



**PROGRAM COMMITTEE MEETING
AGENDA**

June 5, 2014
8:00 a.m. - 9:00 a.m.

Indian River State College Main Campus
3209 Virginia Ave., Fort Pierce
Building Y, Room 302

*** Items require action**

Mission: Partnering with parents, providers and communities to ensure quality early learning experiences through programmatic and financial support.

Vision: Building Blocks for Educational Success

*** Item requires action**

I. Call to Order, Roll Call, Determination of Quorum	PAGES	Donna Rivett
II. Announcements and Additions/Deletions to Agenda		Donna Rivett
III. Adoption of Agenda *		Donna Rivett
IV. Consent Agenda * A. Program Minutes - May 1, 2014	1 - 2	Donna Rivett
V. Old Business A. Curriculum Stipend Application	3 - 6	Donna Rivett
VI. New Business A. ELCIRMO/Program Update		Pat Houston
VII. Future Agenda Items		Donna Rivett
VIII. Board Member Comments		Donna Rivett
IX. Public Comments		Donna Rivett
X. Adjournment		Donna Rivett

Public comments may be offered at every Early Learning Coalition of Indian River, Martin & Okeechobee Counties Board of Director's or committee meeting. We welcome the opportunity as part of our continuing effort to improve our responsiveness to the needs of the children, families, and community we serve. To present comment, interested parties are asked to complete a Public Comment Card available at the sign-in table, deliver such to the Chair in advance to the Call to Order, and be present during the public comment period. All interested parties are asked to indicate whether the comment is related to the business associated with the specific agenda before the Board/Committee or if the comment is intended for consideration by the Board/Committee at a future meeting. All comments are limited to 3 minutes unless otherwise waived by a majority action of the members present.



Early Learning Coalition
Of Indian River, Martin and Okeechobee Counties, Inc.

PROGRAM COMMITTEE MEETING MINUTES

May 1, 2014

Indian River State College, Bldg. Y, Rm. 302
3209 Virginia Avenue, Fort Pierce, FL

Present:	Donna Rivett Ann Holmes	Kim McCarrison Deborah Schooley (via teleconference)
Excused:	Terri Marder	
ELCIRMO Staff:	Jacki Jackson Pat Houston	Loretta Toth

I. CALL TO ORDER

The meeting was called to order at 8:05 a.m. by Chair, Donna Rivett. Roll call was taken and a quorum present.

II. ANNOUNCEMENTS AND ADDITIONS/DELETIONS TO AGENDA - Pat Houston requested to discuss the prospective budget for the current year under ELCIRMO/Program Updates.

III. ADOPTION OF THE AGENDA

Motion to adopt the agenda was made by Kim McCarrison, seconded by Ann Holmes and passed unanimously.

IV. CONSENT AGENDA

A. Program Minutes – April 3, 2014

Motion to approve the minutes as presented was made by Ann Holmes, seconded by Kim McCarrison and passed unanimously.

V. OLD BUSINESS

As requested by the Program Committee at the April 3rd meeting, Jacki Jackson will be meeting with Indian River School District's Superintendent, their attorney and Kim McCarrison with regard to obtaining child data. Meetings will also be scheduled with Martin and Okeechobee County Superintendents. Ms. Jackson has spoken with Senator Negron's office about the glitches in the FLKRS scores and has requested to meet with him to discuss further. OEL has indicated that the VPK assessment scores will be factored into the FLKRS formula in 2015.

VI. NEW BUSINESS

A. Plan Element 1.9.2 - School Readiness Program and Service Evaluation - Pat Houston explained that the recommended change will allow the use of ERS (Environmental Rating Scale) instead of the School Readiness monitoring tool to begin in the fall. ERS is a more comprehensive view of the provider and offers more areas to provide technical assistance for providers. To ensure no duplication of services with DCF, the "personal care routines" will not be utilized. Emphasis on this tool is technical assistance, not to determine whether a provider may contract with ELCIRMO. If approved by the Committee, the plan element would be submitted to the Board and then to the state for acceptance. It has been determined that the highest scoring providers would benefit from using the CLASS tool. ELCIRMO will be inviting the highest scoring providers to participate in the CLASS assessment to be used instead of ERS, depending on staffing. Ms. Houston recommended revising the outcome from 100% to a minimum of 75% of child care providers.

Motion to approve the Plan Element 1.9.2, as amended, was made by Kim McCorrison, seconded by Ann Holmes and passed unanimously.

ELCIRMO/Program Updates - Pat Houston provided the update, highlighting the following:

- Saturday, May 3, a provider training workshop by Dr. Pam Phelps will be held on "Purposeful Play" at the Performing Arts Center. Ten sets of preschool unit blocks have been purchased and will be raffled at the end of the training. In addition, ten books will be raffled in each county.
- Pat recommended allocating the remaining Program budget balance of \$59,352 to education stipends (\$12,000); school readiness monitoring stipend (\$13,000); and a curriculum stipend (\$34,000) to assist School Readiness providers in purchasing a new curriculum. Prices for new curriculum range from \$675 to over \$2,000. Due to the critical need, it was recommended that some of the education and SR stipends be transferred to curriculum. ELCIRMO will determine if there are additional funds available. The Committee determined that providers should submit an application process and plan of implementation. The most equitable method of distribution of funds is on a per pupil basis.

VII. FUTURE AGENDA ITEMS - Follow-up items from today's meeting.

VIII. BOARD MEMBER COMMENTS - None

IX. PUBLIC COMMENTS – None

X. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:05 a.m.

Respectfully submitted,

Donna Rivett, Chair
DR/lt



Early Learning Coalition of Indian River, Martin & Okeechobee Counties, Inc.

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SR Curriculum Stipend Application

Fiscal Year 2013 - 2014

The Early Learning Coalition of Indian River, Martin and Okeechobee is offering the opportunity for School Readiness providers to apply for a stipend to **offset costs** for purchasing a new curriculum from the **OEL Approved Curriculum list for School Readiness**.

Grant applications will be reviewed using a scoring system. A total of 25 points may be earned in the application process. Mini-grant applications with the highest number of points will be considered. **Completed application, Narrative #1 and Narrative #2 must be received by ELCIRMO by COB on June 9, 2014.**

Stipend award is based on availability of funding. Stipends must be used to purchase curriculum on the OEL Approved Curriculum list for School Readiness. **Provider must provide receipt / proof of purchase to ELCIRMO by June 30, 2014.** Funds not used in this manner must be returned to ELCIRMO within 15 days.

Points are awarded as follows:

5 points – **Application** is fully completed with all information included

10 points – **Narrative #1** is completed in detail

10 points – **Narrative #2** is completed in detail

Requirements:

Provider must meet the following requirements in order to apply for this grant:

- Must operate in Indian River, Martin or Okeechobee counties
- Must have a current School Readiness contract with ELCIRMO and be in good standing
- Must have a minimum of 2 children enrolled in the School Readiness program
- Must hold a current DC F child care license in good standing (no class 1 violations)
- Ensure completed Application, Narrative #1 and Narrative #2 is received by ELCIRMO by COB June 9, 2014:
 - To mail- send to ELCIRMO at 10 SE Central Pkwy., Suite 200, Stuart, FL, 34994
 - To email- scan and email required information to phoston@elcirmo.org

Contact Information / questions: contact the ELCIRMO Quality Specialist in your county, or Pat Hoston, Director of Programs: phoston@elcirmo.org

Vikki Tobiasz, Finance Assistant: vtobiasz@elcirmo.org

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APPLICATION - 5 POINTS

Name of School Readiness Provider _____

Address of School Readiness Provider _____
(street)

(city, state, zip)

Phone _____

Cell phone _____

Email address: _____

Director
Name _____

Director
Signature _____

Date _____

List the curriculum you intend to purchase below. If curriculum is needed for more than one level of care, please list all needed, by age category:

Level of Care

Curriculum

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NARRATIVE #1 – 10 points

Instructions: please provide the following information, using detail.

Be sure the narrative is readable. Incomplete applications and narratives, or those without specific detail may not be considered.

1 – School Readiness Provider description: Please describe your program in detail, including the following information:

- Number of families enrolled:
- Hours of operation:
- Programs you currently participate in (VPK, USDA, etc.):
- History of your program:

2 – List all licenses, certificates and accreditations for your program with effective dates for each:

3 – Operating capacity

- a. How many children are you licensed to serve? _____
- b. How many infants age 6 weeks to 1 year are currently enrolled? _____
- c. How many toddlers age 1 year – 2 ½ years are currently enrolled? _____
- d. How many preschoolers 2 ½ years – 5 years are currently enrolled? _____
- e. How many school-aged children are currently enrolled for before or after school care? _____
- f. How many children currently enrolled participate in the SR program? _____
- g. How many children currently enrolled participate in VPK? _____

Using an additional sheet (or type into the document for expanded space), describe your school readiness center/ program in detail. Describe all of the positive things you are doing in your program and how you are benefiting the children and families who participate in your center/ program.

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NARRATIVE #2- 10 points

Instructions: please provide the following information, using detail.

Be sure the narrative is readable. Incomplete applications and narratives, or those without specific detail may not be considered. You may use an additional sheet, or type into the document for expanded space.

Describe in detail why you have chosen the particular curriculum you will purchase, and how you will implement the new curriculum - including timetables and the training component. Describe how you align your curriculum and state standards when planning lessons / activities for your children, and how you will utilize the curriculum to ensure positive outcomes for all children you serve in your program.

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