



Early Learning Coalition of the Nature Coast

Serving Citrus – Dixie – Gilchrist – Levy – Sumter Counties

Sumter County Advisory Council
August 12, 2009
9:30 a.m.
Galaxy of Learning Preschool
10889 N US Hwy 301
Oxford, FL

AGENDA

I	Welcome and Introductions		Phil Bumgarner
II	Approval of Agenda		Phil Bumgarner
III	Review and Approval of Minutes— June 10, 2009	2	Phil Bumgarner
IV	Program Manager’s Report & Budget Update	5	Sandra Woodard
V	Client Service Manager’s Report	7	Sandra Woodard
VI	Action Items		
	• Action Item A: Life Essentials Curriculum	8	Sandra Woodard
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.

Sumter County Advisory Council Minutes
June 10, 2009

Members Present:

Phil Bumgarner	Dr. Ruth Ferguson	Maureen Lucia	Joan Runyon
Virginia Sutthoff			

Members Absent:

Eleine Chin-Shue	Dr. Blanche DiRito
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Staff Present:

Silvia J. Sullivan	Sandra Woodard	Christel Hogan
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Others Present:

Pat Steele

I. Welcome and Introductions:

Phil Bumgarner called the meeting to order at 9:35 a.m. Introductions were made.

II. Approval of Agenda:

Maureen Lucia motioned to approve the agenda. Joan Runyon seconded the motion. Motion carried unanimously.

III. Review and Approval of Minutes- April 8, 2009

Maureen Lucia motioned to approve the minutes from April 8, 2009. Joan Runyon seconded the motion. Motion carried unanimously.

There was an addition to the April 8, 2009 minute:

- **Under New/Old Business:** This event was sponsored and put on by the Villages-Sunset Rotary Club of The Villages.

IV. Program Manager's Report & Budget Update:

Sandra Woodard presented the Manager's Report.

- VPK numbers are not accurate because the EFS system is not running yet.
- Sandra mentioned the Conscious Discipline training which will take place on June 13, 2009 at the Citrus County Auditorium.
- The VPK Standards Training will take place in the Coalition Office in Bushnell on July 21, 2009. This training is planned to be offered at least once a year.
- Mrs. Joan Runyon suggested including Dr. Ferguson in the Cultural Ambassador contacts because she is very well known in those circles in The Villages.
- Dr. Ferguson suggested Sandra to have an organizational meeting with the Cultural Ambassadors.
- Anticipated expenditures for Professional Development are \$3,523.00. Most of this money will be used to reimburse the participants from an April and May FCCPC courses offered in Sumter County.
- Regarding the trainings the Coalition offers, Council members recommended to be notified about trainings in order for them to attend these trainings when they have the time.

Joan Runyon motioned to approve the Program Manager's report and Budget update. Virginia Suthoff seconded the motion. Motion carried unanimously.

V. **Action Items** (Sandra Woodard)

Action Item # 2008-09-A: Accreditation Mini Grant Program Revisions

Virginia Suthoff motioned to approve Action Item # 2008-09-A. Maureen Lucia seconded the motion.

- The purpose of this mini-grant is to offer funding for providers to facilitate and maintain Gold Seal accreditation.
- The original application fee to become accredited will be reimbursed by ELCNC.
- The renewal process of this accreditation will have to be paid by providers themselves.
- The new Funding Formula that will be used in the event there are insufficient funds available to support requests was explained to the Advisory Council members.
- Ms. Virginia Suthoff would like to know if there is a record keeping of what centers are receiving funds to purchase equipment and what centers have received funds in the past. She also believes that it is also important to know if a one center gets more items than other centers and what items are being purchased by that center.

Motion carried unanimously.

Action Item # 2008-09-B: Sumter County Quality Initiative Budget Allocation FY 09-10

Maureen Lucia motioned to approve Action Item # 2008-09-B. Joan Runyon seconded the motion.

- Sumter County's Quality Initiative Budget is \$2,000 short. The present budget for 2008-2009 was \$22,000.00. The proposed budget for 2009-2010 is \$20,000.00.
- Regarding the inclusion money in the budget for FY 09-10, Dr. Ferguson would like to know if there is any Federal or State money to help special needs children in the pre-school age since \$100.00 for the Inclusion Program seems to be so low.

Motion carried unanimously.

VI. **Provider Input**

NONE

VII. **New / Old Business**

- Sandra talked about the new office in Bushnell, their location and new staff. There will be a ribbon cutting for the Bushnell Office on June 25th at 4:30 PM.
- There was a request at the last meeting for Fred Clark to attend this meeting. Ms. Sandra Woodard explained to the Council members that Fred was directed to attend the Rotary-Sunset meeting to answer questions pertaining to Coalition operations, since most of the Council members with questions are Rotary members.
- Ms. Joan Runyon did not agree with this decision because there are things that she feels should be discussed with Mr. Clark about his job, what he does, how his fundraising is going, and problems, if any. The rest of the Council members supported Ms. Runyon.
- Mr. Bumgarner commented that if Mr. Clark is going to attend the Rotary meetings, the Council members would like to know the dates of these meetings in order for some of the Advisory Council members to attend those meetings.

- Council members feel that it is appropriate that Mr. Clark attends the Rotary meetings, but they also think that at least twice a year he should attend the Advisory Council meetings, since some of the questions they have for Mr. Clark have to do with the match money.
- At the request of the Sumter County Advisory Council, Sandra Woodward will speak with Mr. Clark's supervisor again to see if he can attend the August meeting.

Ruth Ferguson motioned to recommend to the Board of Directors that Fred Clark can have a regular schedule of attending the Advisory Council meetings to discuss some issues related to the work that he does in private fund raising to support the School Readiness Program in Sumter County. Virginia Suthoff seconded the motion. Motion carried unanimously.

- There was some discussion about encouraging providers to attend the Advisory Council meetings in order to have them participate in the meetings and share their successes and downfalls, if any.
- Ms. Maureen Lucia suggested presenting a calendar of the Advisory Council meetings at the provider meetings to encourage providers to choose a date and come prepared to share information about their facility.

Joan Ryon motioned to encourage each provider representative to attend at least one Advisory Council meeting to provide information regarding their center. Ruth Ferguson seconded the motion. Motion carried unanimously.

VIII. Public Input

NONE

Maureen Lucia motioned to adjourn the meeting. Joan Runyon seconded the motion. The meeting was adjourned at 11:20 AM.

The next Sumter County Advisory Council meeting will be held on August 12, 2009 at 9:30 AM at Galaxy of Learning Oxford.

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 Sumter 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: Sumter 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:

- Wisconsin Club Reception, Sumter ELC-NC office, 6/11/09
- Sumter Provider Mtg., Wildwood Country Resort, 6/23/09
- Sumter Homeless Coalition Mtg., Sumter Court House, 6/25/09
- FL Law Advisory Group Mtg., Sumter Court House, 6/25/09
- ELC-NC Sumter Office Ribbon Cutting & Open House, 6/25/09
- Sumter Children's Alliance, DCF Bldg, Wildwood, 7/22/09
- Sumter Health Dept. Community Partnership Mtg., 7/23/09
- FL Law Advisory Group Mtg., 7/23/09
- Healthy Start Board Mtg., Langley Med. Ctr., 8/3/09

Training Update:

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

Training Title	Date	Number of sign-ups	Number of attendees
Utilizing the VPK Standards	July 21, 2009	48	42
1 st Aid & CPR	August 1, 2009	6	7
Understanding the Classroom Observation Tool	August 18, 2009	69	
Early – Learning Accomplishment Profile (E-LAP) Planning	September 22, 2009		
Learning Accomplishment Profile (LAP-D) Planning	September 24, 2009		
Literacy to Support Diversity & Inclusion	October 13, 2009		
Math Make & Take Workshop	November 14, 2009		
Fostering Language Development	January 14, 2009		
Inclusion: Serving Children w/Special Needs	February 16, 2009		
Creating Environments to Support Literacy	March 23, 2009		
Center for Autism & Related Disabilities Seminar	April (Date TBA)		
Social & Emotional Development	May 18, 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.)
- **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.

Updated Sumter Advisory Council meeting schedule for FY 09-10:

September 9, 2009
 November 11, 2009
 January 13, 2010
 March 10, 2010
 May 12, 2010

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
Sumter	0	370	506

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 no children that participated in Summer VPK offered by the Sumter 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
37	61	72	77	78	65	207	2	599

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
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ACTION ITEM

Action Item # 2009-10-A

Date: August 12, 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: Sumter County Advisory Council – Phil Bumgarner, Chair

History of Action Item:



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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