



Early Learning Coalition of the Nature Coast

Serving Citrus – Dixie – Gilchrist – Levy – Sumter Counties

Citrus County Advisory Council
August 10, 2009
9:00 a.m.
Early Learning Coalition of the Nature Coast Office
1564 N Meadowcrest Blvd, Building C
Crystal River, FL

AGENDA

I	Welcome and Introductions		Debbie Lattin
II	Approval of Agenda		Debbie Lattin
III	Review and Approval of Minutes— June 8, 2009	2	Debbie Lattin
IV	Program Manager’s Report & Budget Update	5	Ingrid Ellis
V	Client Service Manager’s Report	7	Tom Scheffey
VI	Action Items		
	• Action Item A: Citrus Advisory Council Revised Meeting Schedule, FY 09-10	8	Ingrid Ellis
	• Action Item B: Life Essentials Curriculum	9	Ingrid Ellis
VII	Provider Input		
VIII	New/Old Business		
IX	Public Input		

Public Input is a time set aside for comments from the general public. Comments must be kept to a 3 minute limit and a speaker's card must be completed and submitted to the Council Chair. The Council Chair will open the meeting to public discussion at various times during the meeting at his/her discretion.

Citrus County Advisory Council Minutes
June 8, 2009

Members Present:

JoAnne Boggus Carroll Cave Debbie Lattin Ginger West

Members Absent:

Russ McClain Charlie Richer DuWayne Sipper

Staff Present:

Ingrid Ellis Silvia Sullivan Tom Scheffey

Others Present:

Jo Geib Lori Barnes Penny Hansen

I. Welcome and Introductions:

Debbie Lattin called the meeting to order at 9:05 a.m. Introductions were made.

II. Approval of Agenda:

Dr. Carroll Cave motioned to approve the agenda. JoAnne Boggus seconded the motion. Motion carried unanimously.

III. Review and Approval of Minutes-April 13, 2009

Dr. Carroll Cave motioned to approve the minutes from April 13, 2009. Ginger West seconded the motion. Motion carried unanimously.

IV. Program Manager's Report & Budget Update: (Ingrid Ellis)

- The new sliding fee scale has been approved by the Board for the next FY.
- About \$400,000 of stimulus funds have been received. This money has been used to place children from the waiting list. There will be stimulus money for next FY 2009-2010.
- VPK numbers are not current since the EFS system is not up and running yet because of the transition.
- Conscious Discipline Seminar will take place on June 13, 09 at the Citrus County Auditorium. About 120 people have been registered but the expectation was to have between 200- 250 people registered for the seminar.
- The provider resource room is beside the training room, providers are encouraged to check materials out.

V. Client Service Manager's Report: (Tom Scheffey)

- 58 people came as walk-in to the Client Services office since June 2, 2009
- Redeterminations are going to be done by mail, which will benefit both the parents and the ELC
- The eligibility process for signing up parents/children was explained
- There is a new ad of ELCNC in the phone book, replacing the CDS ad
- Client Services Counselors went through a month of intensive training before they started working with providers and parents
- The enrollment figures and waitlist figures will be presented to the Advisory Council in future meetings

VI. Action Items

Action Item # 2008-09-A: Citrus County Advisory Council Membership

Ginger West motioned to approve Action Item # 2008-09-A. JoAnne Boggus seconded the motion. Motion carried unanimously.

There was an additional motion to purchase a plaque for Russ McClain to thank him for his service and invite him to the next Advisory Council meeting to present the plaque to him.

JoAnn Boggus motioned to approve purchasing the plaque to thank Russ McClain for his service. Ginger West seconded the motion. Motion carried unanimously.

Action Item # 2008-09-B: Accreditation Mini Grant Program

- This Action Item contains proposed revisions to the Accreditation Mini Grant program, as directed by Council members at the last meeting.
- Providers seeking first-time accreditation may apply for reimbursement for funds to purchase the initial application fee/packet and membership fee. The application must be received by September 4th of each fiscal year.
- Providers seeking first-time accreditation or re-accreditation may apply for reimbursement funds to purchase equipment or materials to successfully meet accreditation requirements. This application must be received by March 1st of each fiscal year.
- There was some discussion about the funding formula but the funding formula will only be used in the event that sufficient funding is not available to support requests in all approved grant applications.

Ginger West motioned to approve Action Item # 2008-09-B. JoAnn Boggus seconded the motion. Motion carried unanimously.

Action Item # 2008-09-C: Citrus County Quality Initiative Budget Allocations for FY09-10

- The budget this FY 2008-2009 is \$65,762.00
- Proposed FY 2009-2010 allocation is \$63,762.00

JoAnn Boggus motioned to approve Action Item # 2008-09-C. Carroll Cave seconded the motion. Motion carried unanimously.

VII. Provider Input

- Lori Barnes suggested ELCNC to do some billboard marketing. A lot of people might be eligible for the programs ELCNC offers but they don't know this organization exists or what it does. She also suggested delivering flyers to providers to distribute to parents.
- Ingrid Ellis commented that Fred Clark had spoken with some of the billboard companies in Citrus County. They would be willing to let ELCNC put a skin cover on the billboards that are not rented but the skin cover needs to be purchased. At this time the Coalition doesn't have money available for this type of advertising.
- Tiny Treasures just expanded and there are already children in that building. An Open House will be scheduled.

VIII. New / Old Business

- The Advisory Council would like to have an error report presented by Mr. Scheffey in the meetings as well as a report to see how things are flowing, how employees are doing and to see if things are progressing the way it was outlined.
- Ms. Bosanko explained to the Advisory Council there will be a report presented to them but not as big and detailed as the CDS report.
- Ingrid Ellis stated that the Advisory Council will be receiving a comprehensive county report on the providers after the close of the FY. This report is being prepared by Ms. Bosanko.
- Ms. Bosanko explained this county report on the providers will come in two sections. One section will be focused on providers and what they have accomplished. The second section will be about what the staff are doing.
- There was a lot of positive discussion regarding assessments for children who go from the VPK Program to Kindergarten, and are tested within sixty (60) days of entering the public school system. Results are obtained from that testing in order to determine VPK provider readiness rates. Ms. Bosanko will be sending the Advisory Council members an analysis report on the methodology of calculating the readiness rates and the OPPAGA report so they can compare numbers.

IX. Public Input

NONE

Carroll Cave motioned to adjourn the meeting. JoAnn Boggus seconded the motion. The meeting was adjourned at 10:15 A.M.

If additional detail of meeting discussion is desired, tapes are available at the Coalition's main office.

Program Manager's Report

Board Update:

The board of directors met on August 5, 2009. During the meeting, the following action items that pertain to or impact the Citrus County Early Learning Programs were considered. An update as to the approval of the items will be provided at the meeting.

- Action Item # 2008-09-52: FY2009-2010 Reimbursement Rate Increase
- Action Item # 2008-09-59: Advisory Council Membership
- Action Item # 2008-09-60: Accreditation Mini Grant Program Revisions
- Action Item # 2008-09-61: Citrus County Quality Initiative Budget FY09-10
- Action Item # 2009-10-01: FY2009-2010 Budget Revision
- Action Item # 2009-10-08: Board Positions
- Action Item #2009-10-11: FY2009-2010 Budget Amendment #1
- Action Item #2009-10-12: Gold Seal Rates
- Action Item #2009-10-14: Budget Amendment #2

Community Meetings and Events:

Staff participated in the following community partnership meetings and activities:

- There were no meetings held during the summer months. Meetings resume in August.

Training Update:

The chart below includes information about Coalition-sponsored training events.

Training Title	Date	Number of sign-ups	Number of attendees
Understanding the Provider Observation Tool	July 28, 2009	90	95
Utilizing the VPK Standards	August 6, 2009	35	
Creating Environments that Support Literacy	August 25, 2009		
Using Themes in Planning for Young Children	September 15, 2009		
Beyond Differences & Diagnoses (Inclusion Training)	September 28 & 30, 2009		

The following training events are offered by other training agencies. Information has been or will be shared with school readiness and VPK providers.

- **Kinship Care Conference** – September 18 & 19, 2009, Ocala, FL (for professionals that work with families where the children are placed with relatives other than their parents and the family members themselves, sponsored by Kids Central, Inc.)
- **Sand Tray Therapy Workshop** – September 25 & 26, 2009, Inglis, FL (for professionals that work closely with children requiring therapeutic intervention through focused play activities, sponsored by the Isaiah Foundation)
- **Florida Standards for Quality Afterschool Programs Seminar** – October 10, 2009, Ocala, FL (for professionals that work with school-age children, sponsored by the Florida Afterschool Network)

The Coalition's Education Specialists will be attending a train-the-trainer workshop on **Florida's Birth to Three Standards** in Gainesville, FL on August 13, 2009. This training will enable them to offer workshops to local teachers to assist them in the understanding of those standards.

Budget Update

	Jul 1 - 29,09	Anticipated Expenditures	Budget	\$ Over Budget
10 Quality Initiatives		THIS COLUMN MUST HAVE ALL FIGURES ENTERED AS A NEGATIVE NUMBER		
10-001 Citrus County				
10-001 Citrus County				
10-001-03-1400 Literacy	-25.00	0.00	-25.00	100.0%
10-001-06-1400 Prof Development	-40.00	0.00	-40.00	100.0%
10-001-12-1400 Unallocated	0.00	-59,648.32	59,648.32	0.0%
	-65.00	-59,648.32	59,583.32	0.11%

The budget shows that the quality initiative budget is unallocated, as of July 29, 2009. An action item breaking out the budget into the individual line items was approved by the Citrus County Advisory Council at the June 8, 2009 meeting, but will not be submitted to the Board for final approval until August 5, 2009. By the Advisory Council meeting date of August 10, 2009, it is anticipated that the approval will be complete.

Client Service Manager's Report

Voluntary Pre-Kindergarten Program (VPK):

The following table reflects VPK enrollment statistics.

FY 09-10 VPK Program

County	COEs confirmed (children enrolled)	COEs issued but not confirmed	Anticipated number of VPK students
Citrus	0	379	796

Note: Number of COEs was current as of July 28, 2009. Children will be officially enrolled in their chosen VPK program prior to the start of school on August 17, 2009.

FY 08-09 Summer VPK Program

There were twenty-one (21) children that participated in Summer VPK offered by the Citrus County Schools.

School Readiness Program:

The following table reflects the number of children enrolled in the School Readiness program.

Infants	Ones	Twos	Threes	Fours	Fives	School-Age	Special Needs over age 12	Total Enrollment
46	104	155	172	149	126	378	2	1,132

Note: Numbers were current as of July 28, 2009.

School Readiness Program Waitlist:

The following table reflects the number of children on the waitlist.

Infants	Ones	Twos	Threes	Fours	Fives	School-Age	Special Needs over age 12	Total Waitlist
0	0	0	0	0	0	0	0	0

Note: Numbers were current as of July 28, 2009.



Early Learning Coalition of the Nature Coast
Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

ACTION ITEM

Action Item # 2009-10-A

Date: August 10, 2009 **Subject:** Citrus Advisory Council Revised Meeting Schedule FY 09-10

Proposed Board Action:

Adopt the following meeting schedule for FY 09-10:

September 14, 2009

November 9, 2009

January 11, 2010

March 8, 2010

May 10, 2010

Budget Consideration:

None

Background Information:

The Advisory Councils are made up of private sector individuals that are tasked with advising the Coalition Board on issues pertaining to the operation of the Coalition's Quality Initiative Programs, as well as oversight of approved Quality Initiative Programs.

Points of Consideration:

In the past, the Coalition Board has met on the odd months of the year and the Advisory Councils have met on the even months of the year. This has allowed action items that may have been developed by the Advisory Councils to move to the Board for consideration in a timely manner. However, the Coalition Board meetings have now been moved to the even months of the year. In the interest of continuing the effective process of moving action items forward in a timely manner, it would be appropriate to revise the meeting schedules of the Advisory Councils to continue to meet on alternate months from the Board.

Effective Date:

September 14, 2009

Supporting Documentation: None

Prepared by: Ingrid Ellis

Phone: (352) 563-9939

Submitted by: Citrus County Advisory Council –Debbie Lattin, Chair

History of Action Item:



Early Learning Coalition of the Nature Coast
Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

ACTION ITEM

Action Item # 2008-09-B

Date: August 10, 2009 **Subject:** Life Essentials Curriculum

Proposed Board Action:

Approve the Life Essentials Curriculum as a Coalition-approved whole day curriculum.

Budget Consideration:

None

Background Information:

The Coalition has an approved procedure for the approval of curricula, which is outlined in the Early Learning Program Operating Procedures. The Advisory Councils are responsible for reviewing and recommending curricula to the board for approval.

Points of Consideration:

The Coalition recently conducted a program pre-assessment on a newly opened licensed center in Alachua County as requested by the center director. Currently, the center utilizes a Coalition-approved supplemental curriculum; however, the whole day curriculum is not on the Coalition's approved list. The director submitted a Curriculum Approval Request form to the Coalition, along with a variety of support materials to document the research base and developmentally appropriate nature of the curriculum. The curriculum is comprehensive and research-based, designed for infants, toddler/twos, three, four, and five year old children, with special attention to those that may be at-risk. The curriculum includes a strong character education component to assist in preparing a child's development as a positive member of his or her social group.

Effective Date:

Upon Board approval

Supporting Documentation: Request for Curriculum Approval Form and Curriculum Checklist

Supporting Available Documentation: Program overview & sample lesson plan

Prepared by: Tonya Hiers

Phone: (352) 490-5855

Submitted by: Citrus County Advisory Council – Debbie Lattin, Chair

History of Action Item:



Early Learning Coalition of the Nature Coast

Serving Citrus - Dixie - Gilchrist - Levy - Sumter Counties

Request for Curriculum Approval Form

School Readiness site: Kiddie Academy Site owner/director: Carmon Kids LLC
County: Alachua Phone: 352-264-7724
Curriculum to be evaluated: Life Essentials Date form submitted: 7/30/09
Age group curriculum is to be used for: Infants - age five

Do you intend to use this curriculum in conjunction with any other curricula? If so, which one/ones? Yes, Kaplan Early Learning.

Explain why you feel that this curriculum is a valuable teaching tool in preparing young children for school. It is age appropriate and includes a character development piece. Kiddie Academy is a franchise and all locations utilize Life Essentials.

Describe the research that this curriculum is based on. Defined as developmentally appropriate by the Nat'l Association for the Education of Young Children. Age appropriate focus is based on the individual needs of the child.

Describe the early literacy content included in this curriculum. Oral language development, print awareness, listening skills, phonological awareness.

Describe the character development content included in this curriculum. Values are reinforced daily enabling the children to better understand society and how to interact with others.

Describe how this curriculum is used to assist the parent, as the child's first teacher. Parents as partners program encourages parents to get involved in their child's education. We encourage parents to volunteer in the classrooms to read stories or share occupation.

Describe how this curriculum fits with Florida's School Readiness Performance Standards? Life Essentials covers all domains in the performance standards.

What training is provided to your teachers, to assist them in properly utilizing this curriculum? Teachers are trained to be attentive to every child's needs. Teachers allow children to learn in their own way and at their own pace.

Note: Please attach additional sheets as necessary, to answer questions fully.

Checklist for Curriculum Evaluation

Name of Curriculum: Life Essentials

Elements:	Yes/No/NA	Comments:
Utilizes developmentally appropriate practices	Y	
Research-based or based on research	Y	
Goals for children's development & learning	Y	
Parent/teacher connection	Y	strong parent teacher component
Correlated student assessment	Y	ongoing
Progress monitoring & reporting	Y	
Literacy component	✓	
☛ Oral language	✓	
☛ Print awareness	✓	
☛ Phonemic & phonological awareness	✓	
☛ Vocabulary	✓	
☛ Comprehension	✓	
Character development component	✓	
Materials needed to implement/cost	Y	One time cost
Aligned with SRPS or can be correlated	Y	
Sensitive to cultural diversity	Y	
Inclusion of children with disabilities	Y	
Training available for teachers	Y	
Overall ability to meet the educational needs of the whole child	Y	

Additional comments:

*Based on comprehensive research and widely accepted educational theories.
As children grow, they take what they've learned & apply it to the next level*

ELCNC-12