

**Florida Developmental Disabilities Council, Inc.
CD/ED Task Force
Meeting Notes**

October 15, 2008

Members Present:

Enrique Escallon	Judy Owen	Michele Polland (via conference call)
Jacky Needelman	Kathy Henderson	Renee Valletutti Selina O'Shannon
Jill McElyea	Lillian Sigler	Sandra Osborn Susan Gold

Members Absent:

Deborah Eunpu	Jacky Needelman	Phil Stevens
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Staff Present:

Allison Cruz-Mitchell	Lisa Taylor
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I. CALL TO ORDER & WELCOME

Quorum was established and Kathy Henderson called the meeting to order at approximately 10:10 a.m.

II. MINUTES

The 7/14/08, 8/7/08, conference call notes were reviewed.

MOTION: Sandy Osborn motioned to approve the conference call notes from 7/14/08 and 8/7/08. Susan Gold seconded the motion. Motion carried.

III. BUDGET REVIEW

Lisa Taylor provided an overview of the task force budget. Ms. Taylor defined terms that are pertinent to the budget; these included

- Committed funds- approved by task force and Council
- Obligation funds- represents amount of approved for projects that are in an executed contract. It also includes funds already expended
- Liquidated funds- represents funds paid out

Lisa explained that at any given time, the Council is working from three (3) budget years (currently working on budgets for fiscal years 2007, 2008, and 2009). The first twenty-four (24) months of a grant, the funds can be obligated and/or liquidated; remaining twelve (12) months the funds can only be liquidated. The Council has established internal obligation/liquidation schedules in order to work towards ensuring funds are not reverted to the Administration on Developmental Disabilities. Ms. Taylor encouraged the task force members to not only focus on the timeline to commit funds, but, more importantly the obligation timeline.

Currently, the majority of 2008 CD/ED task force funds are obligated. To stay on track, the task force has to commit a minimum of \$105,000 in project funds for Council review and approval at the December 4-5, 2008 meeting.

MOTION: Susan Gold motioned to approve \$35,000 for travel. Amy Van Bergen seconded the motion. Motion carried.

IV. Current CD/ED Projects

Members reviewed the following information included in the meeting binder:

- Chart outlining the status of current task force projects.
- US DOE Rules Public Comments- a copy of the public comments submitted on-line by FDDC
- Copy of the withdrawal notice of the State Board of Education Rule: Standards for the Use of Reasonable Force
- State Board of Education Meeting Schedule
- FDDC's Amended 5-year State Plan (Amended as of 8-15-08)
- IDEA Workshop Report
- SIP Report
- Council Projects approved at the September 2008 meeting

Susan Gold made a request to the task force chair (Kathy Henderson) for a change in project monitor for the Early Care and Education (Early Learning Coalition of Pinellas) project. Susan is currently the project monitor. She requested for Judy Owen (who resides in Pinellas County) to become the project monitor. This would make it more feasible for the project monitor to participate in face-to-face advisory meetings. Ms. Henderson agreed with the recommendation.

- Partners in Planning meeting
Jill McElyea reported that she represented the task force at the Partners in Planning meeting on September 17, 2008 in Orlando. This is a joint project from The Agency for Workforce Innovation-Office of Early Learning, Department of Children and Families- Child Care Services, and the Florida Department of Education-Office of Early Learning. The project will focus on developing an Early Childhood Framework for the future of Florida's Children. The group is intended to meet 3-6 times over the course of the next 18 months to develop the framework, map existing resources against this framework, and identify strategies to improve outcomes for young children and families in the state. The next meeting is scheduled for December 2008.
- State Plan Implementation Chart
Allison Cruz-Mitchell introduced the State Plan Implementation Chart to the task force members. Mrs. Cruz-Mitchell and former CD/ED program manager, Adam Miller, worked on developing a chart to track the timeline for the Council's 5-year state plan at quarterly intervals. Each quarterly interval then reflects the state plan objectives of a project that has been obligated in each quarter. For example, in the quarter of 9/2007, (a project was obligated addressing) Early Intervention (E.I.) objective 1.3. According to the state plan implementation chart, as of 10-15-08, CD/ED has begun to address 5 of the 10 state plan objectives. At each quarterly task force meeting, the task force members will receive an updated state plan implementation chart.

It was explained that each task force of the Council has a completed a state plan implementation chart for its respective task force.

Enrique Escallón requested that a compiled chart (reflecting all the state plan objectives) be uploaded to the Council's website. Mrs. Cruz-Mitchell informed the members that due to the revisions to the state plan, Council staff is in the process of updating the state plan tracking form. Once the state plan tracking form is updated both documents will be uploaded to the website.

RFP-100

CD/ED task force representatives were being request to serve on the RFP-100 selection committee. Kathy Henderson and Sandra Osborn volunteered to serve on the committee. Enrique Escallón volunteered to serve as a back-up.

V. New Project Approval

Project Discover- The members reviewed and discussed the request for funds for Project Discover. The purpose of this request is for additional funds to extend the current contract to be in line with the school year calendar and continue to provide services. The extension will also be used to create a foundation for proposed year three (3). Due to the tremendous acceptance of Project Discover, in Martin County, a Discovery Continuum Committee has been established to formulate, plan and eventually implement the Discovery Process into the elementary, middle and high schools in Martin County.

MOTION:

It was moved (Sandy Osborne) and seconded (Judy Owen) to approve an additional \$50,000 for this project; motion carried.

First Steps publication- The members reviewed and discussed reprinting of the First Steps publication. First Steps is a publication for parents and families whose children are eligible to receive early intervention services. The publication provides information to assist parents and families in: (1) coping with their feelings and emotions, (2) to acquaint them with the resources in Florida and (3) help them identify and locate services for their families. First Steps is a very popular Council publication and serves as a reliable source of information for parents.

MOTION:

It was moved (Susan Gold) and seconded (Renee Valetutti) to allocate \$15,000 for the reprinting and distribution of the First Steps publication.

VI. New Project Ideas

You Make a Difference

The members discussed this initiative. The purpose of this initiative is to recognize educators in Florida with exemplary practices of inclusive education with students with developmental disabilities. The members agreed of the significance to recognize such practices, but would like to explore :

- How this project could create systems change?
- How would this initiative be sustained beyond Council funding?

- What objectives are we reaching?
- How do we promote best practices?
- How can we develop partnerships for this initiative?

Consideration was given to suspending the awards event for 2009 to revisit the project concept and provide recommendations on revamping the project. Members however shared concerns that we may lose some momentum by not having an event in 2009 (there has been an increase in the number of school districts, teachers and parents inquiring about the awards event). Some discussion was held about promoting the event in 2009 at potentially the annual Parent Teacher Association (PTA) Conference and hosting the event at the 2010 PTA conference.

A work group was formed to identify a timeline to show case the You Make a Difference event at the 2009 PTA annual conference, revisit the project concept and make recommendations on project revamping and/or expansion. Sandy O. and Enrique E. volunteered to be in the work group.

Mrs. Cruz-Mitchell presented various project concepts stemming from the state plan. The following are project concepts that Allison will develop further and/or follow-up to discuss with the task force on November 21, 2008:

- Implementation of the Best Practices for Inclusive Education "BPIE"
- Development of a Transition Model
- Special Education & Advocacy Workshops (IDEA)
- Survey of preschoolers in inclusive settings
- You Make a Difference

The task force members also discussed other project concepts stemming from the state plan. These are project concepts that Mrs. Cruz-Mitchell and/or the new CD/ED program manager will develop and/or follow-up to discuss with the task force on January 23, 2009:

- Higher Education Summit – focusing on teacher education programs requiring students to take courses in special education. (a work group was identified to explore an initiative. Michele P., Judy O., and Rene V. volunteered to be on the work group) It was recommended to have a discussion with Dottie Minear (DOE – Teacher Certification) as part of the information gathering.
- Early Intervention project (Allison will follow-up with Susan G. to develop this concept.)
- Develop Training/ Awareness forums for parents of young children on inclusive education, options, rights and responsibilities. (Allison will follow-up with Susan G. to develop this concept.)

Interim Conference Call

A conference call was scheduled for Friday, November 21, 2008 form 1:00pm - 3:00 p.m. to discuss projects Mrs. Cruz-Mitchell will be developing. If approved these project concepts will be presented to the Council at the December 4, 2008 meeting.

Next Task Force Meeting

The Task Force members scheduled the next CD/ED meeting for Friday, January 23, 2009, from 10:00 a.m. - 4:30 p.m. The interim conference call following the 1/23/09 meeting was scheduled for February 13, 2009 from 1:00pm-3:00pm.

Without further business to discuss, Rene V. motioned to adjourn the meeting; it was seconded by Jill McElyea. The meeting adjourned at 3:35pm.