<input type="checkbox"/> Hispanic	<input type="checkbox"/> American Indian or Alaskan Native	
	<input type="checkbox"/> Other (describe) _____		

VII. COMMITMENT & OPERATIONAL STATEMENTS

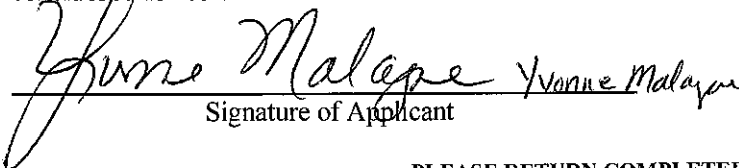
Time Commitment: Serving on the Early Learning Coalition will require a commitment of time including regular monthly coalition meetings, committee involvement, reading and becoming familiar with the many aspects of early childhood development and school readiness.

Employment: School readiness legislation states that a portion of the coalition represents the private sector. Neither they nor their family members may earn income(s) from early education or child care industries. To meet this requirement the coalition will appoint these members from a list of nominees presented by Pinellas County Economic Development.

Conflict of Interest: Conflict of interest may occur when an item is presented for a vote that will directly affect you, your employer, or another organization with which you are involved. Conflict of interest rules require you to disclose the conflict and abstain from discussion or voting on the matter.

Government in the Sunshine: The Early Learning Coalition of Pinellas County, Inc. is a legislatively mandated board and will operate following the guidelines of 'Government in the Sunshine'. New member orientation will include specific information about these guidelines.

I understand these requirements of the Early Learning Coalition of Pinellas County, Inc., and wish to be considered for selection as a Coalition Member.


 Signature of Applicant

10-28-11
 Date

PLEASE RETURN COMPLETED APPLICATION TO:

Janet Chapman, Executive Director
 Early Learning Coalition of Pinellas County, Inc.
 5735 Rio Vista Blvd., Clearwater, FL 33760

Bus: (727) 548.1439 Fax: (727) 548.1509 Email: jchapman@elcpinellas.org

**Early Learning Coalition of Pinellas County, Inc.
January 12, 2012**

Subject: FY 2010-2011 Financial Audit Report

BACKGROUND

Attached is a copy of the FY 2010-2011 Annual Audit Financial Report.

The Report's focus is the ELC of Pinellas County, Inc. taken as a whole. The sections are as follows: Financial statements along with the Notes to the Financial Statements; Schedule of Expenditures of Federal Awards, State Financial Assistance and Local Awards; Report on Internal Controls over Financial Reporting; Grant Compliance; and the Schedule of Findings and the Questioned Costs.

The firm of Cherry, Bekaert and Holland, LLP completed the audit. The 2010-2011 Financial Audit Report has been prepared in accordance with Government Auditing Standards, Comptroller General of the United States, OMB Circular A-133 and Chapter 10.650, Rules of the Auditor General of the State of Florida, Audits of States, Local Governments, and Non-Profit Organizations.

Cherry, Bekaert & Holland L.L.P have no Management Letter issues to report.

PROPOSED COALITION ACTION

To approve the acceptance of the FY 2010-2011 Annual Financial Audit Report of the Coalition.

Approval

Chair Signature

Date

Supporting Documents: To Be Provided at Board Meeting 1-12-12

**Early Learning Coalition of Pinellas County, Inc.
January 12, 2012**

Subject: Amendments #1 of FY 2011-2012 Budget

BACKGROUND

Total budgeted revenue has increased from \$44,635,807.00 to \$44,838,863.00 equaling an overall Increase of \$203,056.00. This increase in funds and proposed utilization of these funds is as follows:

Changes in Revenue Budget:

With the increased workload brought about by assuming the Provider Payment and Client Eligibility responsibilities, additional up-grade to our infrastructure is required. The increase of the SR grant in the amount of \$203,056 will be allocated to purchasing: workstations in the new facility to augment the additional personnel handling the associated tasks (est. cost \$38,000); cabling equipment and labor for installation (est. cost \$45,000), phone system upgrade (est. cost \$32,000); new servers and computers (est. cost \$62,000), and partial rent (est. cost \$26,056).

Adjustments to the Coalition's Expenditure Budget:

The Coalition's expenditure budget will be modified with the understanding that further revisions may be necessary at the March Board meeting as follows:

Personnel Services	Increase	\$362,459.00
Operating expenses	Increase	\$257,570.00
CCC SR Contract	Decrease	\$416,973.00

PROPOSED COALITION ACTION

To approve amendments to the Coalition's Budget as proposed by the Coalition staff.

Approval
_____ Chair Signature
_____ Date

Supporting Documents: Budget Amendment # 1

Early Learning Coalition of Pinellas County, Inc.

FY 2011-2012

Approved Budget

Amendment # 1

Revenue

Office of Early Learning /School Readiness Funding	\$ 28,728,495
CCEP Funding	\$ 1,424,000
Office of Early Learning /Voluntary Prekindergarten Funding	\$ 14,430,809
Office of Early Learning /VPK Outreach and Awareness Funding	\$ 40,743
DOE/VPK Regional Facilitator Funding	\$ 12,472
PCHD/ Communitas Putting Prevention to Work	\$ 73,357
Florida Developmental Dissability Council Funding	\$ 128,987
TOTAL REVENUE	\$ 44,838,863

Expenses

Contracted Services

Pinellas County Schools/Florida First Start SR program	\$ 239,221
Coordinated Child Care of Pinellas County, Inc. SR/VPK program	\$ 40,751,325
Pinellas County Health Department/Vision & Hearing Screening SR Program	\$ 104,793
Pinellas County Library/ Born to Read SR program	\$ 12,492
PCHHS- Common Eligibility Project	\$ 25,390
Total Contracted Services	\$ 41,133,221

Programs

Quality Programs Expenses	\$ 1,951,188
Reimbursement	\$ 620,029

General and Administrative expenses

Personnel Services	\$ 780,475
Professional Services	\$ 11,500
Workshops and meetings	\$ -
Accounting & Auditing	\$ 37,000
Other Contractual Services (temp employment)	\$ 28,519
Travel and per diem	\$ 9,097
Conferences and Training	\$ 15,000
Communication/Telephone	\$ 11,360
Communication/Postage and shipping	\$ 8,500
Insurance	\$ 12,500
Repairs & maint. Svs.-Equipment	\$ 2,000
Printing/Copying & Binding	\$ 10,000
Advertising	\$ -
Office Supplies	\$ 15,500
Other Operating Supplies	\$ -
Subscriptions	\$ 1,000
Dues & Memberships	\$ 11,000
Bank Charges	\$ 3,500
Machinery & Equipment	\$ 35,000
Legal Fees	\$ 17,619
Utilities	\$ 17,855
Rental and Lease	\$ 107,000
Total general and administrative expenses	\$ 1,134,425
TOTAL EXPENDITURES	\$ 44,838,863

Early Learning Coalition of Pinellas County, Inc.
 Reimbursement & Other New positions effective March 1, 2011
 Fiscal Year 2011-12

4 months Budget	SR	VPK	Total
Salaries (based on separate schedule)	271,804	-	271,804
Fringe benefits	90,655		90,655
Total Salaries & Fringe	362,459	-	362,459
Professional services	4,462		4,462
Workshops and meeting	-		-
Accounting & Auditing	-		-
Other Contractual Services	-		-
Travel and per Diem	-		-
Conference & Training	-		-
Communication- Telephone	77,000		77,000
Communication - Postage & Shipping	1,000		1,000
General liability & DO Insurance	5,000		5,000
Equipment Repair & mainatenance			-
Printing	2,000		2,000
Advertising			-
Office Supplies	2,000		2,000
Program/Training Supplies			-
Subscriptions & Reference			-
Membership Dues			-
Bank Fees			-
Capital Expenses(Equipment)	100,000		100,000
Legal Fees			-
Utilities	6,000		6,000
Rent	60,108		60,108
Total Operating Expenses	257,570	-	257,570
Total Budgeted Costs	620,029	-	620,029

SR Grant 203,056
 CCC contract 416,973

Early Learning Coalition

of Pinellas County, Inc.

Public Notice January 2012 - March 8, 2012

(Revised 1-12-12)

The Early Learning Coalition announces the following public meeting to which all interested parties are invited:

Board Development Committee -

Next Meeting: TBA

Communications Committee

Wednesday, February 1st at 3:00 p.m. until the conclusion of business
Via Conference Call. Call in Number: 888-808-6959 Conf. Code: 4374551

Provider Support Committee –

(changed from 2-14-12 & 2-15-12 to: 2-21-12 & 2-22-12)

Tuesday, February 21st from 6:30 p.m. – 8:30 p.m. (East Training Room)
Wednesday, February 22nd at 1:30 p.m. – 3:30 p.m. (Admin Bldg Training Room)
Early Learning Coalition, 5735 Rio Vista Drive, Clearwater

Service Delivery Advisory Council –

Thursday, February 16th at 9:00 a.m. to 11:30 a.m.
Early Learning Coalition, 5735 Rio Vista Drive, Clearwater, Training Room

Program Development Committee –

Monday, February 27th at 4:00 p.m.
Via Conference Call. Call in Number: 888-808-6959 Conf. Code: 4374551

Professional Development Committee-

Typically meets 2nd Friday every other month at 1:30 p.m.
Friday, January 13th at 1:30 p.m. – 3:30 p.m.
Early Learning Coalition, 5735 Rio Vista Drive, Clearwater, Training Room

Finance Committee –

Thursday, January 12th at 3:30 p.m. to 4:00 p.m.
Early Learning Coalition, 5735 Rio Vista Drive, Clearwater, Training Room (EAST)
Thursday, March 1st at 4:00 p.m. to 5:00 p.m.
Early Learning Coalition, 5735 Rio Vista Drive, Clearwater, Training Room

Executive Committee –

Cancelled: Thursday, January 5th at 5:00 p.m. until the conclusion of business
Thursday, March 1st at 5:00 p.m. until the conclusion of business
Early Learning Coalition, 5735 Rio Vista Drive, Clearwater, Training Room

Board of Directors –

Thursday, January 12th at 4:00 p.m. until the conclusion of business
Thursday, March 8th at 4:00 p.m. until the conclusion of business
Early Learning Coalition, 5735 Rio Vista Drive, Clearwater, Training Room

All Early Learning Coalition board and committee meetings are publically noticed and the public has the right to comment during the public comment period. Those wishing to comment must fill out a public comment card and provide it to the secretary prior to the public comment segment of the meeting.

Please contact Bonnie Rizzo, at 727-548-1439 x239 with specific questions or requests for ADA accommodations at least 10 business days prior to the meeting date.

Revised and Updated 1-12-12 1:00 p.m.

FLORIDA DEPARTMENT OF EDUCATION



STATE BOARD OF EDUCATION

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Commissioner of Education



December 16, 2011

«PROVIDER_NAME»
«STREET» «STREET2»
«CITY», «STATE» «ZIP_CODE»

«OEL_ID_1011»

Dear Voluntary Prekindergarten (VPK) Education Program Provider:

The purpose of this letter is to provide you with your individual user ID and provide an overview of the steps in the 2010-11 VPK readiness rate.

As a VPK provider, we encourage you to visit the VPK Provider Kindergarten Readiness Rate Web site at <https://vpk.fldoe.org>. The preliminary readiness rates will be posted the week of **December 15-19, 2011**. You should **log in** to your provider homepage **using the 4-digit User ID listed above** and the password "**ready2012**". Please note that the first time you log in, the system will have you create a new unique password. Please remember and safeguard your password.

Through the Web site, you have the opportunity to:

- Review/correct the name, gender or date of birth of children who attended your 2010-11 VPK program. These changes will be reviewed automatically and do not require approval by the Department or coalition
- Submit changes to the hours attended if the changes result in a child being included or removed from the substantial completion category. All such changes must be reviewed and approved or denied by the coalition
- See if the children were matched to their kindergarten screening results. If a child has not been matched and you know where they attend kindergarten, you may send that information to us at earlylearning@fldoe.org
- View your 2010-11 preliminary provider readiness rate
- File a dispute based on the number of children served, meeting substantial completion, screened or included in the readiness rate or the ownership of the center.

There are several changes to the readiness rate process and calculation this year. The verification and dispute processes will now take place concurrently. Although the processes have been combined, providers do not have to complete both. You can perform verification and submit changes without filing a dispute and vice versa.

The major changes are the criteria for calculating the rate and the designation and consequences of not meeting the readiness rate. In prior years the rate was the combined percentages of children ready on each measure (ECHOS and FAIR) of the Florida Kindergarten Readiness Screener (FLKRS). This year the rate will be calculated as the percentage of children ready on **both** measures. This change will result in the readiness rate scale being reduced from 0-200 to 0-100.

The provision that the rate be set so that no more than fifteen percent of providers be declared low performing was removed by the legislature. Additionally the requirement that providers who don't meet the readiness rate for two consecutive years purchase a state-approved curriculum was reduced to one year.

Additional information is available in the *Frequently Asked Questions* posted on the Readiness Rate Web site.

(Over)

The VPK Accountability Announcements box on the homepage shows each step in the readiness rate process and their targeted dates. A **listing of these steps and targeted dates are below.**

Instructions and additional information can be accessed by clicking each specific step. Please feel free to contact us at 1-866-447-1159 or at earlylearning@fldoe.org for additional information or assistance.

Sincerely,



Stuart Greenberg

SG/tm

c: Executive Director, Early Learning Coalition
District Contacts
Dr. Mel Jurado, Executive Director, Florida's Office of Early Learning

TIMELINES - READINESS RATES

(dates shown are subject to change)

- Preliminary Readiness Rate Posted December 19-21, 2011
- Provider Verification/Dispute period December 19-21, 2011 – January 20, 2012
- Coalition Approval period December 19-21, 2011 – January 27, 2012
- Final Readiness Rate posted - February, 2012
- State Board of Education sets minimum rate – March, 2012
- Acknowledgement of Low Performing Due - March, 2012
- Improvement Plans Due – April, 2012

Race-to-the-Top Early Learning Challenge Grant Talking Points

The overarching goals of Race to the Top Early Learning Challenge (RTT-ELC) were to increase supports for children with high needs and to increase the number of children in high quality programs.

RTT-ELC requirements included:

- **Successful state systems that include:** demonstrated commitment to early learning and development; rationale for reform; aligned and coordinated system (across programs and ages, including maternal and child health, Head Start/Early Head Start, child care, prekindergarten, IDEA Part C and Part B, Title I, and K-3); and sustainable budget.
- **High-quality, accountable programs** with a statewide, validated QRIS and access to high-quality programs for children with high needs.
- **Promoting early learning and development outcomes for children** through early learning and development standards, comprehensive assessment system, screening and addressing health, behavioral and developmental needs and family engagement.
- **A great early childhood education workforce** that includes a clear ladder of knowledge and competencies and support for providers to move up that ladder.
- **Measuring outcomes and progress** including child assessment to inform classroom practices, kindergarten entry assessment, and an early learning data system.

The funding would have provided many supports for School Readiness and Voluntary Prekindergarten providers to help them increase the quality of their programs, resulting in many more children in Florida experiencing higher quality early learning programs.

Florida's RTT-ELC application highlighted and built upon good work that began at the local level, including quality rating improvement, professional development, and child assessment systems.

Despite the disappointing news that Florida is not a recipient of RTT-ELC, the Association of Early Learning Coalitions and its member coalitions are dedicated to moving forward with developing a comprehensive and coordinated early learning system, supporting early learning providers as they strive to deliver higher quality programs and supporting working families to ensure high quality early learning experiences for their children.