



PALM BEACH STATE COLLEGE
Afterschool Business Partnership Council
Meeting Minutes
October 16, 2014
9:30 am – 11:30 am
Palm Beach State College – Institute of Excellence, Historical Building

ITEM 1. Welcome – Michele Thompson, *Chairperson*, Leisure Services Department Director, City of Greenacres

Michele Thompson, *Chairperson*, welcomed attendees to the meeting and proceeded with introductions. Michele supervises the licensed, inclusive aftercare and camp programs for elementary, middle, and high school students. She is also an adjunct at Palm Beach State where she teaches the 12 hours Advancement Youth Development curriculum, as well as the 10 hours School Age Appropriate Practices. All attendees introduced themselves.

Data/data source: Not applicable

Action: Not applicable

ITEM 2. Teacher Certification Program Institute of Teacher Education – Susy Martinez-White

Discussion: Susy gave each attendee a folder with information on the Teacher Certification Program, professional development, reading endorsement, ESOL compliance course, Special Education, Recertification suggested course list and a new course for Career & Technical Education-Advanced Technical Certificate (ATC). Susy explained what the Teacher Certification Program exactly is; it is an alternative certification program for people who are career changers, which have a Bachelor’s degree and then decide to change careers teach in the K-12 setting. Susy began to explain that there are two sides of the Institute, Teacher Certification and Professional Development. The part she will be discussing is the Professional Development side which is the add-on or the recertification courses that PBSC has for current and new teachers. She asked the group to open the brochure and look at the right hand side of the brochure and explained that are for current teachers or developing teachers in the State Florida you must pass several exams. In the folder there were several flyers, the first flyer was test prep workshops, one day workshops that go over the different competencies that will be on the test. One of which is General Knowledge, Subject Area Exams-Exceptional Student Education, K-6, and the Professional Educator’s exam. We are sharing this information because we are aware that there are a lot of people that work for the city or school district personnel that are not in the classroom would like to keep up with their certification. The next flyer is the Reading Endorsement course, once a person is a teacher they must keep up with this endorsement, many teachers and administrators are required to take at least one compliance course for several different areas, and this course is equivalent to the Competency II of the reading endorsement. The next is ESOL compliance for teachers and administrators not only for compliance purposes but both courses (one offered in the fall and other in the spring) along with the passing of the subject areas exam gets them their certification in ESOL. Next flyer is an Introduction to Special Education. This class is an undergraduate course for those in the education field but also for compliance for district certification for our Career and Technical Education certification requirements and renewal credits for current educators. It also meets the new rule that you must have 1 credit hour in ESE. This course satisfies that requirement. Also if you are a current teacher in the school district, we have a tuition waiver for this class. New program we have is for the Career and Technical Educators this is for those vocational technical teachers that are in the magnet programs they may or may not have a bachelor’s degree therefore don’t go through the traditional alternative certification programs. So we needed to come up with something different for that group because a lot of them have years of experience in the field, we get the coolest people in this programs, chef’s, doctors we get a wide variety of people that come through this program. Basically it’s four course, two of

which are part of the alternative certification programs and two were developed for the Career and Technical Certification program. These four classes meet the district requirements for CTE teachers. **Question:** Do you know how many are CTE teachers in the district? **Answer:** There are many teachers that already have their CTE certification so I only know about the ones that have a temporary certification and there are about 50. But we have so many of these teachers in the middle and high school level that I could imagine that there are around 200 in the county. These classes if they weren't taken to get their initial certification can be taken to re-certify. **Question:** A temporary certification is a two year cert? **Answer:** It's a three year certification. That actually applies for any teacher, when they get hired, the state gives them three years to obtain all of their requirements. We also have a list of classes that you can take for renewal purposes, since we all know the states doesn't tell us what they need to take. We worked with the state to break the courses down into categories of what they can take to renew their certification. We also have the district come in every so often to do recruitment workshops where they do resume writing, interviewing techniques. We open them up to all students not just those in our programs so that they may take advantage of these workshops. Please share any of our information with anyone you think might benefit from this information. **Question:** If I have a staff member that had a teacher certification about 20 years ago, would they be able to recertify or will they have to start all over. **Answer:** if they let it expire they have to start all over again. And the requirements have changed so drastically that they will have to start over not so much with the course work but with the testing. I took my elementary Ed. exam a long time ago, and it's still valid so I don't know that certain area exams wouldn't be still valid. I know the General Knowledge exam is fairly new...within the last 10 years. **Question:** Are there any other scholarships available that are looking to get into the program? **Answer:** at this time we do not but we are always searching for grants. Not sure if someone from Primetime is here to answer this question, but we have staff in my program that are interested in going into that path will primetime provide dollars that start off in afterschool but will bridge off into a degree in education.

Data/data source: Teacher Certification Brochure and Institute of Teacher Education Flyer

Action: Not applicable

ITEM 3. Director – Kimberly Allen

Discussion: Kim commenced her discussion by speaking of the changes (restructuring) in our department. She took over as Director of the Institute of Teacher Ed, Early Care and Afterschool programs as of July 1, 2014. Sheila Scott-Lubin is now the Associate Dean of Communication and no longer with our department. Luisa Hernandez is the new program director of the Birth thru Five, Family Childcare and 40 Hr. School-Age programs, Nancy Cabrera-Chambers is the new program assistant that assists me with the certificate programs. While Sheila was director of our department she strictly was over the department but not over programs but was interim-associate dean throughout that time; so since she was able to wear multiple hats, they felt that I could do so also, therefore I am keeping my certificate programs with Nancy's assistance. Lucia Adrian is also in our department and she is the DCF grant manager she is over the grant the college has with DCF throughout the county. She is mostly early care but makes sure that we are in compliance with the DCF portion of the 40 Hr. School-age. But Luisa has direct responsibility over the programs. That's the changes in regards to staff. As you know that part of the prerequisite requirement for the SAPC program, you must have the 40 hr. School-Age certification. Currently if you have the 40hr Birth thru Five certification but have the 10 hr. School-Age developmentally appropriate practice you meet the requirement. But, that 10 hr. component still talks about diaper changing, and really doesn't have the information of what practitioners are doing in their jobs. I proposed to our cluster changing that they now have to have the 12 Hr. Advancing Youth Development. If they take the 40 Hr. School-Age certification they get that anyway but if they have taken the Birth thru Five certification they don't so in addition they must take the AYD course. I'm bring this to you to see what your feedback is regarding this proposal. If they a student hasn't taken anything and want to do the SAPC we advise them to take the 40 Hr. School-Age certification but if they come in with the 40 Hr. Birth thru Five then they will need to take the 12 Hr. AYD. In Kathy after school program, they will be changing their job specifications that they must have the 40 Hr. School-age or at least the AYD. In Michele Thompson's program completing the AYD is a requirement of the job description. Kathy said we still have to go through curriculum so this won't be implemented until fall term. Therefore, anyone currently looking to get into the SAPC it's not a requirement. Kathy Bolander said that you might be seeing a lot of agencies adding that as a requirement for jobs in afterschool. **Question:** Could it be used as recertification. **Answer:** You get CEU's for it so if you are using CEUs for recertification you can certainly use them for that. Michele said that one added bonus would be if

we could get Courtney Shippey (licensing dept.) to incorporate that into the rules and regulations. If DCF could also list the AYD certification on the training transcript that would be great. Lucia Adrian said it wouldn't be hard to do; Michele said that the licensing inspector's accept the AYD certification, but Directors don't see it listed in the rules and regulations, so they may not see the need to encourage the staff to attend the course. This is a state approved course therefore it being on the DCF transcript would be beneficial to Directors as well as staff. Kathy said that right now it only happens at the agency level if they feel it's appropriate.

40 Hr. School-Age- We set up a schedule to accommodate the needs of the community and we can always add more classes if there is a need. We can offer the course at a center as long as there is adequate space and enough students to enroll, we have yet to be successful in that but we will accommodate a center if we can. I have met with a few directors that are interested but when it comes down to the commitment of the staff it hasn't been successful. It appears that staff likes Saturday courses, we ran a week night course and we are running a Saturday course and they seem to prefer that it is almost full. The weeknight class we only ran with about 12 students therefore Saturday might work. If you speak to your staff and ask them if they would prefer it, we can certainly add a course on Saturday for the spring term. Currently we only have one weeknight class loaded. Please contact Luisa and let us know if that is something your staff would prefer.

The SAPC course- We prefer to offer it at the college as opposed to a center, because they can use the resources available at the college better than if it were at a center. We can try to offer it off-site but we have to open it up to the community and sometimes directors only want their staff to take and we have to open it up to the community. **Question:** How many students would you need for an off-site class? **Answer:** 15 students. Kathy Bolander said she was contacted by an agency that heard she teaches the 12 Hr. AYD course and they were interested in her coming out to prepare their staff with that course. She told them they would need to take it at the college. Kim replied that we can offer it if they have enough staff interested in taking it. Kathy will reach back out to that agency and let them know it is possible. Kim said to please let them know to contact Luisa Hernandez so that she may coordinate that if possible.

Data/data source: N/A

Action: Not applicable

ITEM 4. Claudia Mejias, on behalf of Cynthia George, 21st Century Community Learning Ctrs.

Discussion: Not much to update but she has been working closely with Primetime to get services and learning opportunities out to their 25 sites; she has been working with different organizations like Recourse Depot; the Literacy Coalition agencies along those lines to come out to our sites to provide services. They are also writing grants for their sites and they are waiting to hear back. There are 5 grants total. There are 4 new schools we are trying open up. **Question:** Could you disclose the locations of those new sites? **Answer:** not at this time we can't. Additionally, we wanted to add that the way their grants are written, there are certain things they cannot purchase with the grant money such as T-shirts, snacks for the summer program. Tammy added that what they do in her program at the Boys & Girls club is that they have a printing press that the kids work at and is a business where the kids make T-shirts themselves to sell.

Data/data source: N/A

Action: Not applicable

ITEM 5. Prime Time – Kim Allen & Katherine Gopie

Discussion: Kim began the discussion as we waited for Katherine to arrive. PBSC College was approved to offer bachelor's programs such as Bachelor of Science, Bachelor of Applied Science. What Prime Time is proposing that we have a Youth Development track. We have AS degree in Human Services. The problem is that the State has put a hold on any new degrees and/or tracks. We can move forward with the planning but we are on hold with the developing of the track. Because we are a State-Community college we are driven by the need of the community. Is there a need? Who would take a Bachelor's degree with a concentration in Human Services? Is the need really there? The Demographic Survey is there to help determine if there is a need. We have reported our numbers to our Research department, but I think Prime Time is trying to do a more extensive research survey to find out from the people that are working in the industry who would be interested. A lot of people in that field already have a degree, therefore the college would not move forward in developing the track unless the need is there. That is what we will be working on in the coming quarter is establishing if there is a need and if there is developing that track, so when the State lifts the hold from us being able to develop a new track we would be ready. I would like to discuss what our goals are for this business partnership within this upcoming year. It doesn't have to be a lot of them but what are they? Based on our conversations today, what do we feel will impact afterschool or youth development in our county. What can this group do to move that forward. Maybe one of our goals that we get the AYD listed on the training transcript. Based on your staff and your programs and working with the county, what do you feel about the development of a track in the Bachelor's program? Question: So, I get my degree in that track, what job am I going to be able to get? Kim replied that is the job of the college we drive the work force within our community. That is why you will see courses that offered here at PBSC but not at Indian River. The development is driven by the population of the people therefore you will different course offerings here that in Martin County. When the college does their research that is what they are looking for, when Prime Time does their research they are looking what practitioners are going to come what agencies are going to support their staff to take these courses/program in that pursuit of that degree. Yes, a student might feel that it is their personal goal but will their employer decide that I will give that employee an incentive for taking that degree? Can tell you how much of a driving force Prime Time is for Afterschool, there aren't many agencies out there that help provide the services that Prime Time offers. I know there is a school in NY that has a great program. Claudia suggested that we reach out to the HS students to let them know that there are funds available so that before they start a track they know this is an option for them and that Prime Time will help them. She had spoken with Elisa Moro and was so surprised at all the services that Prime Time provides. We don't want to stop at an Afterschool Practitioner level because it's not a full-time job and it has to more than that. The largest provider of afterschool providers in this county is the school district. They aren't the only ones but certainly the largest and we need them to help push along our initiative forward. Question: are we reaching out to the HS? Answer: The College goes out when invited to showcase all of our programs and we also host events showcasing our programs at the college for the HS students. Part of our research is to figure out that if their concentration in Youth Development going to benefit them if they relocate. Yes, they will have a bachelor's degree but will the concentration benefit them or how far beyond that can they go.

Katherine- began with Prime Time received a grant to create a Registry, nothing as big as Early Childhood but they are starting from the beginning by trying to collect the demographics of the Afterschool Practitioner workforce, and giving them a tool to record the training they have taken. Many times they take a training and lose their certificate. Prime Time has a Registry coach on staff that once they join the registry the provider can send in whatever certificates or degrees they have so that it can be entered into a database. They will be able to obtain a report that they can show what they have. For Prime Time it is important to them for example to be able to say with certainty in PBC we have 41% of practitioners have a HS diploma. The system is still being developed, we are going to test it internally first. We have hired a company to develop it for us. We hope that by the end of December we will have completed the internal test. And we will be asking for volunteers to try it out and hand picking some people to try it out. So, you will be hearing from us, Tara will be going out to sites to have them join. We are requiring QIS sties to join but it is open to all. And if you are applying for a scholarship you must be a member. There is no fee for practitioners to participate. Question: It is completely separate from the DCF? Answer: Yes. Question: Will you be focusing on just individuals or agencies? Answer: the object is to try to target a whole agency this way we have a whole target instead of just speaking with Directors and they don't filter it down. It won't matter if the agency is not a QIS site. As you know PT is for the whole county. Everyone is encouraged to join. We have been working with the Institute since they have had a registry run

successfully for the past 10 years. The Institute has developed an Outcome driven training and we are following that method to develop our trainings, they will be tied to competencies. We will have a policy and procedures manual for our trainers and trainings. We are trying to gather a committee to review what we have put together, we would like their input. I would like this group to put the word out there about the registry. Trainers will need to be trained in Outcome Driven trainings, the course is on-line. It is going to get us to a place that we will be uniformed and that we are developing competencies and following those competencies. If the trainings are run through the college then trainers would become adjuncts of the college and would get paid through the college. If the trainings are offered in the college it makes it easier for the student because it is on a transcript. **Question:** Can it be offered outside of the College? Yes it can, as long as there is an adult learning space to provide the training. The demographic survey has gone out to all sites hopefully we get them back by December.

Data/data source: Not Applicable

Action: Not applicable

ITEM 6. Licensing- Courtney Shippey

Discussion Licensing is currently in the Childcare renewal cycle a lot of centers expire on December 31. Therefore, with staff shortage we are tasked with trying to get all of them done with limited assistance. Head Start changed ownership, and we have a few new one coming on board. The City of WPB has joined us with an afterschool program. So we are very busy trying to renew all of these agencies and it requires a lot of work from our small staff. In term of the Rules revision that was put on hold it is almost done, but we wanted to do the Childcare at the same time. We will be ramping that up in a few months. I welcome the idea of including the AYD into the rules and into the DCF training transcripts. As soon as that is done, we could send notices out.

Data/data source: Not Applicable

Action: Not applicable

ITEM 7 Goals:

Discussion:

- Campaign to identify key players are in the School District and private Childcare Centers that are also running afterschool programs & camps, who we can presenting to about the Youth Development track. Our presentation needs to explain what the practitioner will be gaining after receiving the training in Youth Development.
- Upper Division track
- Clarify the Rules & Regulations in licensing; presenting before the Childcare Advisory Board

Using a Org chart & Job description for a comparison of how beneficial the Youth Development track can be to providers and practitioners.

Data/data source: (Not applicable)

ITEM 8 Next Meeting:

Action: A date for the next meeting in April will be determined and a save-the-date will be emailed to the BP members at a later date.

Other: Special Business

Action: January 8th Health Department –Childcare Advisory Council Meeting

We would like the support of as many members to attend if you schedule permits. Michele Thompson has agreed to be our spokesperson

Attendance:

Kimberly Allen	Kathy Bolander	Katherine Gopie	Luisa Hernandez	Courtney Shippey
Debra Strange	Michele Thompson	Nancy Cabrera-Chambers (scribe)	Elaine Mancini	

Guest(s):

Tammy Anton
Ashley Barber on behalf of Cynthia George)
Dennis Carpenter
Gwendolyn Esposito (on behalf of JoAnne Beckner & Elaine Cittadino)
Mandy Horton (on behalf of Christy Murphy)
Susy Martinez-White
Claudia Mejias (on behalf of Cynthia George)

Submitted by: Kimberly Allen

Kimberly Allen,
Luisa Hernandez
Nancy Cabrera-Chambers, *Scribe*