Policy Council Meeting  
December 15, 2021  
5:30 p.m.

Agenda

Zoom Link:  
https://zoom.us/j/93687027177?pwd=QWFXZWMxeFZmd2FnUmZnRLhYQWY4dz09  
Meeting ID: 936 8702 7177  
Passcode: 473146

1. Call Meeting to Order

2. Roll Call

3. Action Item
   a. September 15, 2021 Minutes  
   b. October 18, 2021 Minutes  
   c. November 17, 2021 Minutes  
   d. Resolution 12152021-01 - Pay Childcare Partner Holidays  
   e. Bylaws

4. Reports
   a. Expenditure and Credit Card Reports  
      i. October 2021 Expenditure Report  
      ii. October 2021 Credit Card Report  
   b. Meal Reports  
      i. November 2021 Meal Report  
   c. Enrollment Reports  
      i. November 2021 Enrollment Report  
   d. Attendance Reports  
      i. November 2021 Attendance Report  
   e. Board Report

5. Updates/Information

6. Reminders
   a. Next Meeting January 19, 2022

7. Adjournment

Attachments: How to Make a Motion
### October 2021 Expenditure Report

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Total Budget 2021-2022</th>
<th>October 2021</th>
<th>% of Monthly Expenses</th>
<th>YTD 2021-2022</th>
<th>Total Budget Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>$2,641,172.00</td>
<td>$159,766.55</td>
<td>28%</td>
<td>$519,303.98</td>
<td>$2,121,868.02</td>
</tr>
<tr>
<td>Fringe</td>
<td>$949,668.00</td>
<td>$52,185.75</td>
<td>9%</td>
<td>$168,077.52</td>
<td>$781,590.48</td>
</tr>
<tr>
<td>Equipment</td>
<td>$25,000.00</td>
<td>$13.30</td>
<td>0%</td>
<td>$2,446.94</td>
<td>$22,553.06</td>
</tr>
<tr>
<td>Supplies</td>
<td>$96,492.00</td>
<td>$1,432.05</td>
<td>0%</td>
<td>$15,183.67</td>
<td>$81,308.33</td>
</tr>
<tr>
<td>Contractual Services - Childcare Services</td>
<td>$5,833,713.48</td>
<td>$296,764.85</td>
<td>51%</td>
<td>$1,044,164.81</td>
<td>$4,789,548.67</td>
</tr>
<tr>
<td>Contractual Services - Other</td>
<td>$515,905.52</td>
<td>$18,236.53</td>
<td>3%</td>
<td>$44,090.36</td>
<td>$471,815.16</td>
</tr>
<tr>
<td>Other</td>
<td>$750,962.00</td>
<td>$47,880.08</td>
<td>8%</td>
<td>$143,295.89</td>
<td>$607,666.11</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>$10,812,913.00</td>
<td>$576,279.11</td>
<td>100%</td>
<td>$1,936,563.17</td>
<td>$8,876,349.83</td>
</tr>
</tbody>
</table>

#### Expenditure Report for October 2021 with YTD Budget Status

- Personal: 28%
- Fringe: 9%
- Equipment: 0%
- Supplies: 0%
- Contractual Services - Childcare Services: 51%
- Contractual Services - Other: 3%
- Other: 8%

#### Budget at a Glance as of October 2021

- %YTD Expensed: 78%
- % Obligated: 18%
- Percent of Total Budget Remaining: 4%
October 2021 Credit Card Report

There were no credit card expenses for October 2021.
<table>
<thead>
<tr>
<th>Center</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Snack</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td># of Meals</td>
<td>% of Meals</td>
<td># of Meals</td>
</tr>
<tr>
<td>Children of The New Sun Academy</td>
<td>323</td>
<td>100.00%</td>
<td>323</td>
</tr>
<tr>
<td>It's A Small World II</td>
<td>394</td>
<td>100.00%</td>
<td>394</td>
</tr>
<tr>
<td>It's A Small World VII</td>
<td>526</td>
<td>100.00%</td>
<td>526</td>
</tr>
<tr>
<td>Kids Small World</td>
<td>489</td>
<td>100.00%</td>
<td>489</td>
</tr>
<tr>
<td>Kinderkids Academy III</td>
<td>512</td>
<td>100.00%</td>
<td>512</td>
</tr>
<tr>
<td>Kinderland 4 Kids</td>
<td>284</td>
<td>100.00%</td>
<td>284</td>
</tr>
<tr>
<td>Lincoln Marti 102</td>
<td>331</td>
<td>100.00%</td>
<td>331</td>
</tr>
<tr>
<td>Lincoln Marti - 450</td>
<td>943</td>
<td>100.00%</td>
<td>943</td>
</tr>
<tr>
<td>Lincoln Marti - 905</td>
<td>255</td>
<td>91.40%</td>
<td>279</td>
</tr>
<tr>
<td>Little Ones Academy</td>
<td>203</td>
<td>100.00%</td>
<td>203</td>
</tr>
<tr>
<td>Little Red School House</td>
<td>288</td>
<td>100.00%</td>
<td>288</td>
</tr>
<tr>
<td>LORD's Learning Center, Inc.</td>
<td>227</td>
<td>100.00%</td>
<td>227</td>
</tr>
<tr>
<td>Miami Gardens Learning Center</td>
<td>335</td>
<td>100.00%</td>
<td>334</td>
</tr>
<tr>
<td>My Little Angels Day Care Center</td>
<td>451</td>
<td>99.78%</td>
<td>451</td>
</tr>
<tr>
<td>Naranja Prep Academy Annex</td>
<td>155</td>
<td>100.00%</td>
<td>153</td>
</tr>
<tr>
<td>New Aladdin Learning Center</td>
<td>528</td>
<td>100.00%</td>
<td>528</td>
</tr>
<tr>
<td>Pink and Blue Academy</td>
<td>190</td>
<td>98.96%</td>
<td>191</td>
</tr>
<tr>
<td>Rainbow Intergenerational</td>
<td>474</td>
<td>98.34%</td>
<td>478</td>
</tr>
<tr>
<td>Shores School</td>
<td>752</td>
<td>100.00%</td>
<td>752</td>
</tr>
<tr>
<td>Springview Academy</td>
<td>649</td>
<td>99.54%</td>
<td>652</td>
</tr>
<tr>
<td>Step Above</td>
<td>193</td>
<td>89.35%</td>
<td>216</td>
</tr>
<tr>
<td>The Carter Academy II</td>
<td>247</td>
<td>100.00%</td>
<td>247</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>8,749</strong></td>
<td><strong>99.31%</strong></td>
<td><strong>8,801</strong></td>
</tr>
<tr>
<td>Center</td>
<td>Funded Enrollment</td>
<td>Actual Enrollment</td>
<td>Vacancies</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>-------------------</td>
<td>-------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Children of The New Sun Academy</td>
<td>20</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>It's A Small World II</td>
<td>24</td>
<td>24</td>
<td>0</td>
</tr>
<tr>
<td>It's A Small World VII</td>
<td>32</td>
<td>32</td>
<td>0</td>
</tr>
<tr>
<td>Kids Small World Learning Center</td>
<td>32</td>
<td>30</td>
<td>2</td>
</tr>
<tr>
<td>Kinderkids Academy III</td>
<td>32</td>
<td>31</td>
<td>1</td>
</tr>
<tr>
<td>Kinderland 4 Kids</td>
<td>16</td>
<td>16</td>
<td>0</td>
</tr>
<tr>
<td>Lincoln Marti - 102</td>
<td>24</td>
<td>23</td>
<td>1</td>
</tr>
<tr>
<td>Lincoln Marti - 450</td>
<td>64</td>
<td>61</td>
<td>3</td>
</tr>
<tr>
<td>Lincoln Marti - 905</td>
<td>16</td>
<td>16</td>
<td>0</td>
</tr>
<tr>
<td>Little Ones Academy Corp</td>
<td>16</td>
<td>15</td>
<td>1</td>
</tr>
<tr>
<td>Little Red School House</td>
<td>16</td>
<td>16</td>
<td>0</td>
</tr>
<tr>
<td>Lord's Learning Center, Inc.</td>
<td>16</td>
<td>16</td>
<td>0</td>
</tr>
<tr>
<td>Miami Gardens Learning Center</td>
<td>24</td>
<td>23</td>
<td>1</td>
</tr>
<tr>
<td>My Little Angels Day Care Center</td>
<td>32</td>
<td>31</td>
<td>1</td>
</tr>
<tr>
<td>Naranja Prep Academy Annex</td>
<td>12</td>
<td>12</td>
<td>0</td>
</tr>
<tr>
<td>New Aladdin Learning Center</td>
<td>32</td>
<td>32</td>
<td>0</td>
</tr>
<tr>
<td>Pink and Blue Children's Academy</td>
<td>12</td>
<td>12</td>
<td>0</td>
</tr>
<tr>
<td>Rainbow Intergenerational</td>
<td>32</td>
<td>31</td>
<td>1</td>
</tr>
<tr>
<td>Shores School</td>
<td>48</td>
<td>48</td>
<td>0</td>
</tr>
<tr>
<td>Springview Academy of Hialeah</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>Step Above Academy</td>
<td>16</td>
<td>15</td>
<td>1</td>
</tr>
<tr>
<td>The Carter Academy II</td>
<td>16</td>
<td>16</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>572</strong></td>
<td><strong>560</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>
I. **Call to Order**
Ms. April Williams presided over the meeting. The meeting was called to order at 5:40 p.m.

II. **Roll Call**
The following participated in the meeting:

<table>
<thead>
<tr>
<th>2021-2022 Members</th>
<th>Representing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yanibell Cayetano</td>
<td>Children of the New Sun Academy</td>
</tr>
<tr>
<td>Yessenia Mayorga</td>
<td>It's A Small World VII</td>
</tr>
<tr>
<td>Gerladine Orrico</td>
<td>Kids Small World Learning Center</td>
</tr>
<tr>
<td>Anais Valdez (Secretary)</td>
<td>Kinderkids Academy III</td>
</tr>
<tr>
<td>Nikia James</td>
<td>Lincoln Marti - 102</td>
</tr>
<tr>
<td>Yener Dupotey</td>
<td>Lincoln Marti - 905</td>
</tr>
<tr>
<td>Victoria Yanez</td>
<td>Little Red School House</td>
</tr>
<tr>
<td>Jasmin Johnson (Vice Chair)</td>
<td>Miami Gardens Learning Center</td>
</tr>
<tr>
<td>Kanetra Jones</td>
<td>My Little Angels</td>
</tr>
<tr>
<td>Maria Rodriguez</td>
<td>New Aladdin Learning Center</td>
</tr>
<tr>
<td>Daphne Pierre- Louis (Volunteer)</td>
<td>Pink and Blue Children's Academy</td>
</tr>
<tr>
<td>Maria Soto (Chair)</td>
<td>Springview Academy</td>
</tr>
<tr>
<td>Pamela Pinkston</td>
<td>Step Above Academy</td>
</tr>
<tr>
<td>Sheldrika Johnson (Treasurer)</td>
<td>The Carter Academy II</td>
</tr>
<tr>
<td>Vanessa Sullivan</td>
<td>It's a Small World VII</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2020-2021 Members</th>
<th>Representing</th>
</tr>
</thead>
<tbody>
<tr>
<td>April Williams</td>
<td>Miami Gardens Learning Center</td>
</tr>
<tr>
<td>Lizette Fontilus</td>
<td>Little Red School House</td>
</tr>
<tr>
<td>Dr. Mara Zapata</td>
<td>ELCMDM Board</td>
</tr>
</tbody>
</table>

**EHS Staff**

<table>
<thead>
<tr>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belkis Torres</td>
</tr>
<tr>
<td>Cecilia Nariznis</td>
</tr>
<tr>
<td>Lucretia Jones</td>
</tr>
<tr>
<td>Salvatore Martorano</td>
</tr>
<tr>
<td>Sandrina Seraphin</td>
</tr>
<tr>
<td>Tatiana Larionova</td>
</tr>
<tr>
<td>Vanessa Bongiorno</td>
</tr>
</tbody>
</table>

III. **Action Item:**

A. **August 18, 2021 Meeting Minutes**
April Williams asked for a motion to approve the August 18, 2021 meeting minutes.
- Dr. Zapata moved to approve
- April Williams seconded the motion
- No discussion
- Motion passed 2 in favor and 0 opposed

B. **Elections of Officers**
Ms. Torres reviewed each of the responsibilities for each position the following were elected:
Members were asked to complete the Code of Conduct.

C. Resolution-09152021 (Self-Assessment)
Ms. Torres reviewed the purpose of the Self-Assessment and the timeline for conducting the Self-Assessment.
Ms. Torres asked for a motion to approve the Resolution 09152021 (Self-Assessment).
- Sheldrika Johnson moved to approve
- Yessenia Mayorga seconded the motion
- No discussion
- Motion passed 13 in favor and 0 opposed

IV. Reports
A. Final June 2021 Expenditure Report
Final monthly expenses for the month of June 2021 were $996,225.53. Twenty-nine percent (29%) of total monthly expenses were used for salaries and fringe; A total of $553,088.66 or 55% went to contractual services, $531,759.43 went to providers, and $21,329.23 to other contractual services, 8% was used for supplies; and 6% covered other expenses, which includes rent and utilities. The program had expensed or obligated 91% of the budget to date and had $1,638,859.37 remaining.

July 2021 Expenditure Report
Preliminary monthly expenses for the month of July 2021 were $1,061,815.16. Thirty-one percent (31%) of total monthly expenses were used for salaries and fringe; A total of $564,373.40 or 53% went to contractual services, $539,722.56 went to providers, and $24,650.84 to other contractual services, 11% was used for supplies; and 14% covered other expenses, which includes rent and utilities. The program had used 95% of the budget to date and had $639,248.28 remaining. These funds were/are obligated and pending final invoices to liquidate. The program will close the year with a balanced budget and final numbers will be presented in October.

B. July 2021 Credit Card Report
There were no credit card expenses for the month of July.

C. August 2021 Meal Report
Number of meals served in August:
- Breakfasts - 8,141 (98.7%)
- Lunches - 8,241 (99.9%)
- Snacks - 8,187 (99.3%)
At five schools, none of the meal services reached 100% due to children either being dropped off late or picked up early, or both:
- Lincoln Marti 905
- Miami Gardens Learning Center
- Rainbow Intergenerational
- Springview Academy
D. August 2021 Enrollment Report
During the month of August, there was a total of 572 allocated slots and 536 enrolled.
- Eight of the allocated slots were awarded to Rainbow for this school year however, the program is still recruiting for the center and the partner is actively searching for teaching staff.
- The remaining 36 vacancies are from current partners. The team is doing everything possible to recruit eligible families for the vacancies.

E. August 2021 Attendance Report
- During the month of August, the program offered ONLY in-person services to children. The average monthly attendance was 74.66%. The program did not meet the 85% threshold.
- Most of the reason’s children were out were due to COVID exposures and centers closing, children/families being sick, doctor’s appointments, and a few families being out of vacation.
- Ms. Torres opened the floor to comments regarding the opportunity to receive virtual services should a site need to close because of COVID. Several parents expressed approval of providing virtual services if a center must close due to COVID exposure.

F. Board Meeting Updates
The Board Meeting was held on September 7, 2021. The Board Chair, Matthew Bruno, presided over the meeting. The following items were discussed:

- The former Board Chair, Adrian Alfonso, was recognize for his years of service on the Board.
- Mr. Mark Wilson, President and CEO of the Florida Chamber, presented on chamber initiatives to unite and unify the business community to push early learning outcomes. His presentation included the Florida 2030 blueprint and the strategies to reach the goal of improving Florida’s talent pipeline and making the state the 10th largest economy in the world. The Florida Gap Map, showing elementary school reading levels were shared to emphasize the importance of quality early learning and raising awareness among business leaders.
- Dr. Brittany Birken, Principal Adviser at the Federal Reserve Bank of Atlanta, shared about the work the Federal Reserve Bank of Atlanta is doing to improve economic mobility and resilience for low-income families. Her presentation included data on the impact of the federal benefits cliff and the challenges families may face in achieving long-term gains. She shared that efforts for change include, mapping the benefits cliff, leading the congressional charge to maximize employment and engaging in partnerships to support community and state efforts to improve economic security for families.
- Mr. Burno shared the passing of Ms. Edeline Fleurant, Early Head Start Policy Council Vice Chair, and Ms. Karina Chacon Diaz, teacher at The Creative Learning Center in Kendall.
- Ms. Stephanie Scuderi was appointed as Vice-Chair to the Strategic Planning Committee.
- Dr. Jonathon Gueverra, President of the College of the Florida Keys, was appointed to the Monroe Advisory Committee.
- It was announced that the Early Learning Coalition staff continues to hold monthly provider meetings via Zoom to provide updates from the different ELC departments. Providers are also invited to attend the monthly Provider Services Committee meeting where they have the opportunity to participate in an Early Education Partners Roundtable with their provider representatives.
- The Finance Committee reported the following:
  - The financials are in good standing and we are foreseeing the year ending with a balanced budget.
  - There is no waitlist for School Readiness in Miami-Dade or Monroe County. Children are being brought in every two weeks in Miami-Dade and daily in Monroe. The Title V program will end in September.
• The Policy Council report was presented via a recorded video by the Policy Council Chair, Kisline Timothee.

• Program, Policy & Strategy Committee reported the following:
  o Resolutions for the Early Head Start Self-Assessment and Changes to the Program Scope were approved.
  o Professional Development Institute’s Child Development Associate (CDA) course enrollment is almost closed and program begins soon.
  o The Early Childhood Apprenticeship and Internship Program will launch on November 1.
  o The Children First Equity and Inclusion Series will be featured at the Built to Thrive 21 Summit sponsored by The Children’s Movement of Florida September 21.
  o The Division of Early Learning (DEL) Disaster Relief Funding deadline will be extended again.
  o The next round of Coronavirus Response and Relief Supplemental Appropriations (CRRSAA) Grants will be geared toward retention and recruitment of Providers.

• The Provider Services Committee reported the following:
  o An Early Head Start program compliance summary was shared. The significance of the program’s recent non-compliance was emphasized.
  o An update on the Apprenticeship & Internship Programs were given.
  o It was shared that education initiatives are being prioritized at next legislative session.
  o Plans to engage individuals with disabilities in the workforce and early childhood education field.

• Governance and Bylaws Committee reported the following:
  o Changes to the bylaws were presented and approved by the Board.

• Monroe Advisory Committee reported the following:
  o Recent reports on Monroe County rent crisis were shared and current discussions include wages of local employees.
  o Providers in Monroe County continue to face challenges with teacher retention and wages.
  o It was reported that COVID cases among children in Monroe County has increased and the virus has been fatal among some prominent community figures.

• The meeting concluded with Community Presentation by Mr. Evelio Torres, Chief Executive Officer and President of the Early Learning Coalition of Miami-Dade/Monroe.

V. Updates:

• Vaccination for Head Start Staff
  Members were informed of a communication from the Office of Head Start informing programs that all Head Start employees and identified contractors must be vaccinated against COVID-19 by January 2022. In the communication, the Office of Head Start acknowledges Health and Safety as a key component of the program. Having a vaccinated workforce is a way to keep children safe since they are not eligible for the vaccine. More guidance will be coming out during the next weeks on program expectations.

• Corrective Action Plan Update
  Ms. Torres informed the new 2021-2022 members of a noncompliance that the program received due to a teacher briefly leaving a child on the playground. It was explained that all incident involving abuse or child safety is reported to the Florida Child Abuse Hotline and the Office of Head Start Region IV. Because this was not an alleged incident, the program was given a noncompliance. Consequently, the program created and implemented a corrective action plan that addressed the incident and focused on preventing the incident from occurring again. The program successfully completed the corrective action plan and had a meeting with the Head Start Regional Office. The program is awaiting the final decision from the Office of Head Start which is expected to be issued the end of September beginning of October.
• **Program Information Report**
  All Head Start programs are required to submit a report at the end of August called the Program Information Report. This report provides information on the work that the Head Start program did the previous year. The report in the packet is a summary of the information in the report. The three sections in the summary provides information on the children served their demographics and health services. The second section is information on the families served, and the final section provides information on the staff you provided the Head Start services during the year.

• **Health and Safety Screener**
  The Office of Head Start requires that a Health and Safety Screener is conducted within 45 days of the start of each program year. The Child Care Partners and Education Services staff conducted the screeners together virtually. The Child Care Partners completed the screeners at their schools, entered their scores in our database, ChildPlus, and uploaded supporting documents, such as policies and procedures, proof of training, and staff background checks and health exams. The results included in the policy council packet are the preliminary results entered. The education services staff conducted a verification meeting with each partner through Zoom to confirm the screener results and supporting documents. All results have now been verified and finalized. The program is happy to report that 6 partners were at 100% compliance and many others have shown improvement from the last screener.
  The top findings in the screener were:
  
  o 3HR- Background checks are conducted for all staff at least once every five years; health exams must be periodically completed (8 findings)
  o 2HR- All staff have background checks, sex offender registry checks, criminal history checks including fingerprint checks, and initial health exams. (7 findings)
  o 7HR- All staff are trained in and implement hygiene practices related to toileting, hand washing, diapering, safe food preparation, and exposure to blood and body fluids (6 findings)
  o 6HR- Direct service staff are trained in first aid, CPR, prevention and control of infection diseases, use of safe sleeping practices, preventing and identifying Shaken Baby Syndrome, abusive head trauma, sun safety and medication administration (including the special needs of children with health issues), and respond to specific medical emergencies, including asthma and allergies. (6 findings)

  All partners with findings must submit a program improvement plan by October 1st indicating what processes will be put in place to ensure the findings do not reoccur.

• **Li’l Foodies Cook Along Virtual Cooking Demo**
  Li’l Foodies Cook Along Virtual Cooking Demo for the entire family will be live on Zoom this Friday, September 17th at 4 pm. Five (5) participants will be eligible to win a $50 Publix Gift Cards. Join with Zoom link here: [https://zoom.us/meeting/register/tJEcuioqTkoGNgAa3g_toJGfzTum_eQkWS0](https://zoom.us/meeting/register/tJEcuioqTkoGNgAa3g_toJGfzTum_eQkWS0)
  Flyers with more details and recipes:
  English [https://drive.google.com/file/d/1ey-NfFv4dwN5eaI8Wb886YKZor8hznyO/view?usp=sharing](https://drive.google.com/file/d/1ey-NfFv4dwN5eaI8Wb886YKZor8hznyO/view?usp=sharing)

VI. **Reminder**
  Ms. Torres shared that all meetings are the third Wednesday of the month at 5:30 p.m. except December and July when there isn’t a meeting. She also said that in October there will be a Governance overview on Saturday, October 2, 2021 from 8:30 to 12:30 in place of the usual meeting. A flyer was added to the meeting packet with the registration link and the Zoom link. Members were encouraged to invite the officers from their parent committee.

VII. **Adjournment**
  Ms. Torres asked for a motion to adjourn.
  • Anais Valdez moved to adjourn.
• Dr. Mara Zapata seconded the motion to adjourn.
• Meeting adjourned at 7:16 p.m.
Policy Council Meeting
October 2, 2021 (English and Spanish)
9:00 a.m.
Head Start Overview

https://drive.google.com/file/d/1TFip5o1zt_p4tAXoyKodoPfJSHnthQi0/view?usp=sharing
Policy Council Meeting  
October 18, 2021 (English and Spanish)  
5:30 p.m.  
Special Call Meeting Minutes

a. **Call to Order**
   In the absence of the chair person, Ms. Belkis Torres called to order at 5:32 p.m.

a. **Roll Call**
   The following participated in the meeting:

<table>
<thead>
<tr>
<th>2021-2022 Members</th>
<th>Representing</th>
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<tbody>
<tr>
<td>Yanibel Cayetano</td>
<td>Children of The New Sun Academy</td>
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<tr>
<td>Anais Valdez</td>
<td>Kinderkids Academy III</td>
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<td>Yener Dupotey</td>
<td>Lincoln Marti - 905</td>
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<td>Natalya Saintil</td>
<td>Little Ones Academy Corp</td>
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<tr>
<td>Victoria Yanez</td>
<td>Little Red School House</td>
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<tr>
<td>Fabiola Delva</td>
<td>Lord’s Learning Center, Inc.</td>
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<tr>
<td>Lashonda Williams (alternate)</td>
<td>Naranja Prep Academy Annex</td>
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<tr>
<td>Maria Rodriguez</td>
<td>New Aladdin Learning Center</td>
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<tr>
<td>Daphne Pierre-Louis</td>
<td>Pink and Blue Children’s Academy</td>
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<tr>
<td>Maria Soto</td>
<td>Springview Academy</td>
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<tr>
<td>Pamela Pinkston</td>
<td>Step Above Academy</td>
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<tr>
<td>EHS Staff</td>
<td>Position</td>
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<tr>
<td>Belkis Torres</td>
<td>VP for EHS</td>
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<tr>
<td>Cecilia Nariznis</td>
<td>Mental Health Manager</td>
</tr>
<tr>
<td>Lucretia Jones</td>
<td>Director of Child Development and Education Support Services</td>
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<td>Salvatore Martorano</td>
<td>EHS Compliance Manager</td>
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<tr>
<td>Sandrina Seraphin</td>
<td>Director of Family and Community Engagement</td>
</tr>
<tr>
<td>Tatiana Larionova</td>
<td>Nutrition Manager</td>
</tr>
<tr>
<td>Vanessa Bongiorno</td>
<td>EHS Finance Manager</td>
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II. **Action Item:**
   This special call meeting was organized to vote on two action items:

III. **Resolution 10292021-01 One-time Performance Based Incentive payment to Early Head Start Partners**
   Ms. Torres shared that a one-time performance-based incentive was being presented to acknowledgement each partner’s commitment to serving children and supporting families, the program considered each partner’s 2020-2021 performance to issue a one-time (non-recurring), performance incentive payment. Incentives are based on the performance categories presented to each partner in the June/July 2021 individual meeting.

Ms. Vanessa Bongiorno presented Resolution 10292021-01 to approve a One-time Performance Based Incentive Payment to Early Head Start in the amount of $352,712.00. Ms. Bongiorno explained a 3-tier bonus was developed. The following calculation method applied:

- 80% of the allotted funds, $283,580.00 will be distributed using the Performance Incentive Calculation chart.
- 20% of the allotted funds, $ 69,132.00, will be distributed based on percent of total enrolled slots per site. Each provider will receive $ 96.42 per slot.
Full details of the incentive payment will be shared with each partner upon request. Partners will be reminded that these incentive payments are provided using federal dollars. As such, they are subject to audits to determine that the funds were expended for their intended purpose which is to directly benefit the program and the children served.

Ms. Torres continued explaining each category on the performance evaluation in detail.

Ms. Torres asked for a motion on behalf of Ms. Soto, Policy Council Chair, to approve Resolution 10292021-01 for a One-time Performance Based Incentive Payment.

IV. Ms. Yanez moved to approve

V. Ms. Pierre-Louis seconded the motion to approve the resolution

VI. No discussion

VII. Motion passed 10 in favor and 0 opposed

VIII. Resolution 10182021-02 Performance Based Incentive Payment Policy and Procedure

Ms. Torres shared Resolution 10182021-02 to approve the implementation of the Early Head Start Performance Based Incentive Payment Policy and Procedure. This Policy and Procedure would formalize the program’s process for issuing incentives or bonuses in the future.

Ms. Soto asked for a motion to approve Resolution 10182021-02 to approve the implementation of the Early Head Start Performance Based Incentive payment policy and procedure.

C. Ms. Yanez made motion to approve Resolution 10182021-02

D. Ms. Cayetano seconded the motion to approve the resolution

• Discussion:

D. Ms. Soto asked "Does each center decide how they spend the funds?" Ms. Torres explained each center would use the funds to benefit the program.

E. Another member asked "Can the site be audited?" "Can the program ensure that the site uses the funds appropriately?" The member expressed her thoughts about the program requiring the childcare centers to pay teachers more. Ms. Torres stated the childcare center was subject to audit of how funds were used. With regards to requiring an increase in staff salaries, Ms. Torres explained that the program cannot force the centers to pass on the funds to the teachers because it is a one-time payment and all sites have different needs. A salary increase needs to be sustainable.

E. Motion passed 10 in favor and 1 abstained

IX. Adjournment

Ms. Soto asked for a motion to adjourn.

• Ms. Delva made motion to adjourn.

• Ms. Valdez seconded the motion.

The meeting adjourned at 6:09 p.m.
I. **Call to Order**
Belkis Torres presided over the meeting in the absence of the officers. The meeting was called to order at 6:03 p.m.

II. **Roll Call**
The following participated in the meeting:

<table>
<thead>
<tr>
<th>Members</th>
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<td>It's a Small World VII</td>
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<tr>
<td>Victoria Yanez</td>
<td>Little Red School House</td>
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<td>Director of Child Development and Education Support Services</td>
</tr>
<tr>
<td>Otilia Gonzalez-Varese</td>
<td>Disability Manager</td>
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<tr>
<td>Salvatore Martorano</td>
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</table>

III. **Action Item:**
Due to lack of quorum the action items were tabled for the December Meeting.

IV. **Reports**

A. **August 2021 Expenditure Report**
Total monthly expenses for the month of August 2021 were $678,925.22. Twenty Six percent (26%) of total monthly expenses were used for salaries and fringe; A total of $427,651.90 or 63% went to contractual services, all funds went to providers for direct services. 1% was used for supplies; and 10% covered other expenses, which includes rent and utilities. The program has used 6% of the budget to date and has $10,133,987.78 remaining.

B. **September 2021 Expenditure Report**
Total monthly expenses for the month of September 2021 were $703,768.28. Forty-three percent (43%) of total monthly expenses were used for salaries and fringe; A total of $343,168.11 or 47% went to contractual services, $332,053.34 went to providers, and $11,114.77 to other contractual services. Contractual services are significantly lower than normal and this is creating a bit of a surplus but that is due to under-enrollment. 4% was used for supplies; and 4% covered other expenses, which includes rent and utilities. The program has used 15% of the budget to date and has $9,430,219.50 remaining.

C. **August and September 2021 Credit Card Report**
There were no credit card charges for the months of August and September 2021.
D. October 2021 Meal Report
Number of meals served in October:
- Breakfasts - 8,575 (99.12%)
- Lunches - 8,639 (99.86%)
- Snacks - 8,595 (99.35%)
At two schools, none of the meal services reached 100% due to children either being dropped off late or picked up early, or both:
- Rainbow Intergenerational
- Springview Academy

E. September 2021 Enrollment Report
- During the month of September, there was a total of 572 allocated slots and 551 enrolled. Of the 21 vacancies, 9 of them came from rainbow. The partner was in the process of hiring 2 new teachers for their new classroom.
- The remaining 12 slots were from current vacancies. During the month of September, the program worked hard to fill the open vacancies.

F. October 2021 Enrollment Report
During the month of October, there was a total of 572 allocated slots and 566 enrolled. The program had 6 vacancies. All six vacancies were vacant for less than 30 days.

G. September 2021 Attendance Report
- During the month of September, the program offered ONLY in-person services to children. The average monthly attendance was 75.97%. The program did not meet the 85% threshold.
- Most of the reason’s children were out were due to COVID exposures and centers closing, children/families being sick, doctor’s appointments, and a few families being out of vacation.

H. October 2021 Attendance Report
- During the month of October, the program offered ONLY in-person services to children. The average monthly attendance was 82.73%. The program did not meet the 85% threshold. However, it improved drastically from the previous months.
- Most of the reason’s children were absent were due to children being sick or having doctor’s appointments

V. Board Meeting Updates
The Board Meeting was held on November 1, 2021. The Board Chair, Matthew Bruno, presided over the meeting. The following items were discussed:
- Mr. Bruno and board members acknowledged Ms. Jackye Russell on her recent retirement from the Coalition.
- Mr. Rick Beasley was recognized for receiving the Toni Jennings Workforce Development Professional of the Year Award.
- Ms. Iris Marquez of Little Innovators Early Learning Academy was recognized for the November Chairman’s Partner Spotlight. Ms. Marquez shared information about her early learning center and STEM (Science, Technology, Engineering and Math) initiatives.
- The finance committee reported approval of the following resolutions:
  - To disburse Early Head Start Performance Bonus Pay which would grant a One-time Performance-Based Incentive payment to Early Head Start Partners.
  - To implement Early Head Start Policy and Procedure for Partner Performance Bonus.
  - To amend the Early Learning Coalition Budget for fiscal year 2021-2022 by increasing the overall budget by $7,992,529.
To amend the contract with Citrus Health Network for Developmental Services which would align to the State’s screening updates.

Finance committee updates included:
- Financials are in good standing for the end of the first quarter of the fiscal year.
- The Coalition received a recommendation to upgrade the incident response plan regarding paying a ransomware to ‘eligible’ recipients not prohibited by the US Treasury Department’s Office of Foreign Assets Control (OFAC).
- Mr. Jerry Plush, CEO of Amerant Bank, presented on the bank’s initiatives to empower people and promote economic mobility.
- The Program, Policy and Strategy Committee reported approval of the following resolution:
  - To submit School Readiness Plan amendment with updates to the Finance, Contracts, and Human Resource Policies.
- The committee provided updates on:
  - Early Head Start’s average daily attendance and meals for September.
  - The Division of Early Learning’s communication regarding screening of children in the School Readiness Program in which communication with partners and families is increased and expands service delivery to more children in the program.
  - The Professional Development Institute kicked-off the Early Education Internship Program at Kids for Kids Academy on November 8th.
  - The Apprenticeship program is in the final stages of the application process.
  - ELC Talks on the topic of childhood trauma took place on October 22nd.
- Ms. Jasmin Johnson, 21-22 Early Head Start Policy Council Vice Chair and a representative of Miami Gardens Learning Center, provided the Policy Council Report via a pre-recorded video.
- The Provider Services Committee reported on:
  - Creating opportunities to engage TANF recipients in the Workforce and early childhood education field. The benefits cliff is a concern for many recipients and the Workforce continues to address the challenge.
  - Childcare partners participated in an Early Education Partners Roundtable with their provider representatives. Retention of early education professionals and enrollment are still an ongoing challenge. Many beneficial resources were shared by provider representatives.
- The Monroe Advisory Committee reported:
  - Refresher trainings have been provided to address the decline in at-risk referrals to School Readiness
  - There are plans to eventually expand Early Education Internship program to Monroe County.
  - Slots have been allocated for Monroe County participants in The Apprenticeship program.
  - The Professional Development Institute (PDI) begins Child Development Associate (CDA®) Courses on November 6th.
- Mano-y-Ola reported the results of the community assessment they did for Monroe.
- The meeting was followed with the Strategic Planning meeting led by Carol Wick.

VI. Updates:
A. Corrective Action Plan Update
   The program received a correspondence from the Office of Head Start stating that all the requirements of the corrective action plan were successfully met. The program is no longer non-compliant.

B. Fiscal
   - On October 29th, 2021 the Policy and Procedure to implement Partner Performance Bonuses as well as the 2020-2021 Partner Performance Bonuses were approved by the Finance committee.
   - All funds were liquidated timely by the grant closing date. As projected the program did end the year with a balanced budget.
• Federal Financial Reports, SF425, SF428 and SF429 were all submitted for 2020-2021 Fiscal Year.

C. Transitions
January 31st is the first transition period for children who turned 3 years old on or before December 31st. The children will transition/leave the program on January 31st. Family Advocates should be in communication with families regarding their options for transitions. Families can reach out to their Family Advocate with questions.

D. Education
During your recent Parent-Teacher Conference, teachers shared fun tips, resources, and activities to help parents talk, read, sing and play with their children at home. Parents should have received a box of materials (Talk, Read, and Sing kit) including books, and a variety of sensory toys to use with their child. Each week, the Neighborhood Place Digest will feature additional tips to support parents with the initiative.

E. Reminders
• Parents were reminded that every Friday the program sends a newsletter with valuable information about trainings, meetings, and resources. Parents should take the time to review.
• The program has a diaper distribution happening. Parents who need diapers can contact their family advocates.

VII. Adjournment
Ms. Torres asked for a motion to adjourn
• Ms. Yessenia Mayorga moved to adjourn
• Ms. Victoria Yanez seconded the motion to adjourn
• Meeting adjourned at 6:40 p.m.
Action Requested: Authorize the President and CEO to allow the Early Head Start program to pay holidays during the 2021-2022 program year.

Fiscal Impact: A total amount not to exceed $265,647.50.

Funding Source: U.S. Department of Health and Human Services, Administration for Children and Families.

Strategic Goal:  ☐ Neediest Children  ☑ Providers  ☐ Youngest Children  ☐ Funding  ☐ Educate All  ☐ ELC Operations  

Resolution: 12152021-01

AUTHORIZE THE PRESIDENT AND CEO TO ALLOW THE EARLY HEAD START PROGRAM TO PAY HOLIDAYS DURING THE 2021-2022 PROGRAM YEAR.

WHEREAS, the Early Head Start Policy Council has been apprised of the program goals through the attached narrative, hereby incorporated by reference, and the Early Head Start Policy Council is in agreement with the goals described therein;

WHEREAS, the Early Head Start Policy Council recommends approving this action;

NOW, THEREFORE, be it resolved that the Early Head Start Policy Council shall authorize the President and CEO to allow the Early Head Start program to pay holidays during the 2021-2022 program year.
The foregoing resolution and attachment was offered by Click or tap here to enter text., who moved its approval. The motion was seconded by Click or tap here to enter text., and upon being put to a vote, the vote was as follows: Click or tap here to enter text.members in favor and Click or tap here to enter text.opposed.

The chairperson thereupon declared this resolution duly passed and adopted this 15th day of December 2021.

EARLY LEARNING COALITION OF MIAMI-DADE/MONROE, INC,

By: ________________________________
    Anais Valdez, Policy Council Secretary

Background

The Early Head Start program recognizes the challenges partners are facing with the current shortage of qualified teachers. The program recognizes the selflessness of each partner and their Early Head Start teachers in continuing to provide services to the families of infants and toddlers, who remain the most vulnerable demographic at this time. In an effort to mitigate the loss of current teaching staff, promote retention, incentivize on-going service, and acknowledge their commitment, the Early Head Start program will pay eleven (11) holidays during the 2021-2022 fiscal year. These days will be based on the calendars each partner provided upon the execution of their 2021-2022 Early Head Start contract with the Early Learning Coalition. Any holidays prior to the approval of this resolution and after August 1, 2021 will be paid retroactive upon adequate proof that staff was paid.
Early Head Start Program
a division of the Early Learning Coalition of Miami-Dade/Monroe

Policy Council Bylaws
Policy Council Approval:
<table>
<thead>
<tr>
<th>ARTICLE</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. NAME OF ORGANIZATION</td>
<td>2</td>
</tr>
<tr>
<td>II. THE PURPOSE AND OBJECTIVE OF THE POLICY COUNCIL</td>
<td>2</td>
</tr>
<tr>
<td>III. STRUCTURE AND COMPOSITION OF MEMBERSHIP</td>
<td>2-3</td>
</tr>
<tr>
<td>IV. ELECTIONS, TERMS OF OFFICE AND DUTIES OF OFFICERS</td>
<td>3-4</td>
</tr>
<tr>
<td>V. QUORUM</td>
<td>4</td>
</tr>
<tr>
<td>VI. VOTING PROCEDURES</td>
<td>4-5</td>
</tr>
<tr>
<td>VII. VACANCIES AND REMOVAL OF MEMBERS</td>
<td>5</td>
</tr>
<tr>
<td>VIII. MEETINGS</td>
<td>5-6</td>
</tr>
<tr>
<td>IX. TRAVEL</td>
<td>6</td>
</tr>
<tr>
<td>X. MEETING TRAVEL ALLOWANCES</td>
<td>6-7</td>
</tr>
<tr>
<td>XI. COMMITTEES</td>
<td>7-8</td>
</tr>
<tr>
<td>a. Executive Committee</td>
<td>7</td>
</tr>
<tr>
<td>b. Planning and Budget</td>
<td>7</td>
</tr>
<tr>
<td>c. Personnel Committee</td>
<td>7</td>
</tr>
<tr>
<td>d. Ad Hoc Committee</td>
<td>8</td>
</tr>
<tr>
<td>XII. COMMITTEE REPRESENTATION AND TRAINING</td>
<td>8</td>
</tr>
<tr>
<td>XIII. AMENDMENTS</td>
<td>8</td>
</tr>
<tr>
<td>XIV. INTERNAL DISPUTE RESOLUTION</td>
<td>8</td>
</tr>
<tr>
<td>XV. RULES OF ORDER</td>
<td>8</td>
</tr>
<tr>
<td>XVI. APPLICABILITY</td>
<td>8</td>
</tr>
<tr>
<td>XVII. APPROVAL OR DISAPPROVAL RESPONSIBILITIES</td>
<td>9</td>
</tr>
<tr>
<td>XVIII. CONSENT AGENDA</td>
<td>9</td>
</tr>
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ARTICLE I
NAME OF ORGANIZATION
The name of the organization shall be the Neighborhood Place for Early Head Start Policy Council (Policy Council).

ARTICLE II
THE PURPOSE AND OBJECTIVE OF THE POLICY COUNCIL
The purpose and objective of the Policy Council is to provide a platform for parents/legal guardians and the community to participate in a process of shared planning and decision making concerning the program design and implementation of the Neighborhood Place for Early Head Start Program (Program), as outlined in Head Start Program Performance Standards 1301 and section 642 of the Head Start Act. The Policy Council members shall:

Section 1 Serve as a link between the Program’s Parent Committees, the Early Learning Coalition of Miami-Dade/Monroe Board (Governing Board), and public and private organizations of the communities served. Policy Council members shall bring information and recommendations from their respective groups, organizations, child care center (center), and/or regions for dissemination. Issues and concerns that are within the scope, purpose, function and responsibility of the Policy Council must follow proper protocol established at the center level before presenting to the Policy Council.

Section 2 Ensure children and families have an opportunity to benefit from a comprehensive, inter-disciplinary broad range of services offered by the Program.

Section 3 Assist Program Parent Committees in communicating program options with all enrolled parents to ensure that they understand their rights, responsibilities, and opportunities in the Program and to encourage participation.

Section 4 Assist Program Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff and ensure that allocated funds are used accordingly to support parent activities.

Section 5 Assist in recruiting volunteer services from parents, community residents, and community organizations.

Section 6 Assist in the mobilization of community resources to meet identified center and program needs.

Section 7 Establish and maintain procedures for resolving community complaints about the Program.

Section 8 Support the program by participating in committees and meetings that support the Program’s decision-making and planning process.

ARTICLE III
STRUCTURE AND COMPOSITION OF MEMBERSHIP
Section 1 The structure of the Neighborhood Place for Early Head Start Policy Council shall ensure members are elected by the parents of currently enrolled children. The majority of the members shall be parents/legal guardians of children currently enrolled in the program, in accordance with Head Start Performance Standard 1301.3(b) and Head Start Act 642(c)(2)(C).

Section 2 The Policy Council shall consist of the following:

Parent Representation
One voting representative shall be elected by and from each center’s Parent Committee.

Community Representation
The Program shall recommend at least two (2) candidates for membership. The candidates shall represent or provide service to Miami-Dade County. One of the two representatives can be a former parent and/or representative. All Community Representatives must be elected by the Policy Council.

Back to Table of Content
Section 3  Any officer from the parent committee can serve as an alternate for a policy council representative so long as they are not related to any staff working in the Program (see Section 4 for definition of relative). Alternate representatives shall be non-voting representatives and shall only vote in the absence of the voting representative.

Section 4  In accordance with Head Start Performance Standard1301.3(b)(2), no staff member or members of his/her immediate family shall serve on the Policy Council. Immediate Family is defined as any of the following relationships:

- wife
- husband
- son
- daughter
- brother
- mother
- father
- sister
- grandmother
- relatives by marriage of comparable degree
- daughter

All Policy Council members will be given an affidavit to sign, attesting to the fact that they have no family members employed with Head Start Program.

Section 5  Parent members elected to the Policy Council shall serve a one (1) year term beginning in October and ending upon the election of the new Policy Council. Members may be re-elected, but not to exceed three (3) years. Any part of a year served is considered as a full term even if the term of office is less than six (6) months.

Section 6  The Community Representative shall serve one (1) year term beginning in November and ending upon the election of the new Policy Council. The members elected will not exceed three (3) years. Any part of a year served is considered as a full term even if the term of office is less than six (6) months.

ARTICLE IV  ELECTIONS, TERM OF OFFICE AND DUTIES OF OFFICERS

Section 1  Election of officers shall be held yearly at the Policy Council meeting in October. Officers shall consist of a Chairperson, a Vice-Chairperson, a Secretary, an Assistant Secretary, a Treasurer and a Parliamentarian. Only the elected voting parent representatives are eligible to serve as Policy Council Officers.

Section 2  Officers shall serve a one (1) year term of office subject to re-election of two (2) additional term. Any part of a year served is considered as a full term.

Section 3  A parent serving as an alternate who does not actually cast a vote during a program year will not be considered as having served a term and will be allowed to serve up to three terms as a Policy Council member, if and upon being elected.

Section 4  The duties of the officers shall be those, which usually apply to the positions identified in “Roberts Rules of Order” and those of the Executive Committee of the Policy Council.

Section 5  All Policy Council officers by virtue of their position serve as members of the Executive Committee. The officers are expected to attend monthly Policy Council and Executive Committee meetings, and serve on the Standing Committees (Planning and Budget, and Screening Committees).

Duties of Officers:
Chairperson:  The Chairperson shall preside at all Policy Council meetings. S/he shall by virtue of their office, serve as ex-officio member of all standing committees. S/he shall assist in the recommendation or selection of all subcommittee chairpersons, temporary or permanent, except for the Executive Committee. S/he shall appoint members of the Policy Council to serve on other committees and boards as needed.
Vice-Chairperson: The Vice-Chairperson shall preside at the Policy Council meeting in the absence of or the inability of the Chairperson to exercise the duties of his/her office. The Vice Chair shall succeed to the position of the Chair if a vacancy occurs, becoming the Chair of the Policy Council with all rights, privileges and powers except to change or modify rules made by the Chair. S/he shall perform other duties as are incidental of his/her office or as instructed by the Chair.

Secretary: The Secretary shall be responsible for taking the roll call at all of the meetings. The Secretary shall perform such duties as are incidental of his/her office or as instructed by the Chair.

Assistant Secretary: The Assistant Secretary shall assist the Secretary as needed with taking the roll call at the meetings. The Asst. Secretary shall perform such duties as are incidental of his/her office or as instructed by the Secretary.

Treasurer: The Treasurer shall give the program’s fiscal and financial reports at the Policy Council monthly meetings. S/he shall serve as the Chair for the Planning and Budget Committee and shall perform such duties as are incidental of his/her office or as instructed by the Chair.

Parliamentarian: The Parliamentarian shall assist the Chair and other officers in ensuring the proper parliamentary procedures are followed based on Robert’s Rules of Order for conducting meeting business (e.g. motions, voting, obeying the rules of debates). The Parliamentarian will preside at the Policy Council Meeting in the absence of the Chair and Vice Chair. S/he shall perform such duties as are incidental of his/her office or as instructed by the Chair.

ARTICLE V
QUORUM

Section 1 There must be a quorum present to conduct official business. One third (1/3) of the seated Policy Council members shall constitute a quorum. If a quorum is not present or expected within twenty minutes of the meetings start time, the members who are present will decide by a majority of votes whether to continue with the meeting or reschedule the meeting.

Section 2 The chair person will be counted towards the quorum.

Section 3 Three (3) members shall constitute a quorum for the all Ad-hoc, or Sub-committees of the Policy Council.

ARTICLE VI
VOTING PROCEDURES

Section 1 One third (1/3) of the seated Policy Council members in attendance, at a duly constituted regular or special Policy Council meeting, shall represent official action of the Policy Council.

Section 2 Each member of the Policy Council shall have one (1) vote. There shall be no proxy. The Chair shall only have voting privileges in the event of a tie vote. A record of all Policy Council members entitled to vote shall be maintained by the Policy Council Secretary and made available at any meeting upon request by the members. Alternates will vote only during the absence of their elected voting representative as prescribed in Article III. A list of all alternate members shall be maintained by the Program’s office.

Section 3 Fifty-one percent (51%) of the votes cast shall determine if a motion passes or fails, unless otherwise stated.

Section 4 If an attempt to obtain quorum has been unsuccessful, electronic voting will be allowed as an acceptable form of voting. Electronic voting would be permissible for time sensitive action items related to Early Head Start grant application or having a budgetary impact. Fifty-one percent (51%) of the seated Policy Council members must vote in order for an action item to pass or fail.
Section 5  Election of Officers shall be held in October or as early as possible in the new program year following the organization of the Parent Committees. The election of new officers will occur immediately after the outgoing officers officially vacate their office.

Section 6  Elections of officers will take place at the first organization meeting of the Policy Council. Only the voting Representatives shall participate in the election of officers. All officers shall be elected by roll call. The candidate receiving highest number of the votes cast shall be declared the winner.

Section 7  A voting member can abstain from casting a vote if s/he is ambivalent about the action item, mildly disapproves of the action item without rising to the level of active disapproval, or has a conflict of interest with the action item. If the abstention is a result of a conflict of interest, the member shall state his or her conflict for the record.

ARTICLE VII  VACANCIES AND REMOVAL OF MEMBERS

Section 1  All vacancies shall be filled through election or temporary appointment within thirty (30) calendar days of the date of the Policy Council officially declares a seat “vacant”.

Section 2  Vacancies of the Policy Council shall be filled by election or temporary appointment with a representative from the specific center wherein the vacancy occurs. Any representative filling a vacancy does so only for the remainder of the term of the Committee member being replaced.

Section 3  No Policy Council representative shall serve in a temporary capacity for a period of more than two (2) months.

Section 4  All Policy Council members shall be expected to attend meetings of the Policy Council on a regular basis. Any Policy Council member missing three (3) consecutive regular meetings during the program year shall be automatically removed from the Policy Council, unless the absences are excused by the Chairperson and/or Secretary upon notification from the member or key management staff. The Secretary or key management staff shall notify the member, school or organization of this action in writing within fifteen (15) days.

Section 5  The member being removed from the Policy Council due to nonattendance shall have the right to appeal (in writing) the decision to the Policy Council within ten (10) days following notification of dismissal. A majority vote of members present at the next Committee meeting is required for reinstatement, provided the membership in attendance constitutes a quorum.

Section 6  Any violation of the Policy Council Member’s Code of Conduct shall be brought to the attention of the Committee in writing. Members of the Committee shall listen to all points of view prior to deciding whether or not to remove the Member from the Committee. Final decision by the committee will follow voting procedures as specified in Article VI, section 3.

Section 7  Any member of the Policy Council may resign from their position at any time by providing the Policy Council with a written notice indicating the member’s intention to resign and the effective date.

ARTICLE VIII  MEETINGS

Section 1  Regular meetings of the Council shall be held on the third Wednesday of each month with the exception of December, June and July; December and June will be Executive Committee Meetings and July there will be no meeting due to vacation time. In the event this date falls on a holiday, the meeting shall be held on date and time as designated by a majority vote of the general body at a previously scheduled meeting or key management. Meetings are scheduled to begin at 5:30 p.m. Meetings will be held via a Zoom.
Section 2  The members shall be notified by mail at least five (5) calendar days prior to the regular meeting.

Section 3  The Chairperson, other officers, and key management staff may call a special meeting upon written request.

Section 4  All members shall be notified of any Special meetings at least forty-eight (48) hours in advance. This notice shall state the purpose of the meeting, person(s) calling the meeting and should include information related to the agenda items.

Section 5  The meetings of the Policy Council shall be conducted in general conformity with “Roberts Rules of Order” except as may otherwise be provided by these by-laws, or as the Committee may prescribe.

Section 6  All Policy Council meetings shall be open to the public. Any citizen may participate in any meeting of the Policy Council as an observer, or may petition the Policy Council to be placed on the agenda by completing and submitting the Agenda Item Request Form at least 7 calendar days prior to the meeting date.

ARTICLE IX  
TRAVEL

Section 1  To be considered for travel, a voting representative must be actively participating on the Policy Council. Travel will be on a voluntary basis.

Section 2  All Policy Council members traveling must submit a written summary of the conference within five (5) days of their return, which will be distributed at the next regularly scheduled Policy Council meeting.

Section 3  The traveling members must submit within five (5) days of their return, receipts for overnight lodging, boarding pass, registration, luggage cost, transportation, etc.

ARTICLE X  
MEETING AND TRAVEL ALLOWANCES

Section 1  Reimbursements: In accordance with Head Start Program Performance Standards 1301.3(e), reimbursement payment made to cover the cost of certain expenses incurred as a result of attending meetings, trainings and activities in the performance of other official duties and responsibilities in connection with the Program shall be made eligible to Early Head Start parents who are members of the Policy Council in the following manner:

1. Even if no quorum is achieved, a meeting is considered to have taken place when proper notification was made inviting the participants to attend.

2. Policy Council Representatives, Executive Committee, and Subcommittee members with family income that falls below Health and Human Services poverty guidelines will be eligible to request reimbursement for reasonable expenses incurred for their participation in Council meetings and activities. Reasonable expenses incurred shall be considered for paid transportation, for the purchase of gasoline, etc.

3. Reimbursement may be made for transportation to and from official appointment by the least expensive, convenient means of transportation. Mileage allowance shall be computed in accordance with Early Learning Coalition of Miami-Dade/Monroe Travel Policy. This allowance is limited to only the voting and nonvoting representatives (alternates) serving on the Policy Council and Parent Committee members selected to serve on Sub-Committees of the Policy Council. To ensure parents are eligible to receive reimbursement family status and income eligibility will be verified for all Policy Council representatives requesting reimbursement.

Back to Table of Content
4. Travel expenses for out-of-town meetings, conferences and trainings shall comply with the Early Learning Coalition Miami-Dade/Monroe Travel Procedures.

5. Other expenses such as calls made on a private telephone will not be allowed as a reimbursement expense.

6. Childcare expenses, when not provided by the program, will be paid at the rate of minimum wage for the number of hours plus half-hour to and half-hour from the meeting.

**ARTICLE XI COMMITTEES**

**Section 1**

The following standing committees shall exist:

**Executive Committee:** The Executive Committee shall be comprised of the Policy Council officers and Chairpersons of all Standing Committees. The Executive Committee will be authorized to transact Policy Council business between meetings of the full Policy Council. In cases of emergencies, items approved will be subject to ratification at the regularly scheduled meeting.

**Subsection 1** The Executive Committee must fairly reflect the composition of the full Policy Council and may recommend additional Committee members as needed to insure fair representation. The Executive Committee shall provide input into the Policy Council agenda items.

**Subsection 2** In the event the Policy Council is unable to convene, the Executive Committee shall transact the business of the Policy Council, to be ratified at the next regular or special Policy Council meeting.

**Subsection 3** The Executive Committee shall assist the Policy Council in the formation of planning and shall serve to make recommendations to the Policy Council. The Executive Committee shall assist the Policy Council Chairperson in making recommendations for the election of the Sub-Committee Chair. The standing and/or subcommittees shall meet monthly or as frequently deemed necessary by the Chairperson, its members and key management staff. The Executive Committee shall be assisted by Program’s Management team and other key staff.

**Planning and Budget Committee:** The Planning and Budget Committee shall be comprised of Policy Council representatives, alternates and/or parent volunteers from the center. Responsibilities include reviewing financial reports, approving and/or disapproving budgets, providing program recommendations, and working with staff on the grant application process. The Planning and Budget Committee will assist in determining where services are needed, including location for program operation as stipulated by the Community Needs Assessment. The Planning and Budget Committee will assist in determining program priorities.

**Personnel Committee:** The Personnel Committee membership shall be comprised of Policy Council representatives, alternates and/or parent volunteers from the centers. The Personnel Committee Chairperson must be a voting representative on the Policy Council. Responsibilities include the review of applications and/or resume of all recommended applicants for any position within the Early Head Start Program. Members of the Personnel Committee are encouraged to participate in the interview process.

Committee will also be responsible for making recommendations regarding personnel decision, such as hiring, promotion, and termination of staff. Terminations will include a list of employees to be terminated and a statement regarding reasons for termination of employment. Approved recommendations will be given in writing to the Executive Committee of the Policy Council. If approved, the Executive Committee will take the recommendation before the Policy Council for approval. If not approved by the Executive Committee, the recommendation will go back to Early Head Start Vice President for resolution.
Resolution Alternatives
1. Begin process again, and select alternate candidates from interviews.
2. Interview additional candidates and begin process again.
3. Request to re-advertise.

Ad Hoc Committees: The Chairperson of the Policy Council shall create such Ad Hoc Committees as deemed necessary to promote the objectives of the Policy Council. Ad Hoc Committee, such as Evaluation Committee or Community Complaint Committee, may be established to set up lines of communication between parents and the community and to assist in the Program’s objectives. Such Committees shall be terminated upon completion of their assigned tasks. The Chairperson shall be an ex-officio member of all Committees except for the Nominating Committee, if such a Committee is established, at any point in time.

Each alternate representative shall be given the opportunity to serve on at least one standing committee or subcommittee of the Policy Council.

ARTICLE XII
COMMITTEE REPRESENTATION AND TRAINING
Opportunities will be provided for Policy Council members to participate in leadership skill trainings. The purpose of such action is to provide opportunities for skill development, participation in community related activities, and support the decision-making process for the Policy Council.

ARTICLE XIII
AMENDMENTS
Section 1 The Policy Council shall be guided by these by-laws for the conduct of its business and for carrying out the purpose of the Council.

Section 2 These by-laws may be adopted and amended at any meeting of the Policy Council by a two-thirds (2/3) vote of the members present, provided a quorum exists.

Section 3 Notice of all proposed amendments shall be emailed to each Policy Council member at least five (5) days prior to the meeting where such amendments are to be considered for adoption.

ARTICLE XIV
INTERNAL DISPUTE RESOLUTION
The Policy Council will adhere to the Internal Dispute Procedures outlined in the Program’s Policies and Procedures for resolving internal disputes, including impasse procedures between the governing body and policy group. The Policy Council will adhere to the Program’s Internal Dispute and Impasse Procedures between the governing board and the policy group.

ARTICLE XV
RULES OF ORDER
The rules contained in “Robert’s Rules of Order” shall govern the Policy Council in all cases to which they are applicable and in which they are consistent with the Policy Council By-laws.

ARTICLE XVI
APPLICABILITY
Nothing in these By-laws may be constructed or applied in manner to contravene applicable local, state, or federal funding source policies or laws.
ARTICLE XVII
APPROVAL OR DISAPPROVAL RESPONSIBILITIES
The Policy Council must at a minimum approve or disapprove items specified in Head Start Act Sec.642(c)(2)(D).

ARTICLE XVIII
Consent Agenda

Section 1   Routine, procedural, informational and self-explanatory non-controversial items which require no discussion or debate may be grouped on the agenda under the title of Consent Agenda.

Section 2   A Policy Council member may make a single motion to approve all of the items listed under the Consent Agenda after allowing members the opportunity to request that a specific item be moved to the full agenda for individual attention.

Section 3   Documentation for consent items must be provided to the Policy Council prior to meetings so that members feel confident that their vote reflects attention to their duty of care.

Section 4   Prior to voting, Policy Council members are encouraged to ask questions related to Consent Agenda items.

Section 5   If, prior to voting, it is determined that an item on the Consent Agenda portion of the agenda actually requires an individual action, decision, or discussion that item should be removed from the Consent Agenda portion of the agenda and added to the full agenda.

Section 6   Any Policy Council member can request that an item be moved to the full agenda.

Section 7   A vote on the single motion applies to all the items on the Consent Agenda portion of the agenda.
Making a Motion

1. Member addresses chairperson to be recognized before speaking.

2. State the motion:
   “I (state your name) make a motion to approve (or disapprove):
   a. September 15, 2021 Minutes
   b. October 18, 2021 Minutes
   c. November 17, 2021 Minutes
   d. Resolution 12152021-01 Pay Childcare Partner Holidays
   e. Policy Council By-laws

3. Second the motion:
   “I (state your name) second the motion to approve (or disapprove):
   a. September 15, 2021 Minutes
   b. October 18, 2021 Minutes
   c. November 17, 2021 Minutes
   d. Resolution 12152021-01 Pay Childcare Partner Holidays
   e. Policy Council By-laws

4. The Chair states:
   “It has been moved by (name) and seconded by (name) that we approve (or disapprove):
   a. September 15, 2021 Minutes
   b. October 18, 2021 Minutes
   c. November 17, 2021 Minutes
   d. Resolution 12152021-01 Pay Childcare Partner Holidays
   e. Policy Council By-laws

   Is there any discussion?”

5. Once the discussion is complete, the Chair states:
   “If there is no further discussion. We’ll put the motion to a vote. Is there anyone opposed.

6. The Chair states, “the motion passes (or fails) with ___ votes in favor and ____ votes against.”