

PALM BEACH STATE COLLEGE
Afterschool Business Partnership Council

Meeting Minutes

June 1, 2017

9:30 am – 11:30 am

Palm Beach State College – Institute of Excellence- Second Floor

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

Discussion: Michele Thompson, Chairperson, called the meeting to order and asked that everyone introduce themselves, identify which agency they work for and their role in Afterschool/Youth Development. She reviewed how we have met our goals, so the Mission has been revised and is now on the bottom of the agenda. She read the new Mission and went on to say, I know that we had talked about it being close to the Prime Time mission, who is not here today, but obviously the new mission was approved by Prime Time. Jennifer explained to the committee that the Mission didn't need to be approved by Prime Time, that we were giving them the opportunity to give us feedback. The Mission is what we looked at when we sat down and took a look at what the goals are when we come to this table. What is it that we really want to do and we felt that this Mission really represents this partnership? We felt it was good to go forward with it and received the Deans approval. Michele then talked about the roles listed under the Goals & Objectives. Jennifer went over about how the goals were discussed at the last meeting, while Luisa handed out the new Business Partnership books to the members and guests. Jennifer then explained that there was some small revision to the book and how it is good for everyone to walk away with something (the new partnership book) so they have something to refer back to. There was a review of the overall process of becoming a member and how it was changed to make it easier for those who want to become members. If anyone has any questions as they go through the enrollment process, we will be happy to walk them through it. Michele had acknowledged that at the last meeting we were all asked to bring a recommended list of people that we could invite to become members, in which Luisa said that it is one of the items on the agenda.

Data Source consulted: The Palm Beach State Business Partnership Handbook

Action: (Not applicable)

**ITEM 2. Jennifer Johnson, Director of Early Childhood & K-12 Programs – Palm Beach State College
Luisa Brennan, Program Director of Early Childhood & K-12 Programs – Palm Beach State College**

Discussion: Luisa went over the new format for inviting people to become members. It will generally be to recommend or invite someone who would be interested in becoming members. Once that person is brought to the table, then Jennifer will send it to our Dean letting him know who the person is, what agency they work for and why this person would be good for the Afterschool Business Partnership. At that point, the Dean either denies it and sends it back to Jennifer or approves the request and forwards the email to the Director and the Business Development Specialist in the Continuing Education Department. The Business Specialist will then put together a welcome packet and mail it to the new member(s). Also, many of us sitting at this table think they are a member of this Business Partnership, but they really are not because they have not received an official letter from the college. So we want to identify who wants to be a member

and who is just going to continue being a guest. What we like to do now that we have a new mission, is to clean up and make sure everyone who wants to be a member is an active member. If we don't recognize you as a member, but you have a letter of being accepting just send us a copy. If you are interested in becoming a member we will have them send you a packet and that way it will be official. The policy also states that we need to have five active members, which are not college employees to be considered a Business Partnership and right now we only have four. Dennis wanted to know what maximum number they would like to get as members. Luisa explained there really isn't a maximum, but we have to have 5 or more. Jennifer reiterated there is no maximum number, but we need to look at what we are trying to accomplish. It is a good opportunity to bring in people from different areas like we talked about last time. Maybe someone who might benefit the meeting as a guest and not a permanent member. If we start expanding the group in that way, maybe planning for future meetings and when we are talking about our goals and what we are trying to accomplish, then you could say, well I know this person from the community that would be a wonderful guest that would benefit from attending that meeting. We also want all of you to think about when inviting potential members because there is a commitment. While it is a Business Partnership that Palm Beach State College organizes and oversees, it is not just our Business Partnership it is all of our Business Partnership. So the commitment part of it is, to understand and it is in the handbook showing how many meetings you can miss, what are you supposed to be bringing to the table as far as the agenda items or what participation that is required when you are at the meetings. We don't want the meetings to be an information session where Palm Beach State College is always bringing information to you. I don't think you are benefiting very much from that. We all want to know what you need to benefit from these meetings. So when you might think about who to suggest, think about the commitment part and think is this someone who would really benefit from every meeting or just as a guest.

Michele talked about the roles and that they are listed on page 6 of the Business Partnership Book. Dennis asked why the book just said Business Partnership and not Afterschool Business Partnership. Luisa explained that the book is a guide for all of the Business Partnerships at the college. Michele asked how many partnerships the college has. Luisa said they are on the back of the handbook, they all were surprised to see the number of partnerships. Michele proceeded to read through the Business Partnership roles, and feels some of the challenges they have every day is very relevant. Michele asked if anyone had any questions about the roles or commitment. No one did.

Data Source consulted: Business Partnership Handbook

Action: Not applicable

**ITEM 3. Jennifer Johnson, Director of Early Childhood & K-12 Programs – Palm Beach State College
Luisa Brennan, Program Director of Early Childhood & K-12 Programs – Palm Beach State College**

Discussion: Jennifer explained that at the last meeting we went over what we want our goals to be and that they don't have to be for the life of the partnership. I think it is something that we feel we would like to accomplish short term. It could be something we like to finish in the next six months or it could something we want to have for the next year. So when you look at goal number one, we felt like this is something we would like to work towards and just talk a little bit about how we want to increase the involvement of community members and the Out-Of-School time Business Partnership, which was agreed to be changed from Afterschool. When we think about this goal it is something that we really want to focus on for the next six months. We will be looking at cleaning up the current BP list because there are people listed on there that are not actually attending and there are people that are attending that are not official members. So you will be getting some communication from us the next couple of weeks with an invitation about being an official member. Then we would like for you to think about and if you look at our goal number two, which I will read in a minute, if there is someone who is not attending and you feel like they could be a real benefit to our partnership then hopefully by the next meeting or even by email please feel free to communicate that with

us. Also, if you have a suggestion for a Business Partnership member it is not something for everyone here at the table would need to agree to. You could certainly present it to us and we could talk about it a little further. This would be what goal number one covers and I am hoping to expand by two or three members over this next year.

Kathy Bolander asked if someone recommends a potential member what does the person being recommended need to submit; a resume, credentials, what kind of background are you looking for in the individual? Jennifer stated that it depends on what you think the person's role would be, how are they going to benefit from being a member and how will the partnership benefit, what will they bring to the table for us. Kathy Bolander was still unsure what is needed, in which Jennifer said it has the requirements in the handbook. Luisa reiterated that it is in the handbook and that they don't need to provide us with anything. If you are recommending someone then you will tell us why you feel this person will be beneficial. From there we move forward and give the information to our Dean, who may ask for additional documentation and at that time we will need to provide it. Michele said that she understood they were going to streamline the process and there is no application process. Courtney asked if it could be organizational membership or individual membership. Jennifer believes it is individual membership, for example, Prime Time had Suzette Harvey listed who was removed. So it is not that they are listed as Prime Time Palm Beach County but listed as the individual of the organization. Rene wanted to know if we have a list of who is members and guests in which Luisa explained that the college does have a list. Kathy Bolander mentioned that she needs to follow up with Rico, who they were going to recommend in the past. She explained that he has been in after school programs for at least the last ten years, so we think it would be beneficial for him to be part of Business Partnership. Kathy Bolander spoke with his supervisor yesterday about this opportunity and because they are fully staffed now, it could be a good opportunity for him to join.

Michele mentioned that we had also talked about possibly a parent or a previous student who actually grew up in the program. Kathy Bolander asked if they were looking for someone who is really entrenched in the program, meaning someone who is in an Afterschool program every day? Jennifer said no, we look at this list of possible members, we took some of the ideas from the list like parents, educators, providers, youth development workers, police, other law enforcement and under each section it has other information in which we can send to you. Also, it might help you think a little out of the box as far as who you might want to recommend. Michele was asked if there was a police officer that she was thinking about recommending. Michele said yes there was someone from PBSO, we have a few deputies who actually mentors our kids. Michele explained that it is built into their schedules, PBSO allows one hour of recreation time for all of their deputies, so they use that hour to come in and play sports with the kids. We also have some people who are really in touch with our High School and Middle School kids, which might be good. Kathy Hamilton-Moore said that they currently have PAL who is over at our Westgate location three times a week. However we are getting ready to go into an agreement having one civilian recreation specialist and the other will be a deputy offering full-time programs with them, which will be housed out of Westgate recreation center.

Dennis was just thinking after looking at the rules of the council, as far as the assessments and analysis, that their grant administrator might be able to supply that information. Michele asked if anyone in the school district has a role like that. Kathy Hamilton Moore knows someone who is not on our payroll, but does work with afterschool providers a lot and will talk with her. She does go to job fairs along with a staff member I have that has also been attending job fairs. Jennifer asks her if recruitment retention seeks out for after school. Kathy said no but she has a dedicated person who does it.

Data/data source: Not applicable

Action: Not applicable

**ITEM 4. Jennifer Johnson, Director of Early Childhood & K-12 Programs – Palm Beach State College
Luisa Brennan, Program Director of Early Childhood & K-12 Programs – Palm Beach State College**

Discussion: Jennifer read Goal two and went on to explain that within our department one of the goals is to focus more on outreach. We are making sure that we get out into the community more and while the Business Partnership has been established for a couple years but maybe we need to take some of the things that are happening here or other things going on in the community where we can go and get the afterschool information out. There are a lot of things that sometimes happens in the community that we might not know about and this is a great opportunity for everyone to share about events or things going on where we can be present to share information about our programs. Michele asked Rene about the week long camp training they offer. Rene said all the trainings are done at the sites and Luisa asked what kind of training happens. Rene said we require them to go through trainings, but then they all have handbooks and they go to their sites and have smart groups. Jennifer asked Christin if they also do any training, she said they do but they bring everyone together for one full day and then there are also on-site training that takes place throughout the locations. We bring in guest speakers, however, we do our director training separate and then we also do a couple Saturdays for CPR and the School District will come in. So we end up giving them a bunch of different training. We have seven camps at three locations and we can talk about having someone come in. Jennifer thought that maybe Primetime will go out with us and talk about their scholarship opportunities. Michele explained that ever municipality has their own camps, own training, and requirements for hiring. However, you would have a captive audience during that time and they would be able to help spread the word. Kathleen Hamilton-Moore explained that the School District only hires people who are presently working because we have 68 camps but we have 94 after school programs so we need to hire those people and don't allow them to hire external candidates unless there are extenuating circumstances. We require everyone to have classroom management, CPR, field trip, training. Then Summer Camp safety training like heat index and all those kind of things they are required to attend. Jennifer asked if anyone has gone to the training because that would be a great audience to send someone to talk about the different programs. Kathleen said actually that Prime Time came to the Directors workshop last year and that is a very captive audience because the information then trickles down. Kathleen released the dates for this year's Directors meeting which will be August 7th and/or 9th.

Michele asked if we plan on having measurable numbers for outreach. Jennifer explained that in our contract we have with Primetime, we have a very similar goal there. I can't say what the goal is right now and we are certainly looking at possible numbers but we don't have one in mind right now. It is certainly something that we could look at as a group. Also, this encompasses more than just events, it is really getting the word out about our programs through Social Media. We really have tried this past year to be creative with our marketing. Cyndi has done an amazing job in getting our Facebook going and not only getting it established but keeps it updated every single week, we are all trying to come up with engaging content. She monitors the amount of activity going on week to week so we can get an idea of what is working and what is not working. We constantly post about upcoming information sessions, about our programs and things like that. Our Facebook page includes the Early Childhood & K-12 Programs, so it is not just specifically to after school, but we want to come to you all and ask what your ideas are. We are always looking for new ways to market and what you may be doing to help get the word out. Also, this would be a great platform to talk about those things you do. Michele asked if we attended the ELC provider meetings and that we should try and get on the agenda to talk to them about the programs. Also, there is the Directors meeting, which she asked Courtney if the Health Department is still running these meetings. Courtney explained that they are held every other month and the next one will be June 7th and it is an all-day training. Michele wanted to know if they talk about professional development at the meeting. Courtney said that there is not much professional development that happens. Michele wanted to know if there was any opening for the college to be able to do a quick presentation. Courtney feels that they would be able to fit that into the day. Michele feels that would be a really good venue because you are talking to individuals who are over after school programs and they have resources and opportunities to distribute the information. They also need to keep their Directors Credential active and they can find out what type of professional development the college could provide, at the director level. Dennis mentioned it would be great if we could

get people to understand the different levels and what they need to do so they can get to those levels. Michele said that even once you have it, they still need professional development for CEUs to maintain it. It seems that a lot of people are going to outside entities to get training at the State levels, but not at local levels where it is more convenient. Kathy Bolander said that another thing that could happen is to provide an opportunity at the FRPA, which is the parks and recreation professional affiliation, statewide broken up into regions. There is training in each region, so there would be opportunities to invite you to something that which would take place in Palm Beach County. She is working on organizing a meeting that will take place either September 27th or 28th at the Morikami Museum in which people will be coming from all over the region and she will follow up with more information. Kathy Bolander asked if we use Facebook for advertising. Jennifer explained that Cyndi has worked with Lacey to do some advertising and asked Cyndi to speak about what is happening. Cyndi spoke about how we are using Facebook for a reach program, to market our EPI program and in the first week, it reached 43,000 people. It is great because it does break down how many people interacted with the ads, clicks, shares and it appears to be working because the Administrative Assistant for that department mentioned how the program traffic has increased, which everyone thought that was great. Jennifer asked if anyone had anything else to share.

Data/data source: Not applicable

Action: Not applicable

ITEM 5. Jennifer Johnson, Director of Early Childhood & K-12 Programs – Palm Beach State College

Discussion: Jennifer began speaking about the SAPC Curriculum review. She explained that at the college we look at curriculum a little more in depth periodically and make sure it is up to par. One of the things we did recently in partnership with the department of education, was a frameworks review, taking a look at all of the standards. We didn't have a lot of recommendations for changes and a couple of them were redundant, but overall everything seemed to look good. Basically, what the state does is request different institutions to do a curriculum frameworks review. Then they take all the information back and the state makes the decision about any changes they want to do and we have not received any feedback about the changes that are being made. So, we have decided to take some time to look at our SAPC program and compare it to our ECPC and FCCPC to get an idea of what the differences are for each program and what are the requirements. There was a suggestion to crosswalk the three programs. The three programs all lead to a staff credential but the paths are different and the requirements are all somewhat different. So, when I tried to create the crosswalk it wasn't possible because when you really take a look the curriculum for each program it was very different. ECPC and FCCPC are really focused on the Early Childhood and they have eight competencies where SAPC only has six. The standards are 38 or 39 that are focused on the Early Childhood, where the after school had 24 or 25 standards that were listed. While some of them were the same but for the most part, they were different. So it wasn't something that could be the crosswalk.

Another thing that we looked at was the rigor of the SAPC program and want to be sure that it was where it needed to be. I brought some data with me and I won't go to much in-depth, but looking at some data from previous terms taking a look at the grading and making sure that there was a nice scale. Being sure that not everyone was easily passing the program with A's or that a lot of students were not passing or barely passing the course. When looking at the data, it was pretty much up to par with the ECPC and FCCPC where the numbers of A's, B's, C's seem to be standard. So we came to the conclusion that at this time the curriculum for the SAPC is where it needs to be. However, I am not a curriculum specialist and I don't teach these classes. Some of you here do teach the classes and you know the curriculum better than we do. Also, you are out in the community working with the practitioners, so you would know better than we do if something is missing. Those who work in the programs can let us know if our students are coming to you for employment and there are certain things that are missing. If there are things we need to focus more on then this would be a good platform for us to be able to talk about it. We can certainly meet with our instructors and work with them to make sure those concerns are being implemented into the program.

I would like to open this up to all of you and see if there are things that we need to focus on a little more or do you feel they are coming to you pretty well prepared? Dennis thinks that getting everyone to understand that it is about the individual child, that some of them may have behavioral issues and the mental health aspect. That the students need to realize coming into the field they need to work with the child individually. That some of these kids really have issues and that it could depend on what they are going through with their family situation. Michele asked if there was a family component or social cultural competencies portion. Luisa said there is a portion in there that talks about family involvement but I don't know how in-depth they go into it. Jennifer mentioned that if it is something that we can help pinpoint. I can now look at the curriculum and go through the textbooks and see how much is being covered. There is so much material for the instructors to cover that sometimes they might pick and choose certain sections. If we can say this is really something that we need to focus on, they can make it a priority. Kathy Bolander asked if in the SAPC the student receives practical experience. The piece that is missing in AYD is that they don't really have the opportunity for practical application. It is one thing to talk about all the language and it is another to put it into practice. Luisa explained that SAPC has an observation component, the students are required to be working before they can be admitted into the program and the instructor goes in and observes them to make sure they are applying what they are learning in the classroom, which is a piece of that application. This is why we have AYD as a requirement because we want to see all of the things they are learning in AYD and in module one of SAPC, then in module two, there is an observation piece.

Christin asked about behavior management. Michele and Luisa feel that is a big issue right now and Christin agrees and feels that with every program it is a huge issue and it needs to be looked at because that component seems to be missing. It should be talked about and then have that true application we talked about, putting into place and give them the tools so they know what to do if these issues happen. Jennifer agreed and feels this would be some great information for professional development. She explained that our department has in our K-12 programs we offer what is called TIPS 1 and TIPS 2 which the district had offered but they asked us to offer it instead. It focuses on behavior management and the positive behavior system that the district uses. There are a lot of great strategies in there and maybe there are something we could pull from that and put it into some professional development that all of you could use. There are parts of that course that would not fit what information you would need because it has Marzano in there, but the PBS positive behavior system would work. Jennifer asked if they were using that in after school. Kathy said the school district moved from PB to PBS because they want to streamline and have it flow from beginning to end. Jennifer thinks that learning a little more about what they are doing would be good, then we can build from there and work with Primetime to put together something that you all could offer, with really focusing on the mental health piece.

Christin was happy to hear about that because people don't realize they need to look at the whole family to realize why some kids are having behaviors. It was eye opening for Jennifer when she began teaching second grade the parents were very involved and I didn't have a lot of behavior issues. However, going from that school to a Title One school it was completely different. That is where they brought in the Ruby Payne, who offered training about these behaviors and it was eye opening. I have never forgotten things that were in some of those videos and training and it is certainly something we could think about using. Michele wanted to know how long are the trainings were. Jennifer explained that she was in Flagler County at the time and they worked in partnership with Northeast Florida Education Consortium, so it was throughout the year that we had several trainings where they came in, but the overall first training was about an hour or two. However there are also textbooks you could purchase and we had talked about maybe developing a summer teaching conference, and if we were able to, I was hoping I could get her as a guest speaker because she is that amazing. Kathy Hamilton Moore shared that on June 7th, the district is having a Mental Health Conference, in which members in her department will be doing a presentation. Kathy will see if there is a flyer or something that she can share showing how to register for the event.

Data/data source: Not applicable

Action: Not applicable

ITEM 6. Group Discussions & Debriefing

Discussion: Jennifer asked if anyone had any other information they would like to bring to the table.

Dennis spoke about the reading program in Riviera Beach. There are six school's allowing children to be in the program until 1:30 and because of the release time, we have a lot of parents asking if we are picking up their kids but we don't have the availability for them. Dennis wanted to know if anyone else was having this problem. Kathy said it is the Summer Strong program through the school district, which it is and Dennis wanted to know if they were supplying any type of transportation. Kathy explained that they do have a camp at the school because it is not fair for the parents and they find it is better participation if they have some place to go after 1:30 pm. Susan Sims asked what the criteria for attendance at the Summer Strong program. Kathy Hamilton Moore explained that it is Principal selection and based on reading and math scores through FSA. Kathy also explained it is not mandatory that they attend but highly encouraged. Kathy Bolander wanted to know if the schools are providing transportation. Kathy Hamilton Moore said as far as she knows they are working on it and it starts June 19th, runs 4 days a week and there are 28 sites offering the program.

Michele asked Courtney how it was going at the Health Department. He said they have a few more inspectors doing inspections, so that has improved. The School Readiness is a newly funded mandated program, but the School District had put them on hold for a little while and have recently lifted the hold. So we will need to get the Health and Safety inspections done for school readiness. Kathy Hamilton Moore told Courtney that he should be happy to know that she did a crosswalk and there are 40 Pre-K programs being held in 68 of the summer camps, so it will be a two for one. The Pre-K children will not there, but the classrooms can be inspected. Courtney agreed that was good news, and they will be trying to get the inspections done as soon as possible.

Courtney asked about what is happening with AYD that Luisa mentioned earlier in the meeting. Luisa explained that we spoke to Mike Boland, he is working on getting that expedited because of issues we have had about if students have completed that training in order for them to receive their staff credential. We verify it, but there is nowhere they can see it. So DOE takes our word that the students have met the requirements and then DOE sends it to DCF who issues the Staff Credential. However because of so many changes at DCF with staff, and while they are trusting us they would still like a way to see it. Which works for us because that is what we were trying to accomplish anyways. They said they couldn't put it on the first page of the DCF transcript but could put it on the second page. So Mike is working on that and said it should be done very soon. Courtney mentioned he spoke with Tara about putting it in the rules, as we had discussed before and she said because of all the recent revisions to the rule she could not get it in, but the next time it is one of the items that they will put in the Afterschool-age rules. Kathy Bolander asked Courtney how often the revise, he said there is no fixed timetable but they have some items that they need to revisit soon. Michele asked him if the new inspectors knew they could take the AYD to count towards their hours when they come out to look at the files. He believes that they do but cannot say for certain. Kathy Bolander wanted to know when the State will update their rules. Courtney explained that the State updates their rules far more frequently than we do locally in which they just updated the school age rules and published the handbook. Kathy wanted to know if the County works from that handbook. Courtney explained that we have our own rules, so we will have to review the State handbook as soon as we can, look at the State rules, the added standards and modify the County rules because we cannot be less stringent than the state.

Michele asked if anyone had anything more to share. Kathy Bolander asked Luisa if we had a lot of students looking for jobs. Luisa explained that for the entry level they are not required to be looking, but when they get to the certificate programs they are required to be working. Christin said that she is having the same problem as Kathy, not just for summer but year around, a shortage of staff. We will even hire them, give them three months to take their 40 hours, pay for their training and we still are having a hard time finding staff. Susan Sims mentioned that the college has a career center where we post openings. Rene said that their HR says they are posting with the college. Luisa also brought up the fact that when we do information sessions, Cyndi puts together a list of job opportunities and when they return their evaluations to us, we give them a copy of the job opportunities.

Luisa brought up the discussion about how many time a year to meet. She explained that we discussed at one time to meet more often than twice a year because so much time had lapsed between meetings, but now we meet every three months and no one in submitting agenda items. So, we were thinking we could meet twice a year, with follow-up emails every few months. This way we can be sure everyone is on track with the goals. Michele agreed that having the meeting twice a year with follow up emails and if there are internal things that need to be brought to this committee, then it will be easy enough to email everyone. Everyone agreed and the plan is to follow up in two or three months by email and meet twice a year.

Data/data source: Not applicable

Next Meeting: October 12, 2017, Palm Beach State College, Historic Building

Attendance:

Members

Kathleen Bolander	Dennis Carpenter	Christin Martin	Michele Thompson	

Guest(s):

Rene Connors	Kathleen Hamilton-Moore	Jennifer Johnson	Courtney Shippey	
Susan Sims	Debra Strange	Luisa Brennan		

Submitted by: Luisa Brennan
Cynthia Parent, Scribe