



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

Program Committee

Meeting Minutes

December 8, 2016

9:00 – 11:00 am

Committee Members Present: Chair - **Ashley Houk** – (First Presbyterian Church, Naples; Board Member); **Angela Anderson** (Child Care of Southwest Florida); **Renate Engels** (Guadalupe Center); **Kim Gerbasio** (LAMP); **Julia Kroeker** (Florida Southwestern State College); **Sharra Leonard** (Head Start – Child Care Partnership); **Marie Liebensohn** (Lee Memorial); **Marissa Mona** (Educare – on phone) **Ana Neuhauser** (RCMA); **Elizabeth Perdomo** (Florida Southwestern State College); **Stephanie Rode** (St. Andrews Catholic School); **Kelly Roy** (FSW); **Sherry Shupp** (RCMA); **Heather Singleton** (Gladiolus Learning and Child Development); **Maureen Ungarean** (Collier Public Schools); **Jesyca Virnig** (Learning Tree); **Mandy Willis** (Faith Academy)

Staff Members Present: **Kristi Biffar** (Supervisor of Early Childhood Specialists); **Susan Block** (Chief Executive Officer); **Gayla Thompson** (Chief Quality Officer); **Kim Usa** (Chief Operations Officer)

Committee Members Absent: **Damaris Boone** (RCMA – Board Member); **JoAnne Fuciu** (Lee Memorial); **Rachel McIntyre** (Open Doors Preschool); **Anne Snyder** (FDLRS, Lee Schools); **Michelle Starr** (Collier County Schools); **Paul Welch** (Sonrise Academy)

Agenda Items	Facilitator/Presenter	Comments/Actions
Welcome	The meeting was called to order by Ashley Houk at 9:03 am.	
Approval of Meeting Minutes for October 14, 2016	Draft minutes were reviewed for October 14, 2016 meeting.	Motion to accept minutes made by Jesyca Virnig and seconded by Heather Singleton. 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"> • Ms. Block discussed the Florida Southwestern College (FSW) Early Childhood Education Cost Study. A presentation of the findings will be made on January 6, 2017 at FSW in Naples from 10-3. Attendance at this event is encouraged for all interested parties. • Tomorrow, December 9, is the ELC annual staff day. The Coalition sites will be closed the entire day. This will be a day to work on customer service and teamwork. 	Registration and cost is available at https://www.fsw.edu/soe/eceregistration

	<ul style="list-style-type: none"> • Collier County Future Ready Collier is continuing to work together to address issues from “cradle to career”. • Future Makers is promoting FAFSA (Free Application for Federal Student Aid) and encouraging all students to apply to support their education. The Early Learning Group is breaking into two workgroups to facilitate their work on marketing and coordinating between school and child care. • In November, the Coalition received Active Shooter Training from the Sheriff’s department. One item that was mentioned was Code Red, for which people can sign up on the Lee County Sheriff’s Department website. • The ELC Board is in need of business professionals who would like to serve on the board. There are three gubernatorial appointees required on the board; one of which is currently open and one that will be open soon for the Chair. Let Ms. Block know of any interested business people. Forms to apply are available on the ELC website 	<p>Code Red sign up is at https://public.coderedweb.com/cn/e/en-US/35B9EAD73F60</p> <p>Applications are available at https://elcofswfl.org/index.php/board-of-directors/</p>
<p>Parent and Provider Portal: Kim Usa and Gayla Thompson</p>	<ul style="list-style-type: none"> • Kim Usa discussed the parent portal, and gave out rack cards in English and Spanish which give directions on how to sign up for VPK. She also distributed a list of documents which can be used by parents for VPK registration. The School Readiness side of the portal is active, and Ms. Usa gave out directions for parents to apply for the waitlist. • Gayla Thompson discussed the provider portal and provided directions and links so that providers can go on and explore the portal. They were asked to check on their demographics (profile) and other information for accuracy. The VPK contract will be available on the portal in early February. All VPK and SR contracts will have to be filled out on the portal for the 2017-2018 year. 	<p>Provider portal link: http://providerservicesuat.floridaearlylearning.com</p>
<p>Health and Safety Changes: Gayla Thompson</p>	<ul style="list-style-type: none"> • Highlights of the new Health and Safety Handbook for School Readiness Facilities were discussed, including: <ul style="list-style-type: none"> ○ Dates for various requirements ○ Pre-Service Timeframe and training courses ○ Group Size ○ Expulsion Policy 	<p>The final of the Health and Safety Handbook may be found at this link: https://www.flrules.org/Gateway/reference.asp?No=Ref-07457</p>

	<ul style="list-style-type: none"> ○ Emergency Preparedness • The question was raised about group size for a presentation or other all facility gathering. 	Question to further clarify group size under special conditions will be submitted to the Office of Early Learning.
Changes to non-compliance procedures	<ul style="list-style-type: none"> • Changes in the rules that are included in the Health and Safety School Readiness handbook influenced recent appeal decisions. • Enforcement of disciplinary sanctions in accordance with the statewide provider contracts will be applied progressively for each standard. Technical assistance will be given and the Coalition will take into consideration the actions the facility takes to correct the violations. • Non-compliances and DCF violations will not receive immediate non-payments. There will be a process of non-compliance, final non-compliance and then non-payment. • Probation will be used more commonly to bring providers into compliance. The period of probation is a maximum of 6 months and may be followed by termination if the problems are not rectified. • The goal is to be more supportive with TA and less quick to terminate provider contracts 	
SR, VPK Waitlist numbers, Enrollment Status: Kim Usa	<ul style="list-style-type: none"> • The school readiness waitlist at the end of November was 693. VPK enrollment was 7195. • Today, the school readiness enrollment is 4463 and enrollment continues. 	
Collier County Public Schools – Training for Pre-K providers: Maureen Ungarean	<ul style="list-style-type: none"> • Collier County Public Schools (CCPS) is offering professional learning sessions to community and district pre-k teachers. The classes are taught by CCPS professionals including a Kindergarten teacher and social worker. These sessions are on the topics social-emotional well-being (October), literacy (January) and STEAM (Science, Technology, Engineering, Arts and Math) (March). • The trainings are a joint venture between CCPS and ELC. They will be held in Naples and Immokalee. CEUs will be offered through the Early Learning Coalition. • A list of the sessions being offered and a handout on literacy for parents was distributed. 	<p>Registration is through the Early Learning Coalition at www.elcofswfl.org/calendar.php</p> <p>January and March trainings registration at www.elcofswfl.org</p>
Other Discussion/Events	<ul style="list-style-type: none"> • Kristi Biffar reported that the new Early Learning Florida classes start in January, and that both the Pre-K and Infant/Toddler classes still have openings. 20 people must be signed up to be able to run the course. 	

	<ul style="list-style-type: none"> • Ms. Biffar also introduced a new book, "Ada Twist, Scientist" which is about a young girl with an inquisitive mind who is a potential scientist. • Jesyca Virnig followed up on interest in working with Sheriff's office to advise child care providers of safety and security issues in the community. She mentioned an app that is available on phones to be pre-programmed to use in specific emergency situations: medical, threat, weather etc. • Heather Singleton brought up the question of a substitute pool and whether it would be possible to create one. It was suggested that a work group be developed. Heather Singleton, Angela Anderson, Mandy Willis and Kelly Roy all volunteered for the workgroup. Kristi Biffar will recruit an Early Childhood Specialist to work with the group. • Questions for workgroup: How to deal with screening; Specific requirements of each center; Forms needed – substitute packet; Core set of expectations for substitutes; Orientation; Communication plan. • Discussion of cell phone usage in a variety of classroom settings – participants shared how they deal with employees and their cell phones. 	
Adjournment	<ul style="list-style-type: none"> • The meeting was adjourned at 10:35 am. 	
Next Meeting	<ul style="list-style-type: none"> • Friday, February 10, 2017 9-11 am 	

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