

Early Learning Coalition of North Florida, Inc.

EXECUTIVE ADMINISTRATIVE COMMITTEE

Conference Call Meeting
November 1, 2017
10:30a.m.

ATTENDANCE

Committee Members Present:

Renee Williams, Vice Chair
Theresa Little, Treasurer
Joy Stanton, Secretary
Myrna Allen
Teresa Matheny, ECS
Brian McElhone

Committee Members Absent:

Nancy Pearson, Board Chair- EXCUSED
Vina Delcomyn- EXCUSED

Others Present:

Coalition Staff Present:

Dawn Bell, Chief Executive Officer
Kim Brumfield, Office Manager
Tajaro Dixon, Grants and Operations Manager
Rhonda Cody, Office Manager

CALL TO ORDER/ROLL CALL

The meeting was called to order at 10:33 a.m. by K. Brumfield and roll was called; quorum was present with 6 of 8 committee members in attendance.

PUBLIC COMMENT

No Comments.

REVIEW OF CREDIT CARD STATEMENTS

Employee Credit card statements were presented to the committee for the review of the months of July, August and September 2017. (Amex and Visa cards issued to D. Bell, K. Brumfield)
There were no comments or questions.

APPROVAL OF AUGUST 9, 2017 EXEC ADMIN MEETING MINUTES *

1. J. Stanton motioned to approve the August 9, 2017 Exec Admin Meeting Minutes. T. Matheny seconded the motion. No discussion – motion passed unanimously.

APPROVAL OF THE EPISCOPAL CHILDREN’S SERVICES 2017/2018 CONTRACT AMENDMENT #0003-17*

Revisions:

- A. Items #1 and #2 were to add (back) language regarding the University of Florida/Lastinger Center for Learning (Early Learning Florida) contract, as this is now funded for 2017/2018.
- B. Items #2 and #3 were to add the dollar amount of the University of Florida/Lastinger Center for Learning (Early Learning Florida) contract, as this is now funded for 2017/2018.

2. T. Little motioned to approve the ECS 2017/2018 Contract Amendment #0003-17. J. Stanton seconded the motion. No discussion- motion passed unanimously. T. Matheny recused herself from voting, documentation attached.

APPROVAL OF THE 2017/2018 OEL/ELC UNIVERSITY OF FLORIDA/LASTINGER CENTER PAY FOR PERFORMANCE CONTRACT EFFECTIVE 09/15/17 – 07/31/18 (#SR400)

RETRO ACTIVE Approval (effective 09/26/17)

This Contract for Services is made and entered into by and between The University of Florida Board of Trustees (a public body corporate of the State of Florida for the benefit of its Lastinger Center for Learning) and the ELC of North Florida.

This is a quality initiative in its third year and is being OEL mandated. (It is also known as the “Early Learning Florida” initiative.)

THIS CONTRACT is for Early Learning Florida courses that support local quality improvement/provider professional development goals.

The Scope of Services for this contract is to:

- A. Conduct pre-Classroom Assessment Scoring System (CLASS) observations.
- B. Conduct post-CLASS observations.

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- C. Compose and enter observation notes as well as CLASS numerical scores into the Web-based Early Learning System (WELS).

3._____ T. Little motioned to approve the 2017/18 OEL/ELC University of Florida/Lastinger Center Pay for Performance contract effective 09/15/17-07/31/18 (#SR400). M. Allen seconded the motion. No discussion, motion passed unanimously.

APPROVAL OF THE 2017/2018 ELC/ECS UNIVERSITY OF FLORIDA/LASTINGER CENTER PAY FOR PERFORMANCE CONTRACT EFFECTIVE 09/15/17-07/31/18 (SR400)*

This contract is between the ELC and ECS to carry out the University of Florida/Lastinger Center Pay for Performance Contract. This was also added to ECS’s primary contract with amendment #3.

This contract is basically the ‘back-up’ to the Primary ECS Contract Amendment #3.

This Contract for Services is made and entered into by and between Early Learning Coalition of North Florida (“ELC”), and Episcopal Children’s Services (“Contractor”) *in cooperation with* The University of Florida Board of Trustees, a public body corporate of the State of Florida for the benefit of its Lastinger Center for Learning (“University”).

THIS CONTRACT is for Early Learning Florida courses that support local quality improvement/provider professional development goals.

The Scope of Services for this contract is to:

- A. Conduct pre-Classroom Assessment Scoring System (CLASS) observations.
- B. Conduct post-CLASS observations.
- C. Compose and enter observation notes as well as CLASS numerical scores into the Web-based Early Learning System (WELS).

4._____ T. Little motioned to approve the 2017/2018 ELC/ECS University of Florida/Lastinger Center Pay for Performance Contract effective 09/15/17-07/31/18. J. Stanton seconded the motion. No discussion- motion passed unanimously. T. Matheny recused herself from voting, documentation attached.

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**APPROVAL OF THE EARLY LEARNING COALITION OF NORTH FLORIDA
SCHOOL READINESS PLAN 2017-19 CERTIFICATION***

Section 1002.85, Florida Statutes (F.S.) gives authority to the Office of Early Learning (OEL) to adopt rules setting School Readiness (SR) Program plan standardized format and required content as necessary for a coalition or other qualified entity to administer the SR Program. This statute also requires that each early learning coalition **biennially** submit a (new/updated) School Readiness (SR) Program Plan to OEL.

OEL released guidance and a “certification form” September 27, 2017. OEL has also assisted our ELC by ‘previewing’ our completed certification form and accompanying documents before submitting to our board. Our completed SR Plan (“pending Board approval”) is due to OEL no later than October 30, 2017.

For Board Approval - The 2017-19 SR Plan Certification includes:

- The certification form
 - Two element attachments that required updates:
- * Attach II C ECS Combined Eligibility Polices Revised 100417 – showing edits
- * Attach VI A Public Input - ELCNF website screenshot 100317
- * Attach VI A Public Input - List of Board Approved minutes (“List” instead of ALL ACTUAL BOARD MINUTES that board members have already reviewed and approved, and can access on-line. ALL ACTUAL board minutes were, however, submitted to OEL.)

Other Information:

- Provided in the packet is also the CORE SR Plan document (all previously approved, but moved to new form) for informational/reference purposes only.
- Section III D “Quality Performance Report” is not due yet to OEL (awaiting guidance).
- Section IV A and B “Financial Management” does not require board approval, only OEL approval. (Separately - budgets and end-of-year audits are, however, board approved.)

5._____T. Matheny motioned to approve the Early Learning Coalition of North Florida School Readiness Plan 2017-19 Certification. M. Allen seconded the motion. Motion passed unanimously, no discussion.

**APPROVAL OF DISTRICT SUPERINTENDENT OF SCHOOLS OR DESIGNEE,
KRISTI SIMPKINS, 2ND TERM***

(DECEMBER 2017-DECEMBER 2021)

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Kristi has served one complete four-year term on the Coalition Board and has agreed to serve a seconded term at this time.

Kristi's second term would extend from Dec. 2017- Dec. 2021.

6._____T. Little motioned to approve District Superintendent of Schools or Designee, Kristi Simpkins, 2nd term (December 2017-December 2021). J. Stanton seconded the motion. No discussion- motion passed unanimously.

APPROVAL OF CONSULTING AGREEMENT WITH KIM BRUMFIELD*

ELC Office Manager, Kim Brumfield has tendered her resignation. As with all pivotal positions with the coalition, we ask that these employees provide some continuing consulting in order to provide a smooth transition between outgoing and incoming employees.

This contract shall be for the period of Dec. 6, 2017 to Dec. 5, 2018; at a rate of \$23.00 per hour and the contract value is not to exceed \$12,000.00

7._____T. Matheny motioned to approve the Consulting Agreement with Kim Brumfield for the period of December 6, 2017 to December 5, 2018. J. Stanton seconded the motion. No discussion-motion passed unanimously.

APPROVAL OF MOULTRIE PLACE LEASE CONTINUATION (ST AUGUSTINE OFFICE)*

Staff requests approval to continue the Moultrie lease agreement of rental of office space in St. Augustine, FL. The current lease ends February 28, 2018.

The space currently houses our CEO, Finance Manager, Office Manager and Early Literacy Outreach manager. The total is \$1858.67 per month with a 3% increase each year.

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8._____T. Little motioned to approve the Moultrie Place lease continuation (St. Augustine office). T. Matheny seconded the motion. No discussion-motion passed unanimously.

APPROVAL OF THE AGREEMENT WITH CONTEMPORARY STAFFING SOLUTIONS*- HANDOUT

Contemporary Staffing Solutions sources, screens and refers executive, professional and office candidates for placement as a temp or direct hire.

This contract shall be a direct hire candidate placed by CSS at 20% of the candidates first year compensation.

9._____T. Little motioned to approve the Contemporary Staffing Solutions Agreement. T. Matheny seconded the motion. No discussion-motion passed unanimously.

REVIEW OF BOARD MEMBERSHIP- Informational

Informational; no comments.

COMMITTEE ABSENTEEISM LOG- Informational

Informational; no comments.

COMMITTEE COMMENT

No comment

NEXT MEETING

December 6, 2017 2:00 p.m. –Board Meeting/Volunteer Appreciation event at World Golf Village Caddy Shack Restaurant

February 2, 2018 10:30 a.m. – Executive Administrative Committee Meeting- Conference Call

ADJOURNMENT*

10._____M. Allen motioned to approve adjournment. T. Little seconded the motion. 10:55 am No discussion- motion passed unanimously.

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Minutes submitted by, Rhonda Cody, Office Manager November 2, 2017

Handout: 1 Tentative Edited Agenda 2. Approval of Agreement with Contemporary Staffing Solutions.

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