



Early Learning Coalition of Sarasota County PROFESSIONAL DEVELOPMENT, TRAINING & QUALITY COMMITTEE MEETING

**The Landings, Blue Awning
Monday, December 15, 2008**

MINUTES

ATTENDEES

Kathleen Sullivan
Marjorie Fondacaro
Yvette Robison
Lynne Weinick
Kathy Stuckey

Jackie Fountaine
Susan Miller
Venise Duchesne
Dianne Lawrence
Susan Klein

Malikah Dawkins
Dianne Lawrence
Wendy Harris
Valerie Walton
Mary Wolf

1. CALL TO ORDER

Meeting was called to order at 10:06 a.m. by Kathleen Sullivan. All members introduced themselves.

2. OLD BUSINESS

Minutes from the November 17, 2008 meeting were approved.

Look For The Stars Update

Scholarships: Mary reported that the Coalition is going to provide educational scholarships for staff working at Look for the Stars participating sites. Applications will be distributed soon. The Coalition will approve the scholarship requests and is working with MCC, SCTI and USF to finalize the process and get information out to sites as quickly as possible. There may be a possibility of reimbursing for this semester but more likely everything will be in place for the start of the May semester.

Mini grants: This year Mini-Grants will be offered to 1, 2 and 3 star sites. All Mini-Grants will be tied to the environment rating scale assessments that each site received and providers will need to demonstrate how the items requested will strengthen areas identified as needing improvement. Mentor sign off of the Mini-Grant request will be required for 1 and 2 Star level sites as will development and implementation of a quality improvement plan. 3 Star sites must also have developed a quality improvement plan based on their Look for the Stars assessment. Information will be sent out shortly to all sites. This year the Coalition must put the purchase of these educational materials out for vendors to bid and will be doing so shortly. Mary reported that 4 and 5 star sites have already received a sustaining payment based on the number of children enrolled.

Training:

The draft *Training Report for CEU Approval* form was provided to everyone. Kathleen reported that the form seemed to cover everything, as long as all the information asked for was completed. The Committee discussed whether this process should be retroactive, and decided that it would not be. The committee also discussed whether follow up activities could count as the reflective portion, so that participants would not be required to complete that section. Kathleen will take this information to discuss with Beth and will bring back to the next meeting.

8th Annual ELC Conference planning

The Committee reviewed the discussion and decisions from the last meeting. Discussion ensued regarding the session descriptions and how they should tie into the theme of “Quality through a Child’s Eyes.” Everyone now listed on the schedule is confirmed and possible presenters for the open sessions have been contacted. It was mentioned that there will be no scholarships to the conference since the Coalition sponsors the event.

Conference planning to date:

- Location: Pineshores Conference
- Date: Saturday, January 31, 2009
- Theme: Look for the Stars: Quality Through a Child’s Eyes
- Keynote: Kathryn Shea, CEO of the Florida Center
- Closing: The Learning Station
- Tentative Interactive tables:
 - ✓ Outdoor Environments
 - ✓ De-stressors: Kathleen
 - ✓ Marketing-tips and handouts, materials have been ordered
 - ✓ FCCA
 - ✓ Professional involvement – professional development information provided
 - ✓ Mental Health Partnership
 - ✓ Character Development – how to infuse throughout your program
 - ✓ Literacy
 - ✓ Meal time
 - ✓ Resource Room
 - ✓ Infant/Toddler activities – activities that can be taken right back to classroom)
- Tentative Break-out Sessions
 - ✓ Learning Station
 - ✓ Sensory Integration (Judy Corso to be getting back in touch with Mary)
 - ✓ Inclusion (Judy Corso to be getting back in touch with Mary)
 - ✓ Infant and Toddler Best Practices (Cyesis Staff)-*repeat session*
 - ✓ Director’s Round Table (Kathryn Shea)
 - ✓ Second session for Directors –*Lynne possibly to do this*
 - ✓ Outdoor Environments (Lisa Allen)
 - ✓ VPK updates and resources (Lisa Allen) – *possibly have her do different topic*
 - ✓ Discussing Sensitive Issues with Parents (Federation of Families) – *informally confirmed with Janet, awaiting definite confirmation*
 - ✓ Planning Transitions (presenter?) *There will be two sessions one for infant and toddlers and one for preschoolers*
 - ✓ Open Ended Art – Susan Klein -*discussion on having twice*
 - ✓ Cultural Diversity Center by Center (Darelyn Poole) *this will be presented twice*

- ✓ Brain Development- *Malikah to ask if anyone at the Florida Center could present this; tentative Elma or Wendy presenter*
- ✓ Organizing and Structuring Your Environment (Ginny Myers) *things to have in your environment to engage children. This could be broken into two parts: Setting up your part 1 and part 2.*
- ✓ Marketing is Everyone's Business (Lynne Weinick)

Once the session descriptions are complete they will be sent out to presenters to review. Lunch has been changed to 45 minutes and the committee members all thought this was a good idea. Discussion ensued on how to celebrate Look For the Stars including having a representative from the Council to speak, having a poster of participating sites without star levels, something on name tags recognizing the sites. Committee members agreed that January 6th will be the deadline for materials to be included in the binders and Mary appealed for volunteers to help put the binders together on January 30th at Pine Shores.

3. ANNOUNCEMENTS

- Susan announced that on 1/24/09 the YMCA will be having a 1 or 4 mile walk and are looking for teams to participate. Susan to send flyers out.

4. ADJOURNMENT

Meeting was adjourned at 11:30pm. The next meeting will be Monday, February 16th, 10:00 a.m. at The Landings. (*Note: The date of the next meeting was changed to February 23rd. February 16th is President's Day and several committee members reported that they would not be able to attend*)

Submitted by Valerie Walton