

ELC-Manatee VPK Providers Conference Call  
November 12, 2009  
12:30-1:03pm

### Meeting Summary

#### I. Welcome and Roll Call

##### a. ELC Staff on call:

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|-----------------------|--|----------|
| 1. Stephanie Danforth | <a href="mailto:sdanforth@elc-manatee.org">sdanforth@elc-manatee.org</a>   | ext. 266 |
| 2. Pam Parmenter      | <a href="mailto:pparmenter@elc-manatee.org">pparmenter@elc-manatee.org</a> | ext. 261 |
| 3. Cari Whiddon       | <a href="mailto:cwhiddon@elc-manatee.org">cwhiddon@elc-manatee.org</a>     | ext. 267 |
| 4. Sharon Oakes       | <a href="mailto:soakes@elc-manatee.org">soakes@elc-manatee.org</a>         | ext. 221 |
| 5. Wendy Holden       | <a href="mailto:wholden@elc-manatee.org">wholden@elc-manatee.org</a>       | ext. 211 |
| 6. Pat Harmon         | <a href="mailto:pharmon@elc-manatee.org">pharmon@elc-manatee.org</a>       | ext. 241 |

##### b. Participating Provider Programs

1. A+ Learning Academy
2. School District of Manatee County
3. A Readiness Learning Academy 59<sup>th</sup> and SR 70
4. All God's Children
5. Deborah M Riley Educare Center at MTI
6. La Petite Academy (SR 70)
7. Sprouts Child Development Center
8. Imagine Charter School LWR
9. MCAA Head Start
10. Ellen Meade School of Creative Learning
11. Manatee United Methodist Preschool

#### II. Provider issues and or questions.

There were no additional items, comments, or concerns to bring to the agenda.

#### III. State Level Updates

a. DOE-Low Performing Providers, Progress Report III is due November 30. Reports can be found on [www.vpk.fldoe.org](http://www.vpk.fldoe.org)

b. Helpful resources are available on the DOE website [www.fldoe.org](http://www.fldoe.org).

1. What Parents Should Know. It's Okay to Play in VPK-Information for parents to get a better understanding of what is developmentally appropriate in a VPK class room. The information is linked to the VPK Educational Standards.
2. Frequently Asked Questions for AWI, DCF, and DOE. Remember that protocol is to contact the Early Learning Coalition first and then if you need further information on the law or the rule contact the appropriate agency.
3. 2008-09 Rule Development Workshop- DOE had a statewide workshop that contained a power point presentation that informed VPK Providers on the latest information and changes to the FLKRS and the Readiness Rate. ELC encouraged any providers who could not attend the workshop visit the DOE website and review the power point presentation.

IV. ELC Issues

a. Substitution Policy- There are three documents listed on the ELC website that deal with the new policy. They are:

1. Summary of the Rule 60BB-8.410
2. Tracking Form
3. Substitution Request Worksheet

Changes to the substitute policy are outlined in the summary. They include the process of tracking substitute hours for the lead teacher. Substitute hours cannot exceed 30% of the 540 instructional hours. Therefore lead teachers cannot have more than 162 hours of substitution. Credentials and screening are still required for a substitute prior to subbing in class, which include a minimum of 40 clock childcare training hours or higher and a current Level II DCF screening. Circumstances states that the lead instructor must be absent from the premises. Secondary instructor may have prior approval but the secondary instructor substitute hours do not need to be tracked. There is a VPK instructor tracking sheet located on the ELC website, [www.elc-manatee.org](http://www.elc-manatee.org). This policy will start December 1, 2009.

b. Questions

1. "What happens if a provider exceeds the allowable 162 substitute hours?"  
Response: The coalition is seeking technical assistance from AWI for that answer. Cari will research and report back as information is received.
2. "If our subs are pre-approved do we still need to use the tracking form?" Response: Yes the tracking form is still required for each lead teacher in a VPK room.
3. "Why is this change happening, if like Cari stated they haven't been reporting many absences?" Response: The State starting seeing that substitutes were being used in VPK classrooms for extended periods of time.

c. The Substitution Request Worksheet is to be used when submitting a new substitute to the coalition.

d. Please contact the coalition for further clarification.

V. Next conference call date:

- a. Day: Thursday, December 10, 2009
- b. Time: 12:30-2:00pm