



Policy Council Meeting

January 15, 2020

5:30 p.m.

Agenda

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Meeting number (access code): 732 266 171

1. Call Meeting to Order
2. Roll Call
3. Reports
 - a. Expenditure Reports
 - i. [October and November 2019 Expenditure Report](#)
 - b. Credit Card Reports
 - i. [October and November 2019 Credit Card Report](#)
 - c. Meal Reports
 - i. [November 2019 Meal Report](#)
 - ii. [December 2019 Meal Report](#)
 - d. Enrollment Reports
 - i. [November 2019 Enrollment Report](#)
 - ii. [December 2019 Enrollment Report](#)
 - e. Attendance Reports
 - i. [November 2019 Attendance Report](#)
 - ii. [December 2019 Attendance Report](#)
 - f. [Fall 2019-2020 Teaching Strategies Gold Checkpoint Data](#)
4. Action Item:
 - a. [November 13, 2019 Minutes](#)
5. Updates/Information
 - a. Federal Review Focus Area 1
 - b. Parent Wellness Survey
 - c. Playground Update
 - d. Self-Assessment Meeting
 - e. Upcoming Workshops/Trainings for Parents
6. Reminders
 - a. Next Meeting February 19, 2020
7. Adjournment

Attachments:

[How to Make a Motion](#)



October and November 2019 Expenditure Report

2019-2020 T/TA Expenses	2019-2020 Budget	October 2019	Percent of Budget	November 2019	Percent of Budget	Percent of Budget YTD	Total YTD	Budget remaining
Salary and Fringe		0.00		4,054.77			4,054.77	
Contractual Services		0.00		600.00			9,195.00	
Occupancy and Infrastructure (Other)		0.00		1,653.10			1,653.10	
Travel, Conf, Prof Dev		1,894.58		1,105.00			9,674.58	
Program and Activity Expenses (Supplies)		0.00		9,554.40			29,554.40	
Other Expenses		967.50		22,921.36			27,728.86	
T/TA Total Expenses	232,374.00	2,862.08	1%	39,888.63	17%	35%	81,860.71	150,513.29
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2019-2020 Base Expenses	2019-2020 Budget	October 2019	Percent of Budget	November 2019	Percent of Budget	Percent of Budget YTD	Total YTD	Budget remaining
Salary and Fringe	3,185,505.00	378,155.03	154%	181,393.73	6%	34%	1,090,593.83	
Child Care Services	6,042,182.00	600,658.41	10%	508,341.02	8%	38%	2,273,918.99	
Contractual Services	300,781.00	4,583.04	2%	57,177.42	19%	31%	93,427.00	
Occupancy and Infrastructure (Other)	215,599.00	66,659.42	31%	27,441.81	13%	75%	162,171.15	
Travel, Conf, Prof Dev	40,993.00	1,856.66	5%	34,995.22	85%	105%	42,862.88	
Program and Activity Expenses (Supplies)	118,967.00	361.41	0%	13,211.26	11%	12%	13,970.24	
IT	25,000.00	453.41	2%	8,081.57	32%	37%	9,231.89	
Other Expenses	49,906.00	2,391.83	5%	2,158.81	4%	20%	10,046.72	
Base Total Expenses	9,978,933.00	1,055,119.21	11%	832,800.84	8%	37%	3,696,222.70	6,282,710.30
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	10,211,307.00	1,057,981.29	10%	872,689.47	9%	37%	3,778,083.41	6,433,223.59



October and November 2019 Credit Card Report

OCTOBER 2019 BTA AMEX					
Trans. Date	AMEX Description	Traveler	ELC Description	Amount	Dist Code
10/12/19	BUDGET RENTAL CAR 800 - 482 - 0159 FL	Eimy Ramirez	Transportation for Eimy Ramirez and Mashonda McClain to attend the Social Services Competency-Based Training in Daytona, Florida, October 6th-12th	\$ 209.14	520EHT
10/15/19	HARD ROCK HOTEL 386 - 947-7300 FL	Eimy Ramirez	Lodging for Eimy Ramirez to attend Module 3 of the Social Services Competency-Based Training in Daytona, Florida, November 12th-15th	\$ 447.00	520EHT
10/15/19	HARD ROCK HOTEL 386 - 947-7300 FL	Mashonda McClain	Lodging for Mashonda McClain to attend Module 3 of the Social Services Competency-Based Training in Daytona, Florida, November 12th-15th	\$ 447.00	520EHT
10/12/19	BUDGET RENTAL CAR 800 - 482 - 0159 FL	Eimy Ramirez	Tolls for Transportation to attend the Social Services Competency-Based Training in Daytona, Florida, October 6th-12th	\$26.47	520EHT
			Total EHS Credit Card Expenses	1,129.61	
NOVEMBER 2019 BTA AMEX					
Trans. Date	AMEX Description	Traveler	ELC Description	Amount	Dist Code
11/12/19	BUDGET RENTAL CAR 800 - 482 - 0159 FL	Eimy Ramirez	Transportation for Eimy Ramirez and Mashonda McClain to attend the Social Services Competency-Based Training in Daytona, Florida, November 12th-15th	\$ 145.64	520EHT
11/28/19	BUDGET RENTAL CAR E-TOLLS 800 - 482 - 0159 FL	Eimy Ramirez	Tolls for Transportation to attend the Social Services Competency-Based Training in Daytona, Florida, November 12th-15th	\$ 36.74	520EHT
			Total EHS Credit Card Expenses	182.38	



November 2019 Meal Report

Provider	Breakfast		Lunch		Snack	
	# of Meals	% of Meals	# of Meals	% of Meals	# of Meals	% of Meals
America's Little Leaders	185	100.0%	185	100.0%	182	98.4%
Cambridge Academy	253	100.0%	253	100.0%	253	100.0%
Children of The Sun Academy	359	98.4%	364	99.7%	363	99.5%
Creative Kidz Prep. Academy LLC	460	100.0%	460	100.0%	460	100.0%
Kids Small World Learning Center	522	100.0%	522	100.0%	522	100.0%
KinderKids Academy III	458	100.0%	458	100.0%	458	100.0%
Kinderland 4 Kids	239	100.0%	239	100.0%	239	100.0%
Liberty Academy	122	100.0%	122	100.0%	122	100.0%
Lincoln Marti 102	354	100.0%	354	100.0%	354	100.0%
Lincoln Marti - 450	1,158	99.9%	1,158	99.9%	1,158	99.9%
Lincoln Marti - 905	273	100.0%	273	100.0%	273	100.0%
Little Ones Academy	648	99.8%	648	99.8%	648	99.8%
Little Red School House	424	98.1%	432	100.0%	432	100.0%
LORD's Learning Center, Inc.	346	99.7%	344	99.1%	341	98.3%
Miami Gardens Learning Center	325	91.3%	349	98.0%	331	93.0%
My Little Angels Day Care Center	535	99.8%	535	99.8%	535	99.8%
Naranja Prep Academy Annex	194	96.0%	198	98.0%	198	98.0%
Our Little Hands of Love	262	100.0%	261	99.6%	259	98.9%
Pink and Blue Academy	202	99.5%	203	100.0%	198	97.5%
Precious Moments Learning Ctr.	629	96.0%	649	99.1%	624	95.3%
Rainbow Intergenerational	241	97.6%	247	100.0%	247	100.0%
Sheyes Of Miami #1	342	100.0%	342	100.0%	342	100.0%
Sheyes Of Miami #3	227	100.0%	227	100.0%	227	100.0%
Sheyes Of Miami Learning Center	520	100.0%	519	99.8%	517	99.4%
Shores School	653	99.7%	655	100.0%	655	100.0%
Step Above	253	96.9%	260	99.6%	251	96.2%
The Carter Academy I	268	100.0%	268	100.0%	268	100.0%
The Carter Academy II	258	100.0%	258	100.0%	258	100.0%
Wynwood Learning Center	243	100.0%	243	100.0%	241	99.2%
Wynwood Learning Center II	283	100.0%	283	100.0%	283	100.0%
Early Learning Coalition	11,236	99.1%	11,309	99.8%	11,239	99.1%



December 2019 Meal Report

Provider	Breakfast		Lunch		Snack	
	# of Meals	% of Meals	# of Meals	% of Meals	# of Meals	% of Meals
America's Little Leaders	187	100.0%	187	100.0%	184	98.4%
Cambridge Academy	227	100.0%	227	100.0%	227	100.0%
Children Of The Sun Academy	371	99.5%	373	100.0%	373	100.0%
Creative Kidz Prep. Academy LLC	463	100.0%	463	100.0%	463	100.0%
It's A Small World VII	28	100.0%	28	100.0%	28	100.0%
Kids Small World Learning Center	565	100.0%	565	100.0%	565	100.0%
KinderKids Academy III	499	100.0%	499	100.0%	499	100.0%
Kinderland 4 Kids	280	100.0%	280	100.0%	280	100.0%
Liberty Academy	121	100.0%	121	100.0%	121	100.0%
Lincoln Marti 102	312	99.4%	312	99.4%	312	99.4%
Lincoln Marti - 450	1,154	99.9%	1,155	100.0%	1,155	100.0%
Lincoln Marti - 905	306	100.0%	306	100.0%	306	100.0%
Little Ones Academy	662	99.7%	662	99.7%	662	99.7%
Little Red School House	480	100.0%	480	100.0%	480	100.0%
LORD's Learning Center, Inc.	373	100.0%	373	100.0%	369	98.9%
Miami Gardens Learning Center	343	93.0%	363	98.4%	357	96.7%
My Little Angels Day Care Center	542	99.8%	542	99.8%	542	99.8%
Naranja Prep Academy Annex	165	90.7%	174	95.6%	178	97.8%
Our Little Hands of Love	265	100.0%	264	99.6%	260	98.1%
Pink and Blue Academy	148	98.7%	149	99.3%	144	96.0%
Precious Moments Learning Ctr.	643	93.1%	686	99.3%	648	93.8%
Rainbow Intergenerational	242	94.9%	254	99.6%	254	99.6%
Sheyes Of Miami #3	236	100.0%	236	100.0%	236	100.0%
Sheyes Of Miami Learning Center	509	100.0%	508	99.8%	507	99.6%
Shores School	666	98.2%	677	99.9%	677	99.9%
Step Above	221	87.4%	249	98.4%	247	97.6%
The Carter Academy I	273	100.0%	273	100.0%	273	100.0%
The Carter Academy II	261	99.6%	261	99.6%	261	99.6%
Wynwood Learning Center	286	100.0%	286	100.0%	286	100.0%
Wynwood Learning Center II	309	100.0%	309	100.0%	309	100.0%
Early Learning Coalition	11,137	98.6%	11,262	99.7%	11,203	99.2%



November 2019 Enrollment Report

Site	Total	Actual Enrollment
America's Little Leaders	12	12
Cambridge Academy	16	16
Children of The Sun Academy	24	24
Creative Kidz Prep. Academy LLC	32	31
Kids Small World Learning Center	32	31
KinderKids Academy III	32	32
Kinderland 4 Kids	16	16
Liberty Academy	8	8
Lincoln Marti 102	24	24
Lincoln Marti - 450	64	64
Lincoln Marti - 905	16	16
Little Ones Academy	40	40
Little Red School House	24	24
LORD's Learning Center, Inc.	23	23
Miami Gardens Learning Center	24	24
My Little Angels Day Care Center	32	32
Naranja Prep Academy Annex	12	12
Our Little Hands of Love	16	16
Pink and Blue Academy	12	12
Precious Moments Learning Ctr.	40	40
Rainbow Intergenerational	16	16
Sheyes Of Miami #1	24	24
Sheyes Of Miami #3	16	14
Sheyes Of Miami Learning Center	32	32
Shores School	40	40
Step Above	16	16
The Carter Academy I	16	16
The Carter Academy II	16	16
Wynwood Learning Center	16	16
Wynwood Learning Center II	16	16
Early Learning Coalition Totals:	707	703

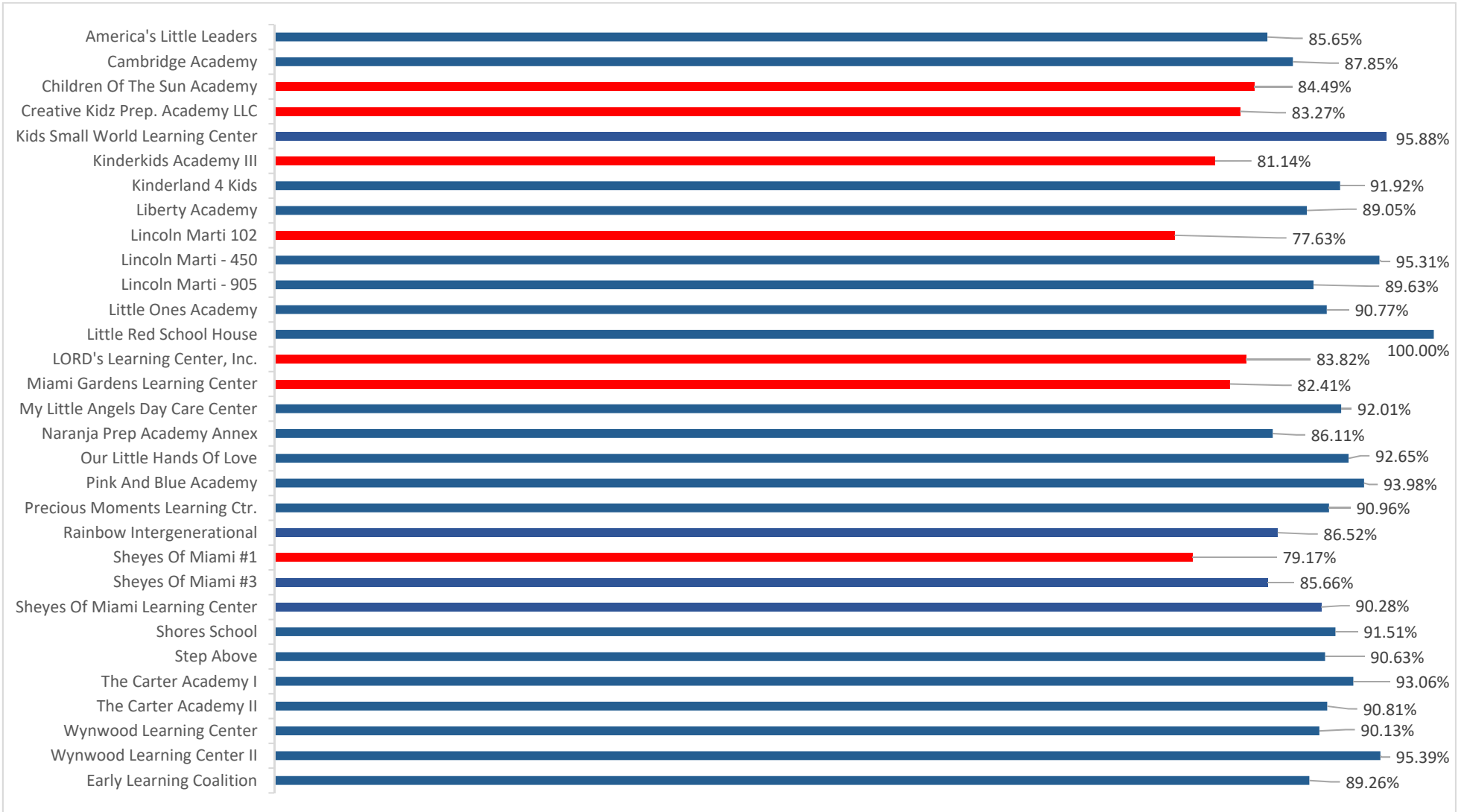


December 2019 Enrollment Report

Site	Total	Actual Enrollment
America's Little Leaders	12	12
Cambridge Academy	16	16
Children of The Sun Academy	24	24
Creative Kidz Prep. Academy LLC	32	30
It's a Small World Learning Center 7	32	16
Kids Small World Learning Center	32	31
KinderKids Academy III	32	32
Kinderland 4 Kids	16	16
Liberty Academy	8	8
Lincoln Marti 102	24	24
Lincoln Marti - 450	64	64
Lincoln Marti - 905	16	16
Little Ones Academy	40	40
Little Red School House	24	24
LORD's Learning Center, Inc.	23	23
Miami Gardens Learning Center	24	24
My Little Angels Day Care Center	32	32
Naranja Prep Academy Annex	12	12
Our Little Hands of Love	16	16
Pink and Blue Academy	12	12
Precious Moments Learning Ctr.	40	40
Rainbow Intergenerational	16	16
Sheyes Of Miami #3	16	16
Sheyes Of Miami Learning Center	32	32
Shores School	40	40
Step Above	16	16
The Carter Academy I	16	16
The Carter Academy II	16	16
Wynwood Learning Center	16	16
Wynwood Learning Center II	16	16
Early Learning Coalition Totals:	715	696

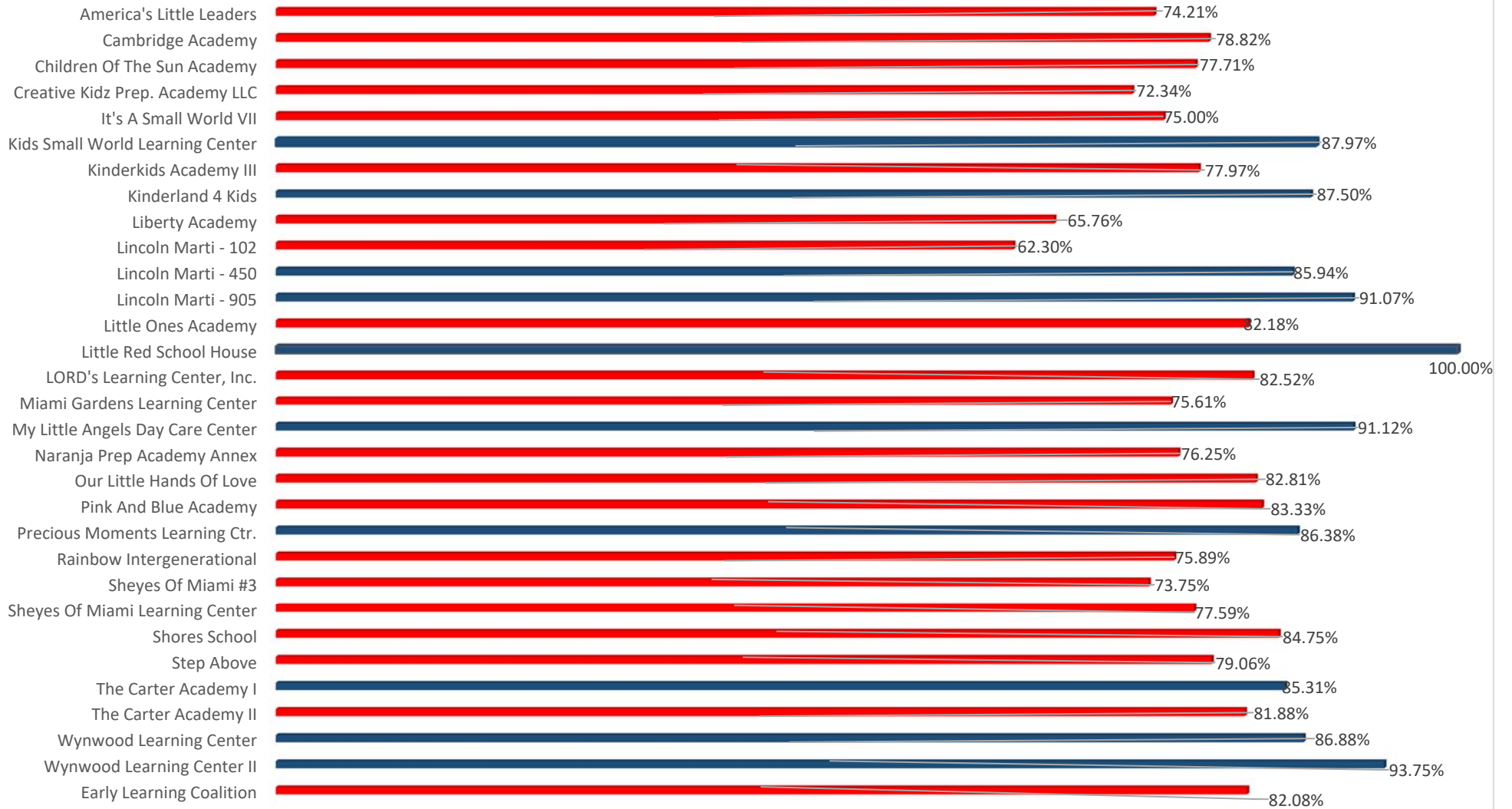


November 2019 Attendance Report





December 2019 Attendance Report





Fall 2019-2020 Teaching Strategies Gold Checkpoint Data

ELC of Miami-Dade/Monroe - The Neighborhood Place for Early Head Start			
Fall 2019/2020			
	Below	Meeting	Exceeding
Social-Emotional	14.69%	72.20%	13.11%
Physical	16.93%	68.59%	14.49%
Language	32.52%	61.39%	6.09%
Cognitive	16.67%	74.29%	9.04%
Literacy	25.70%	59.97%	14.34%
Mathematics	24.48%	65.17%	10.34%



November 13, 2019

5:30 p.m.

Minutes

1. Call to Order

Ms. Maria Carrero and Ms. Francia Alexandre presided over the meeting. The meeting was called to order at 5:39 p.m.

2. Roll Call

The following were in attendance.

Member's Name	Center	EHS Staff	Position
Alegina Lora	Children of The Sun Academy	Belkis Torres	VP for EHS
Aleyda Serrano	Kinderland 4 Kids	Cecilia Nariznis	Mental Health Manager
April Williams	Miami Gardens Learning Center	Otilia Gonzalez-Varese	Disability Manager
Camelia Page	Creative Kidz	Lucretia Jones	Director of Child Development and Education Support Services
Christina Bazil	Sheyes #3	Vanessa Bongiorno	EHS Accountant
Ciney Mendoza	Rainbow Intergenerational	Sandrina Seraphin	Director of Family and Community Engagement
Francia Alexandre	Step Above	Tatiana Larionova	Nutrition Manager
Ivan Edwards	Shores School	Priscilla Ferrer	Health Manager
Johanna Escobar	Wynwood Learning Center	Salvatore Martorano	EHS Compliance Manager
Ketoraha Saunders	Cambridge Academy	Cathrine Demps	Administrative Coordinator
Kimberly Wardlaw	The Carter Academy I		
Krystal Frierson	Pink and Blue Academy		
Lizette Fontilus	Little Red School House		
Maria Carrero	Kids Small World Learning Center		
Ronald Ferguson	Liberty Academy		
Roomending Joseph	America's Little Leaders		

3. Reports

A. August 2019 Credit Card Report

Credit Card charges for the month of August 2019 were \$1,952.47 for conference travel expenses.

B. September 2019 Credit Card Report

There was a credit balance of \$417.00 for cancelled lodging expenses for FLAECY which was cancelled due to Hurricane Dorian.



C. August 2019 Expenditure Report

Total expenditures for the month of August 2019 were \$730,153.24.

D. September 2019 Expenditure Report

Total expenditures for the month of September 2019 were \$902,301.31.

a. We have 84% of the budget remaining as of September 30, 2019

E. October 2019 Meal Report

a. Number of meals served in October has gone up from previous month, consistent with the attendance:

Breakfasts -13,130 (99%)¹

Lunches - 13,204 (99.6%)

Snacks - 13,114(98.9%)

b. Overall percentages of meals are in line with children present (98-99% of total meals served)

F. October 2019 Enrollment Report

During the month of October, there were 704 children enrolled in our program. The program is currently looking to partner with additional providers to fill the remaining vacancies.

G. October 2019 Attendance Report

During the month of October, the program had 91.09% of children enrolled. Last month, two (2) sites fell below 85% attendance. The attendance percentages continue to rise. The top reason for absences in the month of September were children being out due to illness and doctor's appointments.

4. Action Items:

a. October 16, 2019 Minutes

- Moved to approve by Alegina Lora
- Motion seconded by April Williams
- Motion passed (15) in favor and (0) opposed
- Discussion: None

b. Bylaws

The following sections were highlighted in the bylaws:

- The length of time the members serve on the Policy Council (Article III, Sec. 5)
- The number of members for quorum (Article V, Sec. 1)
- Voting rights (Articles VI, Sec. 2)
- Months of meetings (Article VIII, Sec. 1)
- Special Call Meetings (Article VIII, Sec. 3 & 4)
- Committees (Article XI, Sec. 1)

The chair called for a motion to approve the minutes. The motion was as follows:

- Moved to approve by Alegina Lora
- Motion seconded by April Williams
- Motion passed (15) in favor and (0) opposed
- Discussion: None

¹ Percentages based on children present at school



c. Committee Members

Members were elected to serve on 3 committees:

- Personnel committee: Ms. Lora, Cristina Bazil, Aleyda Serrano
- Budget and planning committee: Kimberly Wardlaw, Ronald Ferguson, Johanna Escobar
- Provider Services Committee: Francia Alexandre

d. Policies and Procedures

Overview of the Policies and Procedures were provided to the members.

- Moved to approve by Kimberly Wardlaw
- Motion seconded by April Williams
- Motion passed (15) in favor and (0) opposed
- Discussion: None

e. Self-Assessment Plan

Purpose of the Self-Assessment

- The self-assessment creates a time for the program to critically examine data collected.
- The program uses this time to uncover patterns or trends in the data that may not be immediately evident during the regular ongoing monitoring process.
- The results of the self-assessment are used for program planning which include the development and achievement of goals and objectives, determination of training and technical assistance priorities, and the allocation and use of program funds.
- Examines the effectiveness of program operations, and attempts to answer the question, “Are we doing the right things?”
- The self-assessment process described here will allow the program to analyze the effectiveness of key management systems, as those systems impact services delivered to children and families.

Frequency of the Self-Assessment

- Conducted Annually

Participants:

- Community Representatives
- Parents
- Board Members
- Staff

Timeline/Process:

- Data Collection
 - (Timeframe: December 2, 2019 – January 3, 2020)
- Data Analysis
 - (Timeframe: January 7, 2020 – January 17, 2020)
- Impact of Analysis
 - (Timeframe: January 20, 2020 – January 21, 2020)
- Final Report and Improvement Plan
 - (Timeframe: January 22, 2020 – January 28, 2020)
- Report Presentation
 - (Timeframe: February 4, 2020 – February 19, 2020)



- Moved to approve by April Williams
- Motion seconded by Alegina Lora
- Motion passed (15) in favor and (0) opposed
- Discussion: None

5. Board Meeting Updates

On November 4, 2019, there was an Executive Committee meeting rather than a full Board meeting. The following was discussed:

- The challenges with EFS Mod were shared. EFS Mod is the State system used to track the enrollment of the School Readiness children. This new system was launched in July 2018. There have been a lot of glitches with inaccuracies. The ELC is consulting with an accounting firm to obtain more accurate information.
- A resolution was passed to modify the fiscal impact and funding source for the construction of the Early Head Start Playgrounds. Since the playgrounds will be used by Early Head Start children who are also in the School Readiness program, it was approved that School Readiness funds should also be used to pay for the playgrounds.
- The Early Head Start Policies and Procedures were approved by the Board.
- The Board approved to have a Policy Council chair or designated Policy Council member sit on the ELCMDM Board.
- The Board also approved to have a Policy Council member sit on the Provider Services Committee. The Provider Services Committee is a committee that reviews contracts at risk for termination. The committee members review the information provided by the program and the provider is invited to come and explain the incidents that have led to their site being at risk for termination. The committee then decides on whether or not to terminate the contract.

Francia Alexandre expressed interest in sitting on the Provider Services Committee. However, she is unable to participate in the November 21st Provider Service Committee. An invitation was extended to all of the other members and a parent was encouraged to participate in the November 21st meeting. Ms. Lora also expressed an interest to participate but the time is not convenient.

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 north at Edison, Central at Kids Small World and South at KinderKids. The north 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. PD Days

The first two Professional Development Days were held on October 24th and 25th. A total of 209 teachers and staff attended. There were presentations provided by many community partners including, but not limited to, the Miami Police Department, Citrus Health Network, the Pyramid Consortium, Miami Children's Museum, and many more. Many community partners also sponsored raffle items and giveaways. Sponsorship vendors included Lakeshore Learning, Teaching Strategies and Dade County Federal Credit Union. Kaplan sponsored tote bags with the Neighborhood Place for Early Head Start logo. A special thank you to our Policy Council Chair, Ms. Francia Alexandre, who attended on October 25th and shared warm sentiments to the teaching staff on behalf of the EHS parents at Friday's luncheon.

d. Provider Services Meeting Update

- The program's request to terminate Sheyes 1's contract was agreed to by the owner. Their last day of contract will be November 30th. The EHS staff is in the process of coordinating transition and will begin meeting with parents.
- A termination letter was sent to the owners of Creative Kidz. The owners have appealed the termination and are tentatively on the agenda for the provider services committee on November 21, 2019.

7. Adjournment

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



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. November 13, 2019 Minutes
3. Second the motion:
“I (state your name) second the motion to approve (or disapprove):
 - a. November 13, 2019 Minutes
4. The Chair states:
“It has been moved by (name) and seconded by (name) that we approve (or disapprove):
 - a. November 13, 2019 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.**