



**Policy Council Meeting
February 19, 2020
5:30 p.m.**

Agenda

[Click here to join via WebEx using your computer, tablet, or smartphone](#)

Call: +1-415-655-0003 US TOLL
Meeting number (access code): 739 340 561

1. Call Meeting to Order
2. Roll Call
3. Reports
 - a. [December 2019 Expenditure Report](#)
 - b. [December 2019 Credit Card Report](#)
 - c. [January 2020 Meal Report](#)
 - d. [January 2020 Enrollment Report](#)
 - e. [January 2020 Attendance Report](#)
4. Action Item:
 - a. [January 15, 2020 Minutes](#)
 - b. [Election of new Vice Chair](#)
5. Updates/Information
6. Reminders
 - a. Next Meeting March 18, 2020
7. Adjournment

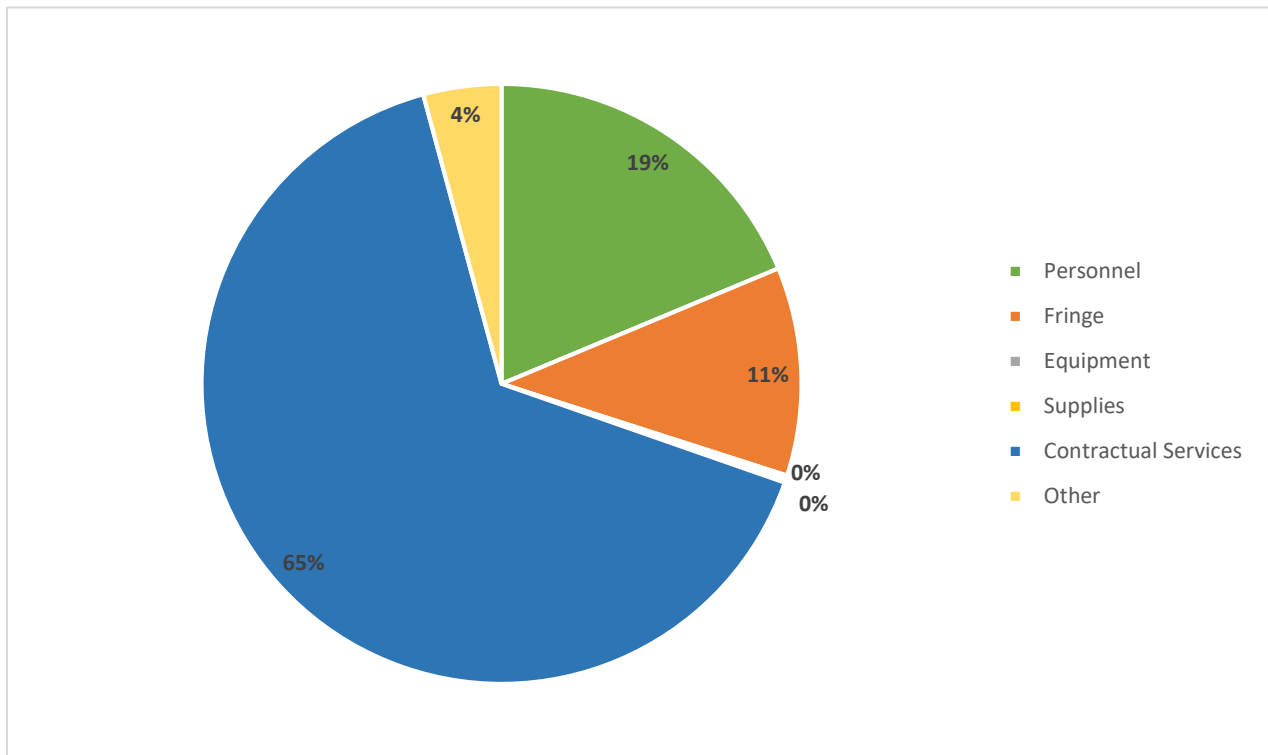
Attachments:

[How to Make a Motion](#)



December 2019 Expenditure Report

	Total Budget 2019-2020	Dec-19	Percent Total Budget Used	YTD 2019-2020	Total Budget Remaining	Percent Total Budget Remaining
Expenses						
Personnel	2,541,898.00	159,566.86	19%	1,179,350.74	1,362,547.26	60.06%
Fringe	643,607.00	95,806.29	11%	416,852.17	226,754.83	49.29%
Equipment	0.00	1,486.29	0%	3,496.66	(3,496.66)	82.32%
Supplies	118,967.00	1,883.95	0%	63,138.16	55,828.84	0.00%
Contractual Services	6,411,117.00	558,125.69	65%	2,773,354.97	3,637,762.03	54.80%
Other	495,718.00	35,901.03	4%	379,640.69	116,077.31	53.61%
Total Expenses	10,211,307.00	852,770.11	100%	4,815,833.39	5,395,473.61	55.80%





December 2019 Credit Card Report

DECEMBER 2019 BTA AMEX					
Trans. Date	AMEX Description	Traveler	ELC Description	Amount	Dist. Code
11/28/2019	BUDGET RENTAL CAR E-TOLLS 800 - 482 - 0159 NY	Eimy Ramirez	E-Tolls for Eimy Ramirez and Mashonda McClain to attend the Social Services Competency-Based Training in Daytona, Florida, November 12th-15th	\$36.74	520EHT
12/4/2019	BUDGET RENTAL CAR E-TOLLS 800 - 482 - 0159 NY	Eimy Ramirez	E-Tolls for Eimy Ramirez and Mashonda McClain to attend the Social Services Competency-Based Training in Daytona, Florida, November 12th-15th	\$1.32	520EHT
Total EHS Credit Card Expenses				\$38.06	



January 2020 Meal Report

Provider	Breakfast		Lunch		Snack	
	# of Meals	% of Meals	# of Meals	% of Meals	# of Meals	% of Meals
America's Little Leaders	189	99.5%	189	99.5%	186	97.9%
Cambridge Academy	276	99.3%	276	99.3%	277	99.6%
Children of The Sun Academy	419	97.9%	428	100.0%	428	100.0%
Creative Kidz Prep. Academy LLC	458	96.6%	458	96.6%	458	96.6%
It's A Small World VII	343	100.0%	343	100.0%	343	100.0%
Kids Small World Learning Center	563	100.0%	563	100.0%	563	100.0%
KinderKids Academy III	541	99.8%	541	99.8%	541	99.8%
Kinderland 4 Kids	300	100.0%	300	100.0%	300	100.0%
Liberty Academy	163	99.4%	164	100.0%	164	100.0%
Lincoln Marti 102	398	97.3%	408	99.8%	407	99.5%
Lincoln Marti - 450	1,320	99.9%	1,320	99.9%	1,320	99.9%
Lincoln Marti - 905	320	100.0%	320	100.0%	320	100.0%
Little Ones Academy	807	99.9%	807	99.9%	807	99.9%
Little Red School House	504	100.0%	504	100.0%	504	100.0%
LORD's Learning Center, Inc.	395	100.0%	395	100.0%	389	98.5%
Miami Gardens Learning Center	368	96.8%	374	98.4%	373	98.2%
My Little Angels Day Care Center	523	100.0%	523	100.0%	522	99.8%
Naranja Prep Academy Annex	215	96.0%	224	100.0%	224	100.0%
Our Little Hands of Love	294	98.3%	298	99.7%	295	98.7%
Pink and Blue Academy	177	96.7%	183	100.0%	178	97.3%
Precious Moments Learning Ctr.	669	94.5%	703	99.3%	662	93.5%
Rainbow Intergenerational	267	96.0%	277	99.6%	275	98.9%
Sheyes Of Miami #3	291	100.0%	290	99.7%	290	99.7%
Sheyes Of Miami Learning Center	540	100.0%	537	99.4%	536	99.3%
Shores School	746	98.8%	755	100.0%	755	100.0%
Step Above	289	93.8%	305	99.0%	300	97.4%
The Carter Academy I	297	99.7%	297	99.7%	297	99.7%
The Carter Academy II	306	100.0%	306	100.0%	306	100.0%
Wynwood Learning Center	272	100.0%	272	100.0%	271	99.6%
Wynwood Learning Center II	330	100.0%	330	100.0%	330	100.0%
Early Learning Coalition	12,580	98.8%	12,690	99.7%	12,621	99.1%

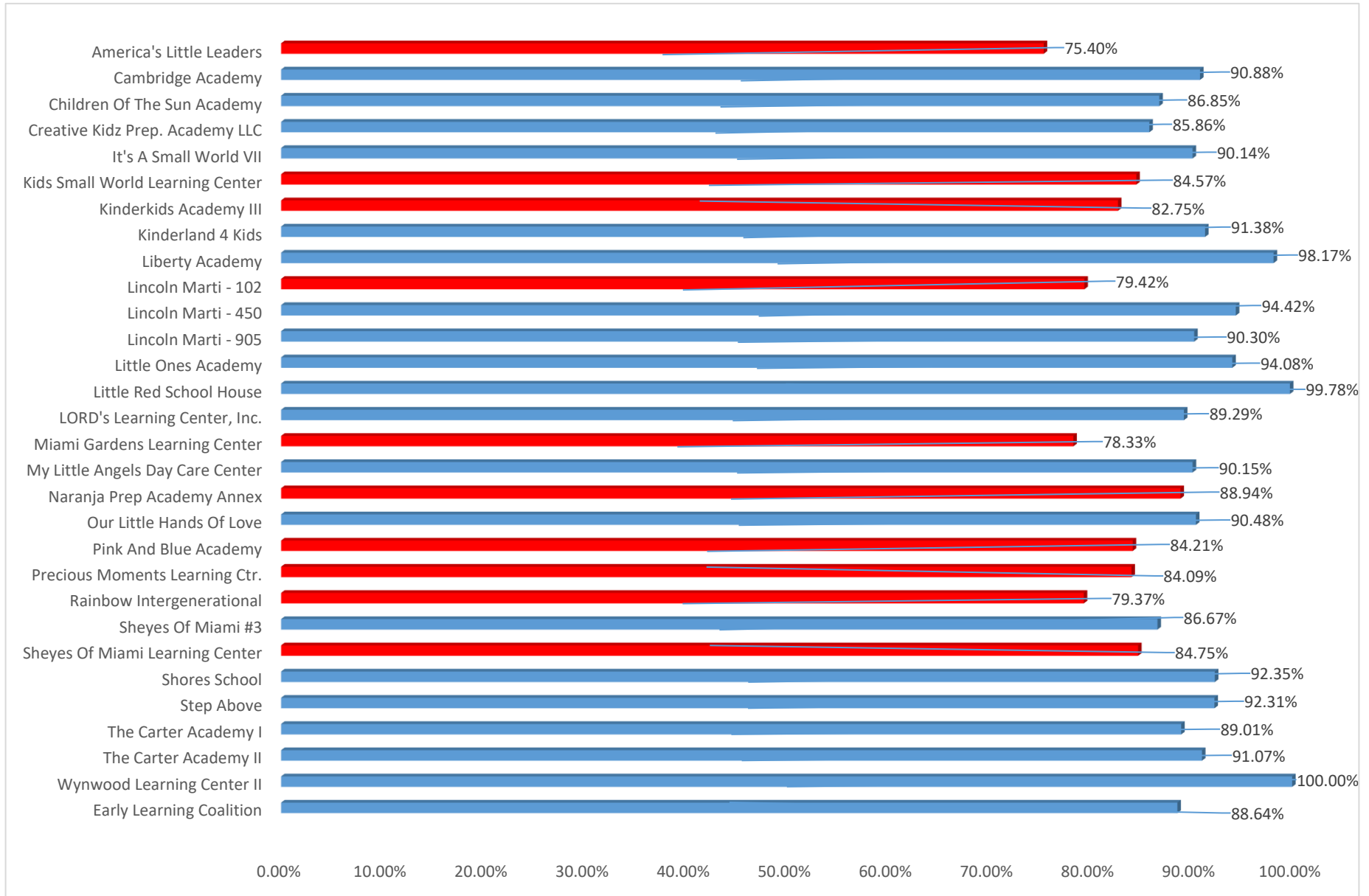


January 2020 Enrollment Report

Site	Total	Actual Enrollment	Vacancies
America's Little Leaders	12	12	0
Cambridge Academy	16	16	0
Children of The Sun Academy	24	24	0
Creative Kidz Prep. Academy LLC	32	23	9
It's a Small World Learning Center 7	32	31	1
Kids Small World Learning Center	32	32	0
KinderKids Academy III	32	32	0
Kinderland 4 Kids	16	16	0
Liberty Academy	8	8	0
Lincoln Marti 102	24	24	0
Lincoln Marti - 450	64	64	0
Lincoln Marti - 905	16	16	0
Little Ones Academy	40	40	0
Little Red School House	24	24	0
LORD's Learning Center, Inc.	23	23	0
Miami Gardens Learning Center	24	24	0
My Little Angels Day Care Center	32	32	0
Naranja Prep Academy Annex	12	12	0
Our Little Hands of Love	16	16	0
Pink and Blue Academy	12	12	0
Precious Moments Learning Ctr.	40	40	0
Rainbow Intergenerational	16	16	0
Sheyes Of Miami #3	16	16	0
Sheyes Of Miami Learning Center	32	32	0
Shores School	40	40	0
Step Above	16	16	0
The Carter Academy I	16	16	0
The Carter Academy II	16	16	0
Wynwood Learning Center	16	16	0
Wynwood Learning Center II	16	16	0
Early Learning Coalition Totals:	715	705	10



January 2020 Attendance Report





January 15, 2020

5:30 p.m.

Minutes

1. Call to Order

Ms. Francia Alexandre presided over the meeting. The meeting was called to order at 5:40 p.m.

2. Roll Call

The following were in attendance.

Member's Name	Center
Alegina Lora	Children of The Sun Academy
April Williams	Miami Gardens Learning Center
Brittany Boykins	Lincoln Marti - 102
Camelia Page	Creative Kidz
Celia Bruce	Lincoln Marti - 905
Francia Alexandre	Step Above Academy
Giselle Deorta	Naranja Prep
Johanna Escobar	Wynwood Learning Center
Labresha Riley	The Carter Academy II
Lizette Fontilus	Little Red School House
Ronald Ferguson	Liberty Academy
Roomending Joseph	America's Little Leaders

EHS Staff	Position
Belkis Torres	VP for EHS
Cathrine Demps	Administrative Coordinator
Cecilia Nariznis	Mental Health Manager
Lucretia Jones	Director of Child Development and Education Support Services
Otilia Gonzalez-Varese	Disability Manager
Priscilla Ferrer	Health Manager
Sandrina Seraphin	Director of Family and Community Engagement
Tatiana Larionova	Nutrition Manager
Vanessa Bongiorno	EHS Accountant

3. Reports

A. October 2019 Credit Card Report

In the month of October, credit card charges totaled \$1,129.61. Charges were for two (2) Family Advocates to travel to Daytona for a training to become certified in Social Services.

B. November 2019 Credit Card Report

In the month of November, credit card charges totaled \$182.38 for transportation to the Social Services training.



C. October 2019 Expenditure Report

Total expenses for the month of October were \$ 2,862.08 of TTA funds and \$1,055,119.21 of the base budget. We used 11% of our annual budget.

D. November 2019 Expenditure Report

Total expenses for the month of November 2019 were \$ 39,888.63 of TTA funds and \$ 832,800.84 of the base budget. We used 8% of our annual budget. As of the end of November we have used 37% of our annual budget and have \$ 6.4 million available.

E. November 2019 Meal Report

Number of meals served in November:

- Breakfasts -11,236 (99%)¹
- Lunches – 11,309 (100%)
- Snacks - 11,239(98.9%)

F. December 2019 Meal Report

Number of meals served in December:

- Breakfasts -11,137 (99%)²
- Lunches – 11,262 (100%)
- Snacks - 11,203 (98.9%)

G. November 2019 Enrollment Report

During the month of November, there were a total of 703 children enrolled in the program. There were a few vacancies that took less than 30 days to fill. EHS was also in the process of bringing on a new provider to fill additional slots.

H. December 2019 Enrollment Report

During the month of December, there were a total of 696 children enrolled in the program. One program no longer serves EHS families so children enrolled in that particular center were predominately transferred to one of the new EHS providers as well as other vacant slots. Many of the vacancies were from the new provider, as only 16 of their slots were filled. EHS is currently waiting for the center to be fully staffed so that the remaining 16 slots are filled.

I. November 2019 Attendance Report

During the month of November, the attendance percentage was 89.26%. Although the numbers were above the 85% threshold, it has dropped since the last month. This is often due to families leaving the last week of November for holiday break. The attendance analysis confirmed that children were out due to vacation, transportation concerns and being sick.

J. December 2019 Attendance Report

During the month of December, the attendance was 82.8%. We fell below the 85% threshold for that month. An analysis was conducted and the top reason for the absences were families going on vacation, children being sick and children going to doctor appointments. The overall attendance percentage should increase the following month.

¹ Percentages based on children present at school

² Percentages based on children present at school



K. Fall 2019-2020 Teaching Strategies Gold Checkpoint Data

The chart represents the ongoing assessment data that is analyzed by teachers. Each week, teachers monitor children's progress by documenting their observations for a variety of objectives within five main domains of development: Social Emotional, Language and Literacy, Cognition, Perceptual Motor, and Physical, and Approaches to Learning. For each area, the data is calculated to show the percentage of children who are below, meeting, or exceeding the widely held expectations of a typical child. This data is used by the teachers for individual lesson planning and by the program to support teachers through professional development. We also use this data to develop the program's School Readiness Goals. We have three checkpoint periods each year: September - December, January - March, April - June. At the end of each period, an updated report will be provided to Policy Council.

4. Action Items:

1. November 13, 2019 Minutes
 - April Williams moved to approve
 - Motion second by Alegina Lora
 - Motion passed (12) in favor and (0) opposed
 - No discussion

5. Board Meeting Updates

The Board meeting took place on December 2, 2019. Representative Erin Grall from District 54 attended the meeting and provided legislative updates.

The following were approved:

- Resolution 11022019-01- this resolution will divide the cost of the Early Head Start playgrounds at the 8 new sites between School Readiness funding and Early Head Start. The reason behind splitting the cost between the two funding sources is that children from School Readiness and Early Head Start use the playground. Therefore, it would not be appropriate for Early Head Start to pay for the entire cost of the playground.
- Early Head Start Policies and Procedures were ratified by the entire board after being approved by the Executive Committee in the November 2019 meeting.
- To execute a contract with Citrus Health Network for Developmental Screenings and Individualized Follow-up.
- Approval was given:
 - To execute a contract with Sofla Voice and Data Inc. for Phone Support and Maintenance.
 - To execute a contract with Builcore for General Contracting Services for the ELC. Builcore did repairs on several new Early Head Start sites last year.
 - To release a Request for Proposal (RFP) for Quality Materials. This is not to exceed \$3,000,000. It will be used by different programs in the Early Learning Coalition, including the Early Head Start program.
 - To release a Request for Proposal (RFP) for Curriculum Materials. This is not to exceed \$800,000. It will be used by different programs in the Early Learning Coalition, including the Early Head Start program.
 - To release a Request for Proposal (RFP) for Provider Portal Hosting and Dashboard Services. This is not to exceed \$235,000. It will be used by different programs in the Early Learning Coalition, including the Early Head Start program.



- To release a Request for Proposal (RFP) for Enterprise Network Support and Hosting Services. This is not to exceed \$185,000. It will be used by different programs in the Early Learning Coalition, including the Early Head Start program.
- To release an Invitation to Negotiate (ITN) for Office Furniture. This is not to exceed \$250,000. It will be used by different programs in the Early Learning Coalition, including the Early Head Start program.
- The Provider Services Committee gave an update on their last hearing. The following providers had Hearings:
 - A Small World Learning Center Academy
 - Sheyes Of Miami #1
(this was the only Early Head Start site presented to the committee. Their Early Head Start contract was terminated and their School Readiness contract was put on a Corrective Action.)
 - Cherry Blossom Learning Center #1
 - Children of Destiny Learning Center
 - Olive Tree Academy
 - Magic Moments Childcare and Preschool
 - Celia Gonzalez Family Day Care Home
 - Gentle Hugz Preschool and Child Care
 - The Children's Place Child Care Center
 - The Teaching Heart Foundation

6. Updates/Information

a. **Health Advisory Committee Updates**

The Health Advisory Committee meeting took place this past October and the next meeting is scheduled for April 13, 2020. The meeting is held to address common goals and challenges surrounding topics of nutrition, mental health, disability and health. All parents are invited to attend the next meeting.

b. **Financial Wellness**

The first cohort of the Financial Wellness workshops were held the week of November 4th through 8th. The trainings took place in the north area at Edison, the central area at Kids Small World and the south area at KinderKids. The north area had a great turn out and families were interested in all three sessions. Trainings were offered on three topics over the course of three consecutive days.

- Teaching financial literacy to children
- Managing a basic budget
- Understanding credit
 - This third session comes with free individualized credit counseling.
 - Families were given many resources. Those that did not attend will be given another opportunity once the sessions are conducted at sites.

c. **Federal Review Focus Area 1**

The week of November 18, the program had the Focus Area 1 Federal Review. These were a series of phone calls; each day the federal reviewer concentrated on one area (education, family engagement, fiscal, enrollment, health, mental health, nutrition, disability, program governance). A special thanks to Ms. Francia Alexandre, Policy Council Chair, who participated on the call with the Board Chair, Mr. Adrian Alfonso. Preliminary feedback reflected a good review. A formal written report will be provided. It is expected that the program will receive the information within the next couple of months.



d. Parent Wellness Survey

As EHS develops a comprehensive wellness program for staff, teachers and parents, we the program would really appreciate your input. Parents can take a survey to give EHS an opportunity to develop the program in a way that will meet their needs. The links will be emailed following the meeting.

English:

<http://bit.ly/pwis>

Spanish:

<http://bit.ly/pwespanol>

So far 45 parents completed the survey in English and 21 in Spanish.

e. Wellness Newsletter

The first EHS Wellness Newsletter was shared with EHS staff and providers in December. A list of mental health resources was attached to the newsletter.

f. Playground Update

Playground installations have been completed at KinderKids Academy III and Children of the Sun Academy. The installation at Little Ones Academy is in progress and the permit has been approved to start work at Pink and Blue. Kaplan is awaiting permit approvals for the additional centers receiving playgrounds.

g. Self-Assessment Meeting

- Self -Assessment meeting was held on January 7.
- Present were community partners, staff, childcare owner from Children of the Sun, and our Policy Council Chair, Ms. Francia Alexandre.
- Mr. Martorano gave an overview of the self-assessment process.
- After the overview, participants divided into 4 focus groups:
 - Education, Enrollment and Attendance, and Family Engagement
 - Mental Health and Disability
 - Nutrition and Health
 - Fiscal
- Each group was presented with data from the respective areas.
- The groups identified the strengths, opportunities for improvement, and made recommendations.
- The team leaders are preparing their reports and improvement plans. A final report and improvement plan will be given in February's Policy Council meeting.

h. Upcoming Workshops/ Trainings for Parents

Learning Through Play

- Hosted by Early Steps with Help Me Grow
 - Date: January 31 10:00-11:30 at Early Steps Office: 11440 N. Kendall Drive, Suite 109
 - Contact: 305-929-8705
- **Development: What Kids Should be Doing and When to Worry**
 - Hosted by Baptist Health
 - Date: January 16 6:30-7:30 p.m. at Victor E. Clarke Education Center (Auditorium)
6200 SW 73 St. Miami, FL 33143



- Register online or call 786-596-3812
 - See website below for registration
<https://events.baptisthealth.net/ClassesAndEventsDetails.aspx?ceid=c67aa28a-bf40-46df-a427-86373bdeea6f>
 - See attached flyer
- **Introduction to Social Emotional Development for Parents in Spanish**
- **Flyer will be sent following the meeting**

i. Funding Letter

The program received their funding letter for next year. The proposed federal funding for next year is a total \$10,211,307. This is for \$9,976,933 for Program Operations and \$232,374.00 for Training and Technical Assistance. The program has begun the grant application.

7. Adjournment

- Motion to adjourn was made by Alegina Lora.
- Motion seconded by April Williams
- Meeting adjourned at 6:29 pm



Policy Council Roles and Responsibilities

Chairperson: The Chairperson shall preside at all Policy Committee 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 Committee to serve on other committees and boards as needed. The Chair shall not be a voting member when conducting a meeting and shall vote only to break a tie vote.

Vice-Chairperson: The Vice-Chairperson shall preside at the Policy Committee 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 Committee with all rights, privileges and powers except to change or modify rules made by the Chair. The Vice-Chair shall preside at the Policy Committee Executive Committee meetings and shall be an ex-officio member of all committees. S/he shall perform other duties as instructed by the Chair.

Secretary: The Secretary shall be responsible for conducting roll call of the members, taking and keeping minutes and other records of the Policy Committee meetings including the official membership. 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 to conduct roll call, take and keep minutes, maintain other records of the Policy Committee, and 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 Committee 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). S/he shall perform such duties as are incidental of his/her office or as instructed by the Chair.



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. January 15, 2020 Minutes
3. Second the motion:
 "I (state your name) second the motion to approve (or disapprove):
 - a. January 15, 2020 Minutes
4. The Chair states:
 "It has been moved by (name) and seconded by (name) that we approve (or disapprove):
 - a. January 15, 2020 Minutes

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.**