



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

Program Committee

Meeting Minutes

April 13, 2017

9:00 – 11:00 am

Committee Members Present: Chair - **Ashley Houk** – (First Presbyterian Church, Naples; Board Member); **Angela Anderson** (Child Care of Southwest Florida); **Yara Duchesne** (RCMA); **Renate Engels** (Guadalupe Center); **Megan Greeley-Gibson** (The Children’s Community Center – on phone); **Julia Kroeker** (Florida Southwestern State College); **Sharra Leonard** (Head Start – Child Care Partnership); **Marie Liebenson** (Lee Memorial); **Ana Neuhauser** (RCMA); **Sherry Shupp** (RCMA); **Michelle Starr** (Collier County Schools); **Paul Welch** (Sonrise Academy); **Mandy Willis** (Faith Academy – on phone)

Staff Members Present: **Kristi Biffar** (Supervisor of Early Childhood Specialists); **Susan Block** (Chief Executive Officer); **Patricia Hansen** (Nurse Consultant); **Rebecca McKellar** (Early Childhood Specialist); **Barbara Peck** (Director of Family Resources); **Gayla Thompson** (Chief Quality Officer)

Committee Members Absent: **Damaris Boone** (RCMA – Board Member); **JoAnne Fuciu** (Lee Memorial); **Kim Gerbasio** (LAMP - phone); **Elizabeth Perdomo** (Florida Southwestern State College); **Stephanie Rode** (St. Andrews Catholic School); **Kelly Roy** (FSW); **Heather Singleton** (Gladiolus Learning and Child Development); **Anne Snyder** (FDLRS, Lee Schools); **Kendra Stamp** (Educare) **Maureen Ungarean** (Collier Public Schools); **Jesyca Virnig** (Learning Tree)

Agenda Items	Facilitator/Presenter	Comments/Actions
Welcome	The meeting was called to order by Ashley Houk at 9:08 am. Introductions were made around the room.	
Approval of Meeting Minutes for February 10, 2017	Draft minutes were reviewed for February 10 meeting.	Motion to accept minutes made by Ana Neuhauser and seconded by Angela Anderson. Approved unanimously. Minutes will be posted on the ELC website on the Program Committee page
ELC Report – state and local updates: Susan Block	<ul style="list-style-type: none"> • There are a few more scheduled weeks of the legislative session. • ELC is watching SB806 and HB1229 which create an Early Grade Success Committee to coordinate childcare assessment approaches to School Readiness (SR), Voluntary Pre-Kindergarten (VPK) and 	

	<p>Kindergarten Readiness. Ms. Block encouraged the committee to contact their representatives and senators to express their support for these bills. Legislators need to hear from their constituents. Emphasize the efficiency of this approach to assessment – there will be cost savings and it is good for children.</p> <ul style="list-style-type: none"> • The Senate and the House will be working on in a budget conference. Once they are in agreement, the Legislature presents its budget to the governor for his approval. Currently, there is proviso language that encourages a statewide Quality Rating Improvement System. • Florida Association of Child Care Management (FAACM), Florida Association for the Education of Young Children (FLAEYC) and United Way all post legislative updates which can help individuals keep track of what is happening. • 	
<p>Substitute Pool – Rebecca McKellar</p>	<ul style="list-style-type: none"> • Ms. McKellar reported that the committee met to discuss the substitute pool on February 22, 2017. The decision was to try a pool between three entities – Gladiolus, Faith Academy and Child Care of Southwest Florida. • A mission statement was created, as well as discussion of a number of specifics for a 90 day contract with the substitutes. Releases to share information between centers, orientation, creating a substitute binder were all defined as responsibilities of the involved centers. • Dr. Kelly Roy from Florida SouthWestern College offered to let her students know about the pool, another possibility is Fort Myers Institute of Technology. • Angela Anderson, Mandy Willis and Heather Singleton are working together to form this group. • Another meeting will be held, with Ms. McKellar as facilitator, before the project begins under the direction of the three facilities. • The Coalition’s role was clarified as the convener and facilitator of a conversation between interested providers. The Coalition is not assuming responsibility for the substitute pool. 	
<p>Pre-K – 3 Initiative with Lee County Public</p>	<ul style="list-style-type: none"> • Ms. Thompson presented on the Pre-K – 3 Initiative of the Lee County Public Schools, including the Vision 2020 video. The initiative works to identify Pre-Kindergarten partners with the school district and increase their number by 10% annually for the next five years. The 	<p>Vision 2020 You Tube video https://www.youtube.com/watch?v=ujAPr644TU8</p>

<p>Schools – Gayla Thompson (for Maggie Stevens)</p>	<p>prekindergarten programs invited to participate for this first round of the initiative are those in Lee County who are in the Quality Rating Improvement System with a star rating of 4 or 5. Nine providers qualify, and have been invited to join this endeavor. Training, articulation information, and interaction with the principals of public schools to which the Pre-K providers feed students are all criteria to be a District PreK Preferred Provider.</p> <ul style="list-style-type: none"> • A variety of committees are working in support of this initiative. The committees are composed of private pre-K directors, Pre-K and Kindergarten teachers, principals, district staff, and Coalition staff. • Plans are underway to ensure that the interface between Pre-K and Kindergarten will help smooth transitions for children and families, as well as to bridge the gap of understanding between those who provide pre-K education and those in the public kindergarten. 	
<p>Health, Safety and Developmental Services – Patty Hansen</p>	<ul style="list-style-type: none"> • Ms. Hansen is the coalition’s nurse consultant, housed with the Collier Health Department, under contract to provide training, consultations, and support in the area of Health and Safety to all the child care providers in Collier, Glades, Hendry and Lee Counties. • Ms. Hansen outlined three keys to health and safety that she considers most important for child care. • Safe Sleep – recommends all providers become safe sleep certified. Contact Ms. Hansen for information. • Breast-feeding friendly centers - Precious Cargo in Naples was the first in our area to be certified. See the Department of Health link for more information. • Obesity prevention - The Department of Health is offering Let’s Move Childcare trainings. A four part series of trainings on nutrition, exercise and other information will be offered in the new fiscal year. • The Blue Zone Project, which focuses on the elements of health and well-being throughout life, was brought in under the funding of the Naples Community Hospital. There will be a Blue Zone project presentation on May 5 at 10 am here in the ELC Board Room. All are welcome! • Ms. Block explained that the Health, Safety and Developmental Services committee is no longer a board committee due to changes in the requirements by the state in regards to health and safety. Ms. Hansen 	<p>Patty Hansen’s contact information Patricia.Hansen@flhealth.gov</p> <p>Breastfeeding Friendly childcare http://www.floridahealth.gov/programs-and-services/childrens-health/child-care-food-program/nutrition/feeding-infants.html</p>

	<p>will be contributing her expertise to the Program Committee as well as continuing with her other responsibilities.</p>	
<p>SR, VPK Waitlist numbers, Parent Portal: Barbara Peck</p>	<ul style="list-style-type: none"> • School Readiness Numbers: Collier 1282; Glades 8; Hendry 374; Lee 3228. • VPK Numbers: Collier 2059; Glades 67; Hendry288; Lee 3386 • Waitlist Numbers: Collier 129; Glades 0; Hendry 32; Lee 640 • Soon the school readiness functions of enrollment will be available on the family portal. • VPK reenrollment is now available on the family portal, however the form is complex and parents may need assistance with it. They can be sent to the ELC office or call for assistance. 	<p>The family portal may be found through www.elcofswfl.org</p>
<p>Provider Portal – Kristi Biffar</p>	<ul style="list-style-type: none"> • Soon the provider portal will house all the elements needed to successfully interact with the ELC. • Currently, ELC is asking providers to fill out their provider profiles. The provider profile is similar to a Provider Update Form. This information will be used populate SR and VPK contracts, which are now available in the portal. The profile must be completed and approved before the contracts may be filled out in the portal. • Ms. Biffar demonstrated how to fill out the profile and conveyed a deadline of June 30, 2017 for all profiles to be complete. • Ms. Block explained the importance of SharePoint to the processing of payment and the efficiency of ELC operations. The Coalition is using this as a transition to the portal and as a way to gain efficiencies. Also, using SharePoint will help organizations to identify systems issues that may interfere with use of a shared portal. • As of July 1, 2017 the drop boxes in Fort Myers and Naples will be removed. Uploading documents to SharePoint will also help providers be ready when there is no other option than to upload documents to the portal. The use of the portal will be mandatory, once all functions are available. Those who need assistance with SharePoint were directed to You Tube demonstration videos. ELC Staff are available for individual technical assistance. • 	<p>The provider portal is located at: https://providerservices.floridaearlylearning.com. First-time provider portal users will go to https://providerservices.floridaearlylearning.com/Account/Register and register for a new provider account.</p> <p>SharePoint video https://www.youtube.com/watch?v=0vBBS045ogM</p>
<p>Other Discussion/Events</p>	<ul style="list-style-type: none"> • Ashley Houk reported that the letter from the ELC board regarding assessment was sent to the Office of Early Learning, the Department of Education and legislators. A copy of the letter will accompany the e-mail 	

	<p>distribution of the minutes from this meeting.</p> <ul style="list-style-type: none"> • Dr. Julia Kroeker announced that there will be another opportunity for a Pop-Up play event in November. She requested that committee members let her know of other events in November on Saturdays so there is not a scheduling conflict. The Hunter Institute was mentioned as having an event on a November Saturday. • Ana Neuhauser asked for clarification from those in the room about the transition from Early Head Start to Head Start. Sharra Leonard explained that those 3 yr. olds who leave the Early program have to apply and qualify to be in the Head Start program. It is difficult to place three year olds as older children have priority in Head Start. • Ms. Thompson clarified that the child care group size rules do not apply to cafeterias or large gatherings for meals or special events, in response to an earlier inquiry. However, ratio and the presence of number of staff credentialed teachers is still required. • Training on Infant CLASS observation will be offered at ELC in the board room on May 16th and 17th from 9-4. The cost is \$175. Contact Cheryl Carpenter for registration information. • Training on Pre-K CLASS will be offered by Michelle Starr on May 24th and 25th in Naples – tentative location Golden Gate Elementary. The cost is \$175. Contact Ms. Starr to register. • 	<p>Cheryl.Carpenter@elcofswfl.org</p> <p>starm@collierschools.com or call her at 239-377-0510</p>
Adjournment	<ul style="list-style-type: none"> • The meeting was adjourned at 11:01 am. 	
Next Meeting	<ul style="list-style-type: none"> • Thursday, May 12, 2017 9-11 am 	

All meetings will be held at 2675 Winkler Avenue Suite 300, Fort Myers, FL 33901 unless otherwise announced.