

**Board of Early Care and Learning
Meeting**

2/8/2007 9:00:00 AM

Bright from the Start: Georgia
Department of Early Care and Learning
10 Park Place - 6th Floor Boardroom -
Atlanta, GA
Marsha H. Moore, Commissioner

DECAL - Bright from the Start

Meeting Minutes

Printed : 7/22/2014 4:21 PM EST

Victor Morgan

Board
Member

Melissa Turner

Board
Member

Maggie Martinez

Board
Member

Janice Gallimore

Board
Member

Gabrielle Braswell

Board
Member

Attendees

Janice Haker	Training and Professional Development Program Manager
Luann Purcell	Chair
Ted Mallory	Vice Chair
Marsha Moore	Commissioner
Justine Strickland	Assistant Commissioner for Child Care & Child Care Policy
Karen Robinson	Assistant Commissioner for Programs
Carlene Talton	Secretary
Megan Larkins	Office of Planning & Budget
Ashley Peacock	Director of Legal Services
Tiffany Gibson	Board Liaison
Leslie Lowe	Deputy Commissioner
Mark Waits	Executive Assistant to the Commissioner

I. Call to Order

Chair Luann Purcell called the meeting to order.

II. Approval of Minutes

- a. Approval of November 7 Meeting Minutes

Chair Purcell asked if there were any changes to the minutes of the November 8 meeting. Vice Chair Ted Mallory moved to accept the minutes; the board voted to accept.

Voting

Unanimously Approved

III. Introductory Remarks

Chair Purcell related how she has had a chance to get to know Bright from the Start (BftS) staff and about the different departmental activities with

which she has been involved. She pointed out what an incredible responsibility the board has. She concluded her remarks by giving an inspiration using two quotes: one by Horace Mann "What we want for one child, we should want for every child" and a poem by Dorothy Law Nolte titled "Children Learn What They Live." Commissioner Moore spoke about how the board gives the department credibility/authenticity and how the department is busier than ever because people know more about early care and learning and Bright from the Start.

IV. Discussion Items

a. eBoard Review - Pablo Pittaluga (GSBA)

Board Liaison Tiffany Gibson introduced Pablo Pittaluga from the Georgia School Board Association who trained the board and staff members on using e-board. The board took a ten minute break.

b. Professional Development Plan Overview - Janice Haker

Commissioner Moore introduced the topic of professional development and gave background of why BftS has been developing a professional development system. She then introduced Janice Haker, the Training and Professional Development Manager, who presented on the following: 1. Brief history of early care and education professional development in Georgia; 2. Five areas critical to a quality professional development system; 3. The levels of professional development and the Professional Development Registry; 4. BftS's training website.

V. Committee Meetings

Before moving on to the next item on the agenda, Chair Purcell announced that Dr. Jackie McDowell had resigned from the board. Chair Purcell read a resolution from the board recognizing Dr. McDowell's contributions to BftS and thanking her for her service on the board.

a. Review committee members

Before breaking for lunch, Chair Purcell reminded board members of the committee on which they serve and explained that immediately after lunch, the committees would meet with the staff liaison.

b. Guidelines for committee meetings

Chair Purcell explained the purpose of the first committee meeting was to review the committee charter from the bylaws and to talk with the staff liaison about the committee's responsibilities. After an appropriate amount of time the board would come back together and the chair of each committee would report to the rest of the board. After assigning the locations where each committee would meet, the board broke for lunch.

VI. Action Items

a. Committee Reports:

After meeting approximately one hour, the board came back together for the committees to report to the board. Budget and Finance Committee: Committee Chair Carlene Talton began the report by highlighting that the BftS's audits showed no findings for the past four years and congratulated Assistant Commissioner Leslie Lowe and her staff for their achievements. Then Assistant Commissioner Lowe went over the BftS budget. See handouts attached. Communications Committee: Committee Chair Gabrielle Braswell reported the committee discussed with Todd Blandin, Public Relations Director, the need to determine what types of communication and the scope of communication that should take place between the board and staff. For example, should communication documents/events like press releases or interviews go to the full board or just to the Communications Committee? Committee Chair Braswell related the committee discussed the following examples of how the committee can support the public relations department. 1. As Commissioner Moore travels around the state, board members can recommend people she could contact/speak with during these trips. 2. A board member could be paired up with the Commissioner or an Asst. Commissioner to travel within their district. 3. Board members can assist with contacting the local media outlets, letters to the editor, etc. 4. Board members can help with editorial oversight. 5. Board members can help identify people in their district to participate on advisory boards. Programs Committee: Committee Chair Victor Morgan described the discussion the Programs Committee engaged in as "rich." Assistant Commissioners Karen Robinson and Justine Strickland gave the committee an overview of the programs BftS provides. Chair Purcell asked if board members preferred meeting with their committees on the day of the board meeting. It was suggested perhaps the committee meetings could be earlier on the day of the board meeting. Committees can also meet by conference call if meetings need to take place before the next board meeting. Committee Chair Morgan pointed out because of some of the responsibilities of the Programs Committee, it will probably be necessary for the committee to meet before the morning of the next board meeting. Chair Purcell then asked for the Commissioner's report.

VII. Commissioner's Report

a. Strategic Plan

Commissioner Moore distributed hard copies of the BftS's strategic plan and gave a history as to why the department started using the Balanced Scorecard. See powerpoint presentation attached.

b. Balanced Scorecard

Assistant Commissioner Leslie Lowe went over the department's strategy map. She explained how BFTS's initiatives fit into the strategy map. Commissioner Moore talked about the provider and staff surveys the department has distributed and that data from the surveys will be shared at the next board meeting. Commissioner Moore highlighted current legislation being considered by the General Assembly: 1. Legislation "cleaning up" language dealing with the transfer of certain responsibilities from DHR to BftS. 2. Legislation

making area surrounding child care learning centers a drug free zone.
 3. Legislation authorizing a pilot program for three year olds.
 Commissioner Moore also mentioned: ~Bright Beginnings Conference in April. She invited board members to attend as much of the conference as their schedules allow but especially the opening session. ~Quality System Indicators (QSI) timeline ~Pre-K-3 Alignment project in collaboration with the Georgia Department of Education ~Economic Impact/Workforce Development studies. These studies will reveal what the early care and education industry bring to Georgia economically and will predict the workforce needs of the early care and education industry for the next few years. Commissioner Moore will update the board on these studies throughout the year.

c. Quarterly Program Reports

Commissioner Moore reviewed the status of each program. See attached supporting documents. Board member Maggy Martinez recommended the Family Day Care Home applications be published in Spanish. Commissioner Moore said the R&R's have the capacity to translate materials and we are looking into it. Chair Purcell suggested a strategic study may need to be done to prioritize which forms/documents need to be translated first. Board member Martinez suggested a "Board Comment" section be added to the agenda as a time when members can bring up items not on the agenda. It was suggested that on the board agenda Introductory Remarks be changed to Inspiration. It was suggested that the agenda be amended to read "Committee Discussions" (instead of Committee Meetings).

VIII. Adjournment

Chair Purcell passed out Valentine gifts for each person to identify one person who affects the lives of young children and pass the gift along to them as a way to say thank you for their efforts this Valentines Day. The date for the November meeting is still in discussion and the 2008 meeting dates need to be addressed at the next board meeting. 2008 proposed dates: February 7, 2008 May 8, 2008 August 14, 2008 November 16, 2008 Chair Purcell adjourned the meeting.

Board Chair

Board Secretary

**Board of Early Care and Learning
Meeting**

5/10/2007 9:00:00 AM

Bright from the Start: Georgia
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10 Park Place - 6th Floor Boardroom -
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Marsha H. Moore, Commissioner

DECAL - Bright from the Start

Meeting Minutes

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Melissa Turner	Board Member
Victor Morgan	Board Member
Gabrielle Braswell	Board Member
Janice Gallimore	Board Member
Maggie Martinez	Board Member

Attendees

Karen Robinson	Assistant Commissioner for Programs
Carlene Talton	Secretary
Luann Purcell	Chair
Marsha Moore	Commissioner
Ted Mallory	Vice Chair
Tiffany Gibson	Board Liaison
Ashley Peacock	Director of Legal Services
Megan Larkins	Office of Planning & Budget
Leslie Lowe	Deputy Commissioner

I. Call to Order

II. Approval of Agenda and Minutes

a. Approval of Agenda

Board Chair Luann Purcell briefly reviewed the agenda for the meeting. There were no additions to the agenda. Board members Janice Gallimore and Maggy Martinez were not present to vote.

Motion made by: Luann Purcell

Motion seconded by: Gabrielle Braswell

Voting

Melissa Turner - Yes
Carlene Talton - Yes
Luann Purcell - Yes
Victor Morgan - Yes
Ted Mallory - Yes
Gabrielle Braswell - Yes
Janice Gallimore - No Vote
Maggie Martinez - No Vote

b. Approval of February 8 Meeting Minutes

Chair Purcell reminded the members of the minutes from the last board meeting and asked if there were any corrections to, changes to, or questions regarding the minutes. There were none.

Motion made by: Victor Morgan

Motion seconded by: Melissa Turner

Voting

Melissa Turner - Yes

Carlene Talton - Yes

Luann Purcell - Yes

Victor Morgan - Yes

Ted Mallory - Yes

Gabrielle Braswell - Yes

Janice Gallimore - No Vote

Maggie Martinez - No Vote

III. Inspiration

Chair Purcell read the stone soup legend and highlighted the lesson of the story: when many contribute a little, everyone ends up better off. Chair Purcell read Galatians 4:5-6 from the Bible.

IV. Internal Presentations

a. Customer Satisfaction Survey Presentation - Dr. Bentley Ponder, Research & Evaluation Specialist

(See attached presentation) Dr. Ponder presented background on the recent customer service satisfaction surveys created, distributed, collected, and compiled for the department through a contract with Georgia State University. The department surveyed family day care providers, Pre-K providers, nutrition (CACFP) providers and child care centers. The best response rate has come from Pre-K providers. The department has also conducted an employee satisfaction survey. 168 Bright from the Start(BFTS) employees responded to the survey. 90% of the responses were favorable. The question was asked if the surveys were confidential. Dr. Ponder assured everyone they were. 55 out of 180 employees are based in the field and have been with the department less than 5 years. Commissioner Moore interjected how the department is working to provide different levels/opportunities within agency so employees do not have to leave for better opportunities. Commissioner Moore also added technology sometimes creates pressure for our field staff(i.e.,uploading information/downloading forms etc.) BftS generally has less than 10 job vacancies.

b. Quality System Indicators

Commissioner Moore briefly reviewed the work of the Quality System Indicators (QSI)Committee. Currently, 14 states have a quality rating

system. Over a year ago a committee was formed to identify the components of "quality" centers so the department can "raise the bar" for quality child care. Commissioner Moore explained how there are certain quality "indicators" that should be seen in child care centers, and there are "artifacts" that should also be seen so it is evident the indicators are being met. Commissioner Moore reviewed the QSI activities timeline and highlighted how phase one of the work is now complete. Phase two includes forming a state review committee to review the standards the QSI Committee set and identify more indicators if necessary. The committee will then send the quality indicators to national experts for review. At that point the department will field test the indicators in child facilities throughout the state to better assess if the standards are actually attainable. After the test the department can identify what resources are needed to raise the quality bar. Completion date for this project is July 1, 2008. Board member Victor Morgan reiterated the importance of seeing artifacts in the centers. Board member Melissa Turner asked for clarification about the field test. Commissioner Moore assured the board the centers will represent a true crosswalk of the variety of child care providers. Board member Ted Mallory asked who the early care and education stakeholders are in Georgia. Commissioner Moore explained they include national child care chains, family child care centers, Physicians, nutritionists, BFTS staff, parents, and the Department of Public Health. Quality education lapel pins (in the form of a bridge) were handed out to board members.

- c. Child Care Licensing Presentation - Kay Hellwig, Division Director of Child Care Services and Renee Parlier, Family Daycare Homes Regional Director

Division Director Kay Hellwig began the Child Care Services (CCS) presentation by defining the different types of child care centers the department licenses: group day care homes, family day care homes, child care learning centers, and Pre-K providers. Ms. Hellwig shared the goals of the CCS division, and explained the following: rule violations, the licensing process, the criminal record checks process, and the training and technical assistance the division offers. Regional Director Renee Parlier went over the amount of yearly rule violations they see in family day care homes. She mentioned two specific examples in 2007: two deaths of medically fragile children. Nothing could have been done to prevent these tragic deaths. Four other deaths could be SIDS but there are no definite results at this time. Ms. Hellwig explained about adverse actions and civil penalties. \$299 - non-compliance fine \$400 - Supervision related Board member Carlene Talton asked how many fines are the centers allowed before their license is revoked? Legal Services Director Ashley Peacock explained that usually after two or three penalties and if there seems to be no correctable solution, the center's license will be revoked. Often the situation can be resolved by terminating an offending employee. Chair Purcell asked about the usual number of revocations in a quarter. Response: there has been just one in the past two years. Board member Ted Mallory asked if background checks are done on all staff/adults in contact with children on a daily basis. Response: criminal background checks are done on all adults who will be in the home when children are present. Board member Maggy Martinez asked if staff receive training before they begin to care for

children. Response: No, by law they do not have to be trained. However, CCS does offer voluntary training. Chair Purcell asked if the board could study more about changing the legislation so training is required. Another concern is that there is not enough staff to do the site visits. Board member Gabrielle Braswell inquired if the department could order a cease and desist to centers who keep more children in their home than they are licensed for. Chair Purcell suggested the Program Committee look into posting the number of violations a center has in order to better educate the public. Legal Services Director Peacock stated in some instances the department requires the center to use the \$299 fine to attend training so BftS can assist them in solving their problem. Board member Maggy Martinez suggested if the center has not had any training they should not be given a license. Ms. Hellwig stated a new rule went into effect last year which makes a three-hour director training mandatory for family day care home providers. There is also a 40-hour orientation. Ms. Hellwig added the department is working on the following: developing a better way of educating parents what they should see in a center; changing the number of visits consultants make to centers. The department would like to visit lower performing centers more and centers that have a proven track record for compliance less. This is called "Focused Visits." Right now consultants are able to visit only 60% of family day care homes due to the high rate of turnover. Board member Melissa Turner asked if we could make orientation/training mandatory for family day care homes. The Program Committee will research this recommendation more closely. Ms. Parlier went over the criminal records check process. Ms. Hellwig concluded the presentation by reviewing their challenges. 1. Uneven quality of provider sites 2. Need to increase visits 3. Funding 4. Outdated rules 5. Better communication to and from parents Board member Maggy Martinez inquired about liability insurance. Chair Purcell stated the great need our office has for a public relations piece for parents about what to look for in a center.

d. CCR&R/Resources in Spanish - Christie Breedlove, Program Grants Consultant

Christi Breedlove reviewed how CCR&Rs are funded and the core services they offer. Funding for the CCR&Rs comes from a portion of the Federal Child Care Development Funds (CCDF). The contract period is for one year. BftS funds 14 regional agencies located across the state. BftS is accountable for the funds received. BftS has oversight responsibility on all contracts to assure that the products, services, and deliverables meet the quality level and expectations set forth in the contract. Services offered: Referrals Training for providers and parents Technical Assistance (TA) Lending library/Resources for teachers Increase the supply of child care Inclusion services Quality improvement Offer TA for Standards of Care and Homes of Quality Regional projects Non-profit child care projects Training for after school program providers NAEYC accreditation project In response to board member Victor Morgan, Ms. Breedlove explained inclusion services. She explained there are 21 Statewide Inclusion Coordinators who work with programs who serve special needs children and with families who have children with special needs. Board member Maggy Martinez asked about "The Art of Technical Assistance." Ms. Breedlove explained that it is a six-day

course R&R staff must attend to ensure they are providing quality technical assistance. Ms. Breedlove highlighted two documents pertaining to the variety of resources the R&Rs have in Spanish.

V. Committee Meetings

VI. Action Items

a. Committee Reports

Board Member Victor Morgan stated he and the other Program Committee members had a conference call prior to the board meeting where they were educated about the CCR&Rs and their grant proposals. Board Member Victor Morgan moved that all proposals for funding be approved. Board Member Maggy Martinez had to leave the meeting early so was unable to vote. It was stated that the CCR&Rs need to better publicize that they exist in the community. FINANCE Board Member Carlene Talton gave kudos to Deputy Commissioner Leslie Lowe on her recent promotion. Deputy Commissioner Lowe reviewed some highlights in this years budget. ~State employees received a 3% increase in salary. ~There is an operating increase for Pre-K providers. ~The department was given oversight (pass thru grants)of the BEGIN Program - \$72,000 for vision needs ~\$900,000 to go to FERST Foundation. A program where children get one free book a month, schools get books and book shelves. For FY 08 the department is funded for 77,775 Pre-K slots - \$450 million PUBLIC RELATIONS BOARD EVENT INVITATION POLICY Public Relations Manager Todd Blandin and Board Members Gabrielle Braswell handed out copies of the new board event invitation policy. Board member Gabrielle Braswell stated the committee will need to research and clarify the board policy regarding events and reimbursement. Board Member Gabrielle Braswell also stated the committee needs to fine tune the media policy on board members speaking to media. There needs to be a "message training" for the board so the media receive consistent answers. Chair Purcell suggested the committee create a one page fact sheet board members can have on hand highlighting general information such as the history, funding, how many children the department serves, etc... Public Relations Manager Todd Blandin handed out the new annual report and board member Gabrielle Braswell suggested all board members take several home to have on hand. Chair Purcell stated the department needed to investigate starting a Parent Communication Campaign. Todd and board member Gabrielle Braswell began to discuss this in the committee meeting but ran out of time. Public Relations Manager Todd Blandin asked board members to think of their personal contacts for underwriting the next conference. Public Relations Manager Todd Blandin announced his department is getting another staff person June 1st.

Motion made by: Victor Morgan

Voting

Melissa Turner - Yes
 Carlene Talton - Yes
 Luann Purcell - Yes
 Victor Morgan - Yes
 Ted Mallory - Yes

Gabrielle Braswell - Yes
 Janice Gallimore - Yes
 Maggie Martinez - Recused

VII. Commissioner's Report

a. Quarterly Program Reports

Commissioner Moore briefly reviewed highlights of the department's activities in the various programs. PRE-K Commissioner Moore compared the percentages from the second roster to the third roster for Pre-K Socio-Economic Category and Pre-K Lead Teacher Credential. The Pre-K applications by type for the 2007-2008 school year break down as follows: 726 Continuation Classes 178 Expansion Classes 185 New Classes CHILD CARE SERVICES Types of Visits Staff made 284 more licensing visits and had 2 less complaint visits NUTRITION The nutrition department reviewed 34 more programs and served 2 million more meals between the 2nd and 3rd quarter. The Summer Food Service Program (SFSP) is just now beginning to provide services for summer 2007. TRAINING 3,000 more Pre-K Staff were trained from the 2nd quarter to the 3rd quarter. The Standards of Care Program (SoC) saw an increase in Homes of Distinction (HoD), Centers of Distinction (CoD) and Centers of Recognition (CoR). HEAD START Head Start's goal continues to be to build capacity in communities and increase the number of children who receive high quality care.

b. AEAH Update/First Lady Children's Cabinet

Commissioner Moore, who serves on the Alliance of Education Agency Heads (AEAH) and the First Lady's Children's Cabinet, announced the AEAH's number one goal is to increase Georgia's high school graduation rate. The First Lady's Children's Cabinet has adopted the same goal on which it will focus its work.

c. JEBLC Update

Chair Purcell updated the board on the last Joint Education Board Liaison Committee (JEBLC) meeting held on April 30. JEBLC is made up of representatives from each of the seven education boards. At the last meeting the committee looked at the strategic plan developed by the AEAH. The number one goal is to improve Georgia's graduation rate. The committee also identified the need for a study to look at teacher quality and the teacher turnover rate. The next JEBLC meeting is scheduled for July 30.

d. Legislation

Legal Services Director Ashley Peacock reviewed the three current items of legislation that could affect the department. SR 125 will be heard next session. It is a resolution proposing an amendment to the Georgia Constitution to protect lottery funds so that they may be reserved only for the HOPE Scholarship Program and other tuition grants, scholarships, or loans to enable citizens of this state to attend colleges and universities within this state, for voluntary pre-

kindergarten, and for educational shortfall reserves; to provide for submission of this amendment for ratification or rejection; and for other purposes. SB62 Crime Information Center Bill - A bill to be entitled an Act to amend Code Section 35-3-35 of the Official Code of Georgia Annotated, relating to disclosure and dissemination of records by the Georgia Crime Information Center to public agencies and political subdivisions and responsibility and liability of the issuing center, so as to provide certain conditions for requesting criminal history records; to repeal conflicting laws; and for other purposes. Essentially, this bill would allow the Georgia Crime Information Center to make available to public agencies the criminal records histories that were submitted by electronic imaging of a person's fingerprints (live scan). SR 426 This resolution creates a Senate Study Committee on Quality of Child Care in Georgia.

e. Balanced Scorecard Update

Deputy Commissioner Leslie Lowe provided an update on the department's balanced scorecard. She showed the board the department's Strategy Map, which includes 18 objectives and 31 initiatives that go with 32 measures. It has taken one year to get to where the department is now with the balanced scorecard. The department now has over 40 division measures.

f. Economic Impact and Workforce Development Study Update

The economic impact study and workforce development survey are currently underway. The department contracted with the University of Georgia and Georgia State University to conduct these important studies. Preliminary results will be available by late August 2007.

g. Bright Beginnings Conference Highlights

Commissioner Moore and Chair Purcell thanked the board members who were able to attend the department's annual early learning conference in April. 896 people attended the conference. Results of the conference feedback forms have not all been tallied; however, most of the comments have been positive; e.g., "This was the best conference yet!" "The depth of breakouts was great" and "I loved the presenters." Board member Melissa Turner commented on how great the speaker (Christine Parker) was on Thursday night. Commissioner Moore informed the board the department will not host a conference in 2008. The next conference will be in 2009. GAYC hosts an annual conference in the fall so Bright from the Start will plan to be very involved in their 2008 conference. Commissioner Moore announced the annual staff conference will most likely be December 10-11, 2007, and she hopes all board members will be able to attend at least part of the event.

VIII. Comments

Commissioner Moore informed the board about the department's new partnership with military installations. Commissioner Moore and Asst. Commissioner Justine Strickland recently had a meeting with representatives from five military bases to discuss how the quality of the child care centers on their bases could be aligned with our quality standards.

A task force is being developed to facilitate this process. Board member Gabrielle Braswell reminded everyone to pick up extra annual reports on the way out. Board member Ted Mallory offered kudos regarding the results of the customer satisfaction survey. Chair Purcell commented on how the department continues to be "ahead of the curve". She offered congratulations to Leslie Lowe on her promotion to Deputy Commissioner. Chair Purcell briefly told of her recent trip to Korea where she visited a workshop for people with disabilities. Korea's education level is where the U.S. was in the 1950's. Her visit to the Eastlake Community & Charter school was amazing and very impressive. Chair Purcell brought the meeting to a close by offering thanks to everyone for their condolences and hoped everyone would take a homemade "diversity cookie". The cookies represent how we can all maintain our uniqueness but when combined together can be even better.

IX. Adjournment

Board member Janice Gallimore motioned to adjourn. Board Member Victor Morgan seconded. The meeting was adjourned.

Board Chair

Board Secretary

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8/9/2007 8:30:00 AM

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Attendees

Ashley Peacock	Director of Legal Services
Carlene Talton	Secretary
Luann Purcell	Chair
Megan Larkins	Office of Planning & Budget
Ted Mallory	Vice Chair
Marsha Moore	Commissioner
Justine Strickland	Assistant Commissioner for Child Care & Child Care Policy
Karen Robinson	Assistant Commissioner for Programs
Tiffany Gibson	Board Liaison
Leslie Lowe	Deputy Commissioner
Mark Waits	Executive Assistant to the Commissioner

Meeting Minutes

Also in attendance: Mary Mazarky, Pre-K Division Director and Margie Landers, Finance & Personnel Director

I. Call to Order

Board Chair Luann Purcell called the meeting to order and thanked everyone for attending.

II. Approval of Agenda and Minutes

a. Approval of Agenda

Chair Purcell briefly went over agenda for the day and asked if there were any questions or changes to the agenda. Motion was made and seconded and vote taken.

Motion made by: Ted Mallory
Motion seconded by: Victor Morgan

Voting

Unanimously Approved

b. Approval of May 10 Meeting Minutes

Chair Purcell reminded everyone that they had been sent notice that the minutes from the May meeting were on eBoard and had been given an opportunity to review and respond to them. Motion was made and seconded to approve the minutes as written.

Motion made by: Victor MorganMotion seconded by: Melissa TurnerVoting

Unanimously Approved

III. Inspiration

Chair Purcell shared a poem titled "Dancing With God" that her husband had given her as part of their 35th wedding anniversary celebration. The message of the poem was that in life (and on boards) we have choices to make, and sometimes we lead but sometimes we let ourselves be gently guided.

IV. Internal Discussion

a. Balanced Scorecard Follow Up

Chair Purcell commented on how well the Balanced Scorecard session went. The board completed a self-assessment and identified the board's customers, including, but not limited to, citizens, taxpayers, the Governor, legislators and BftS staff. There are four themes under which the board objectives are placed. The themes are: Quality, Professional Development, Communication and Organizational Excellence. Deputy Commissioner Lowe said there is still work to be done and suggested finishing the work in sub-groups via phone conferences and e-mails.

b. Pre-K Presentation - Mary Mazarky, Pre-K Division Director

(See attached PowerPoint presentation) Mary Mazarky, Pre-K Division Director, presented on various aspects of the Pre-K program. 1. She reviewed the Pre-K waiting list process, which gives the department a better picture of unserved children who want to be served. The information can be looked at in two ways: short-term and long-term impacts. The short-term impact is the focus on fall funding; the long-term impact is to help BftS better predict Pre-K demand in the future. Chair Purcell inquired what "Other" referred to when speaking about Public, Private and Other centers. Other refers to centers in military bases, hospitals or universities. Chair Purcell also asked if another term besides "unserved" could be used. 2. Chair Purcell, Ms. Mazarky, and Commissioner Moore discussed how the Pre-K applications are submitted, having a central waiting list, and coming up with an alternative term to "unserved." Ms. Mazarky explained the majority of Pre-K applications are submitted online; there are only 40 "paper" providers. Next year only online applications will be accepted.

Board member Victor Morgan asked Mary Mazarky to clarify why Cobb County Schools stopped offering our Pre-K in their elementary schools. Ms. Mazarky explained Cobb released their Pre-K classes because they needed the space. She added that an Early Learning Advisory committee will be formed in Cobb to determine their needs and to brainstorm ways to meet the needs there. 3. Ms. Mazarky provided an overview of the Resource Coordination (RC) Program and its funding. She reviewed the history of the RC funding process and highlighted the changes over the years. Board Member Victor Morgan stated he was happy to be informed about RC funding as he had an inquiry from his area. Board member Melissa Turner asked Mary to define the Resource Coordinators' responsibilities. RCs are liaisons between families and schools and other support services. RCs perform similar duties as social workers. Commissioner Moore commented on how BftS will serve over 50,000 families this year. The department has contracted with GSU to study the impact of RC. Chair Purcell asked if we were doing a longitudinal study. Board Member Ted Mallory commented on how we responded to 29 previously funded RC programs who did not get funded this year.

V. Action Items

a. Budget & Finance Committee Presents Current Budget

Committee Chair Carlene Talton explained that the Budget and Finance Committee met via conference call to discuss the upcoming budget. She then turned it over to Deputy Commissioner Leslie Lowe for further explanation. Deputy Commissioner Lowe provided background on instructions from the Governor regarding the budget, which included submitting a budget proposal with a 2% decrease and a proposal with a 2% increase in funds. She passed out the FY 2009 Budget Request that outlined the 2% proposed cut in Child Care Services (CCS), the 2% enhancement in CCS, and funding a Pre-K pilot, in which the Work Sampling System would be implemented online instead of on paper. In response to a board member's question about why we were required to submit two budget proposals (one with a decrease and one with an increase of funds), Deputy Commissioner Lowe said it is good business practice. It forces agencies to closely examine priorities and to determine less painful/critical cuts. The Budget & Finance Committee recommended the board accept the budget. The board voted and the budget was approved.

Voting

Unanimously Approved

VI. Committee Reports

a. Communications Committee Report

Communications Committee Chair Gabrielle Braswell updated the board on the current projects the committee is working on: ~Media Training for board members ~Clarifying the media policy in the bylaws ~The need for suggestions from the board for potential sponsors of upcoming events. Board member Carlene Talton asked for clarification on whom to ask. Chair Purcell said anyone who has a

passion for young children would be an appropriate candidate to sponsor upcoming events. Committee Chair Braswell requested time on the next meeting agenda to go over "Key Messages" for the board and to review the media policy.

VII. Commissioner's Report

See attached PowerPoint presentation.

a. Division Updates

Commissioner Moore went through a series of slides that provided updates from each division of Bright from the Start. After the report on Quality Initiatives/Standards of Care, Chair Purcell asked about the difference between Center of Distinction (CoD) and NAEYC accreditation and if parents understand the difference. She stressed how important it is for parents and the public to understand what these quality designations mean. Board members decided that they will send a personal note to centers or family day care homes in their districts who receive a CoD or HoD designation. They also asked that a congratulatory quotation from them be added to the press release distributed when a center or home earns an SoC or HoD designation. Commissioner Moore asked board members to let us know if a local event where we need to set up an informational booth occurs in their congressional district.

b. Senate Resolution 426

Commissioner Moore gave an update on Senate Resolution 426 which was adopted by the Georgia Senate during the 2007 session of the Georgia General Assembly. The resolution establishes the Senate Study Committee on the Quality of Child Care in Georgia. Commissioner Moore provided details about the study committee and announced that the first meeting of the committee was scheduled for August 22, 2007.

c. Reports from PRE-K NOW

Commissioner Moore highlighted three research papers she thought the board might be interested in reading. The papers listed below are attached. 1.Lynch Cost-Benefit Analysis 2.Benefits of Mixed Income Pre-K 3.Poll of Working Women

d. Customer Service Award

Commissioner Moore acknowledged how Bright from the Start's Research & Evaluation Specialist, Dr. Bentley Ponder, received the first Governors Customer Service office "HERO" award for his service to assist an out-of-town customer during a training session.

e. JEBLC/AEAH Update

Chair Purcell explained about the Joint Education Boards Liaison Committee (JEBLC) and her participation on it. She and Asst. Commissioner of Programs Karen Robinson attended the JEBLC meeting on July 30. The next meeting is October 29. There will be a

joint reception for all the boards represented on JEBLC in January 2008 to which all board members will be invited. Commissioner Moore reported that the Alliance of Education Agency Heads has completed their strategic plan and are currently working on Goal 1 to increase the graduation rate thereby decreasing the drop out rate and increasing post secondary enrollment.

VIII. Comments

Chair Purcell mentioned she wants to add a section to the board meeting agenda titled "Follow-Up" that will contain items that require action before the next meeting. Chair Purcell distributed congressional district maps and asked members to recommend potential board members in districts where there are vacancies. Chair Purcell handed out anniversary cards and gifts to all board members acknowledging the board's completing its first full year of service and asking each member to pass the gift on to a child. Board member Ted Mallory thanked Chair Purcell for her leadership.

IX. Adjournment

Board member Janice Gallimore moved to adjourn. Board member Carlene Talton seconded the motion.

- a. Move to adjourn

Motion made by: Janice Gallimore
Motion seconded by: Carlene Talton

Voting
Unanimously Approved

Board Chair

Board Secretary

**Board of Early Care and Learning
Meeting**

11/1/2007 9:00:00 AM

Bright from the Start: Georgia
Department of Early Care and Learning
10 Park Place - 6th Floor Boardroom -
Atlanta, GA
Marsha H. Moore, Commissioner

DECAL - Bright from the Start

Meeting Minutes

Printed : 7/22/2014 4:23 PM EST

Gabrielle Braswell	Board Member
Janice Gallimore	Board Member
Maggie Martinez	Board Member
Victor Morgan	Board Member
Melissa Turner	Board Member

Attendees

Ted Mallory	Vice Chair
Megan Larkins	Office of Planning & Budget
Luann Purcell	Chair
Tiffany Gibson	Board Liaison
Carlene Talton	Secretary
Karen Robinson	Assistant Commissioner for Programs
Justine Strickland	Assistant Commissioner for Child Care & Child Care Policy
Marsha Moore	Commissioner
Leslie Lowe	Deputy Commissioner

Meeting Minutes

Ira Sudman was in attendance representing Legal Services. Mary Mazarky, Katherine Falen, and Dr. Bentley Ponder were all in attendance for their respective presentations.

1. Call to Order

2. Approval of Agenda and Minutes

a. Approve Agenda for 11/1/07 Meeting

Motion to approve 11/1/07 meeting agenda. Board members Maggie Martinez and Janice Gallimore were not yet in attendance to vote.

Motion made by: Victor Morgan

Motion seconded by: Melissa Turner

Voting

Gabrielle Braswell - Yes

Janice Gallimore - No Vote
 Maggie Martinez - No Vote
 Ted Mallory - Yes
 Victor Morgan - Yes
 Luann Purcell - Yes
 Carlene Talton - Yes
 Melissa Turner - Yes

b. Approve Minutes from 8/9/07 Meeting

Motion to accept minutes from 8/9/07 meeting. Board members Maggie Martinez and Janice Gallimore were not yet in attendance to vote.

Motion made by: Ted Mallory

Motion seconded by: Carlene Talton

Voting

Gabrielle Braswell - Yes
 Janice Gallimore - No Vote
 Maggie Martinez - No Vote
 Ted Mallory - Yes
 Victor Morgan - Yes
 Luann Purcell - Yes
 Carlene Talton - Yes
 Melissa Turner - Yes

3. Inspiration

Chair Purcell's inspiration consisted of a "What You Are Thankful For" activity where board members wrote one kind word about each other on a sheet of paper to be compiled by Chair Purcell and distributed. Chair Purcell also presented a pumpkin candle to each board member representing a "light to make you bright".

4. Internal Presentations

a. Online Pre-K Training Presentation

Sherry Howard, Best Practices Training Project Director

Sherry Howard, Project Director for Best Practices at Georgia State University (GSU) gave an overview of the inception of Best Practices, the training offered to New and Assistant Teachers, specifically the new Program Quality Assessment (PQA) and Child Assessment Program (CAP) online training. Mrs. Howard walked the board through an online training module. Board member Ted Mallory asked what the teachers thought of the new assessment program. Pre-K Program Director Mary Mazarky stated the returning teachers are thrilled with the program, they think it is a much simpler process. Board member Carlene Talton inquired how often do the parents receive feedback. Parent/teacher meetings are held two times a year. Board member Victor Morgan asked how collected data is used. The data helps the teachers show the parents how the child is doing. Among other things, it is "back-up" for their meetings with parents

and can travel with the child to Kindergarten to assist the next teacher with understanding the child's capabilities.

b. Pre-K Update

Mary Mazarky, Pre-K Division Director

Mary Mazarky presented a Pre-K funding summary, a process review of the waiting list and the next steps. See attached presentation. The waiting list information is not received until after the first rosters are received which were not due until 9/14/07. Pre-K consultants work with the centers in their area to take children off waiting lists in one center and place them in open slots at another center. Board member Melissa Turner asked Mary Mazarky if the lottery money is steady. Megan Larkins from Office of Planning and Budgets (OPB) replied "money has been growing". The department recently awarded 60 new Pre-K classes. Board member Gabrielle Braswell asked if we were communicating/advertising as much as we can to families about the program. Commissioner Moore answered by explaining that could lead to a funding issue. We can't advertise Pre-K for more slots than we have money for. Board member Melissa Turner asked how we pay providers. Deputy Commissioner Leslie Lowe said she had a one page funding document that would explain it. The Pre-K program recently conducted phone and mail survey's and got answers to questions like, how many children are enrolled in Pre-K, how many children still want Georgia Pre-K, how many children are having their needs met elsewhere? The parent surveys are assisting us to determine how many children were placed on multiple waiting lists, if the child was offered a slot, if the family would accept a slot at a center that was not their first choice... The data is currently being compiled and analyzed. The next steps involve using the data from the waiting list to determine which communities need more early care and learning centers, estimate our need for next year, and predict trends statewide.

c. Integrated Systems

Karen Robinson, Assistant Commissioner for Programs

Justine Strickland, Assistant Commissioner for Child Care & Child Care Policy

Assistant Commissioner for Child Care and Child Care Policy Justine Strickland began the presentation by explaining what Integrated Systems means. The Integrated Systems assumes cross-program consultant collaboration can result in better technical assistance for early care and learning centers. The goal of this committee is to create comprehensive services so our department can improve customer service, improve child environments, improve program performance, and internal communication between Pre-K and CCS consultants.

d. Quality System Indicators Research

Dr. Bentley Ponder, Research & Evaluation Specialist

Dr. Bentley Ponder reviewed the activities timeline of the Quality System Indicators Committee. There are three studies leading to the end result of statewide Quality Standards. The first study is the Feasibility study, the second is the Validation study, and the last one is the Representative study. Researchers from the University of North Carolina (UNC) are currently implementing the field test. Board member Ted Mallory asked if some of our existing standards were going to be replaced. Dr. Ponder responded that no Pre-K standards would be replaced, the indicators may be refined a bit based on the results of the feasibility field test.

5. Committee Meetings

Before the committee meetings Chair Purcell spoke briefly about the balanced scorecard strategic measures. She charged the committees with reviewing the measures and looking at setting targets for a few that were not complete. Communications, Programs and Finance Committees dispersed to meet for one hour.

6. LUNCH

Before lunch began, board member Gabrielle Braswell and Public Relations Director Todd Blandin reviewed "Key Messages" and "Talking Points" for board members to use when talking to the public or media about our department. Wallet sized cards with the talking points are being created and will be distributed to board members in the coming weeks. Board Member Braswell also reiterated the media policy and reminded everyone they should inform the board liaison prior to scheduling a visit to a Pre-K center. Board member Braswell suggested a template for the new board page that will be created as the department web site is revised. She suggested the board page include the board member's name, district and location of the district highlighted on a map, a photograph, a bio, his or her term of service, the board e-mail address, and the department phone number.

- a. Better Brains For Babies Presentation Katherine Falen, Manager-Infant Toddler Network

During lunch Katherine Falen, Manager of the Infant Toddler Network gave a brief overview of the Better Brains for Babies (BBB) program. Ninety percent of the brain develops by age three. The information on the BBB web site breaks down what an infant/child should be doing at during various age ranges.

7. Committee Reports

- a. Communications
- b. Finance
- c. Programs

Board Member Carlene Talton from the Finance Committee, Deputy Commissioner Leslie Lowe and Finance Manager Margie Landers highlighted the P-Card audit, the departmental effort to conserve

water and announced that for the fifth year in a row there no were findings during the annual audit. Board member Victor Morgan began by asking the board to consider researching the move of the "Babies Can't Wait" (BCW) from under the Department of Human Resources (DHR) to come under our department. Babies Can't Wait is experiencing some challenges and it seems the transition from Part C (Babies Can't Wait) to Part B (school age) whould be seamless. Assistant Commissioner for Child Care and Child Care Policy Justine Strickland gave a brief overview of the BCW program. Board member Victor Morgan made a motion to explore/begin dialogue about moving the BCW program to under Bright from the Start auspices.

Motion made by: Victor Morgan
Motion seconded by: Carlene Talton

Voting
 Unanimously Approved

8. Action Items

- a. Accept Georgia Early Learning Standards

Motion made by: Victor Morgan
Motion seconded by: Ted Mallory

Voting
 Gabrielle Braswell - Yes
 Janice Gallimore - Yes
 Maggie Martinez - No
 Ted Mallory - Yes
 Victor Morgan - Yes
 Luann Purcell - Yes
 Carlene Talton - Yes
 Melissa Turner - Yes

9. Commissioner's Report

- a. Update

Commissioner Moore began her update by handing out the new Governor's book, "Where Is The Green Sheep?" Following, she informed the board that an activity guide for parents and teachers is now available on our web site to download.

Commissioner Moore recently had another meeting with personnel from several military installations to determine how the department can better work with the bases to increase the quality of the services. The department has been working with Debra Lyons (Workforce Development Grant) to offer resources to families who are transferred to Georgia. The \$1.8 billion dollar grant given to Ft. Benning will assist spouses in gaining a career, finding child care for families and other relocation needs.

The Regional Commission on Homelessness is working through DHR to identify what resources are available. Strengthening Families is a valuable training program our Resource Coordinators and Child Care

Services Consultants are involved in. This program helps families learn to work together in times of crisis. The primary goal is to reduce child abuse.

SR 426 - The Early Care and Education Senate Study Committee has had one meeting where a few members of our staff spoke. The committee was surprised with the depth of the issues facing Georgia. As of yet, no meetings have been scheduled. Currently the department not introducing any new legislation.

Commissioner Moore updated the board on the last AEAH meeting. The group finished their first goal which was to create a strategic plan to increase the graduation rate. Chair Purcell updated the board on the last JEBLC meeting.

Commissioner Moore informed the group the new Parent and Teacher Activity Guides, which compliment the GELS, are currently being printed. The board approved the GELS and decided to take sections of the Teacher Activity Guide to read and review. If approved by the four members of the board who will be reviewing it, the program committee will recommend to the entire board it be accepted/approved. Standards of Care Supervisor Catherine Broussard recently received the Advocate of the Year award from GAYC. Ms. Broussard spoke briefly about what advocacy means to her.

10. Executive Session

The board motioned to go into Executive Session to discuss a personnel matter.

- a. (c) Personnel Matter

Motion made by: Janice Gallimore
Motion seconded by: Ted Mallory

Voting
Unanimously Approved

11. Follow-Up/Comments

Small, wallet-sized "talking points" cards will be mailed to the board in a few weeks. Board Liaison Tiffany Gibson will e-mail Maggie, Victor, Janice and Melissa each a section of the new GELS Teacher Activity Guide for them to review. Board member Maggie Martinez suggested an "Excellence In Service" award be created for Commissioner Moore. A bouquet of 26 red roses were presented to Commissioner Moore to congratulate her on 26 years of state service.

12. Adjournment

- a. Adjourn meeting

Board Chair

Board Secretary