



**Policy Council Meeting**  
**January 19, 2022**  
**5:30 p.m.**

**Agenda**

**Zoom Link:**

<https://zoom.us/j/93687027177?pwd=QWFXZWxjeFZmd2FnUmZnRlhYQWY4dz09>

Meeting ID: 936 8702 7177

Passcode: 473146

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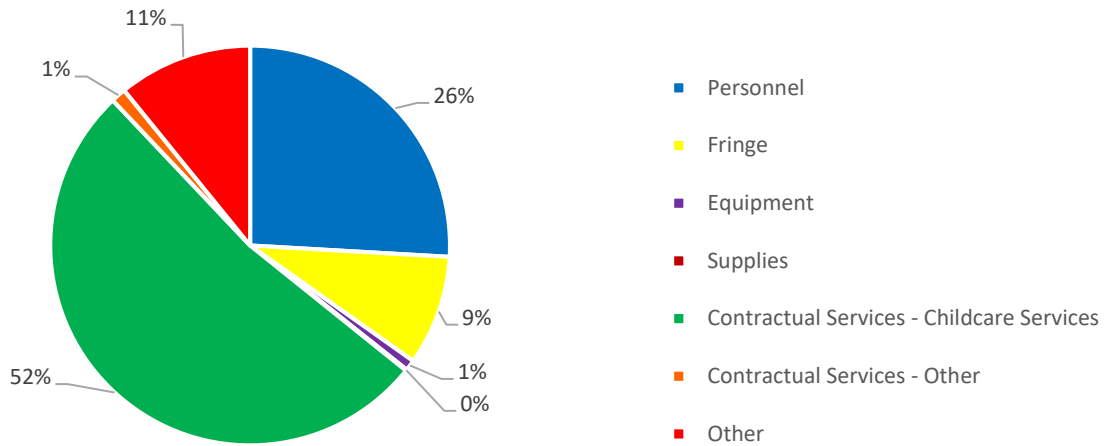
- 1. Call Meeting to Order**
- 2. Roll Call**
- 3. Action Item**
  - a. [December 15, 2021 Minutes](#)
  - b. Election of a New Parliamentarian
- 4. Reports**
  - a. Expenditure and Credit Card Reports
    - i. [November 2021 Expenditure Report](#)
    - ii. [November 2021 Credit Card Report](#)
  - b. Meal Reports
    - i. [December 2021 Meal Report](#)
  - c. Enrollment Reports
    - i. [December 2021 Enrollment Report](#)
  - d. Attendance Reports
    - i. [December 2021 Attendance Report](#)
- 5. Updates/Information**
- 6. Reminders**
  - a. Next Meeting February 16, 2022
- 7. Adjournment**

Attachments: How to *Make a Motion*

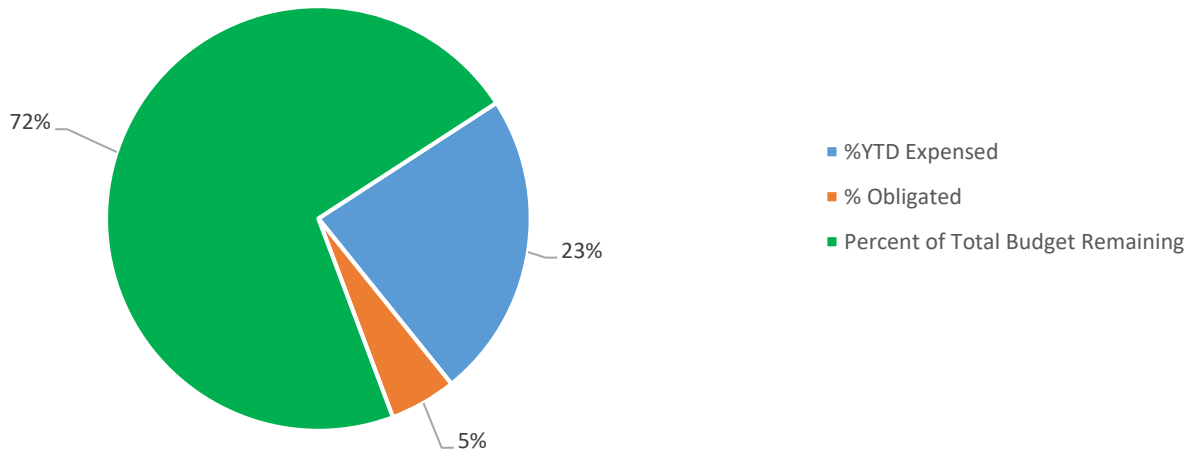
## November 2021 Expenditure Report

Expenses	Total Budget 2021-2022	November 2021	% of Monthly Expenses	YTD 2021-2022	Total Budget Remaining
Personnel	\$2,641,172.00	\$153,408.14	26%	\$672,712.12	\$1,968,459.88
Fringe	\$949,668.00	\$52,689.61	9%	\$220,767.13	\$728,900.87
Equipment	\$25,000.00	\$5,127.88	1%	\$7,574.82	\$17,425.18
Supplies	\$96,492.00	\$551.10	0%	\$15,734.77	\$80,757.23
Contractual Services - Childcare Services	\$5,833,713.48	\$308,901.31	52%	\$1,353,066.12	\$4,480,647.36
Contractual Services - Other	\$515,905.52	\$7,156.51	1%	\$51,246.87	\$464,658.65
Other	\$750,962.00	\$64,250.33	11%	\$207,545.46	\$543,416.54
<b>Total Expenses</b>	<b>\$10,812,913.00</b>	<b>\$592,084.88</b>	<b>100%</b>	<b>\$2,528,647.29</b>	<b>\$8,284,265.71</b>

Expenditure Report for November 2021 with YTD Budget Status



Budget at a Glance as of November 2021



## November 2021 Credit Card Report

There were no credit card expenses for November 2021.

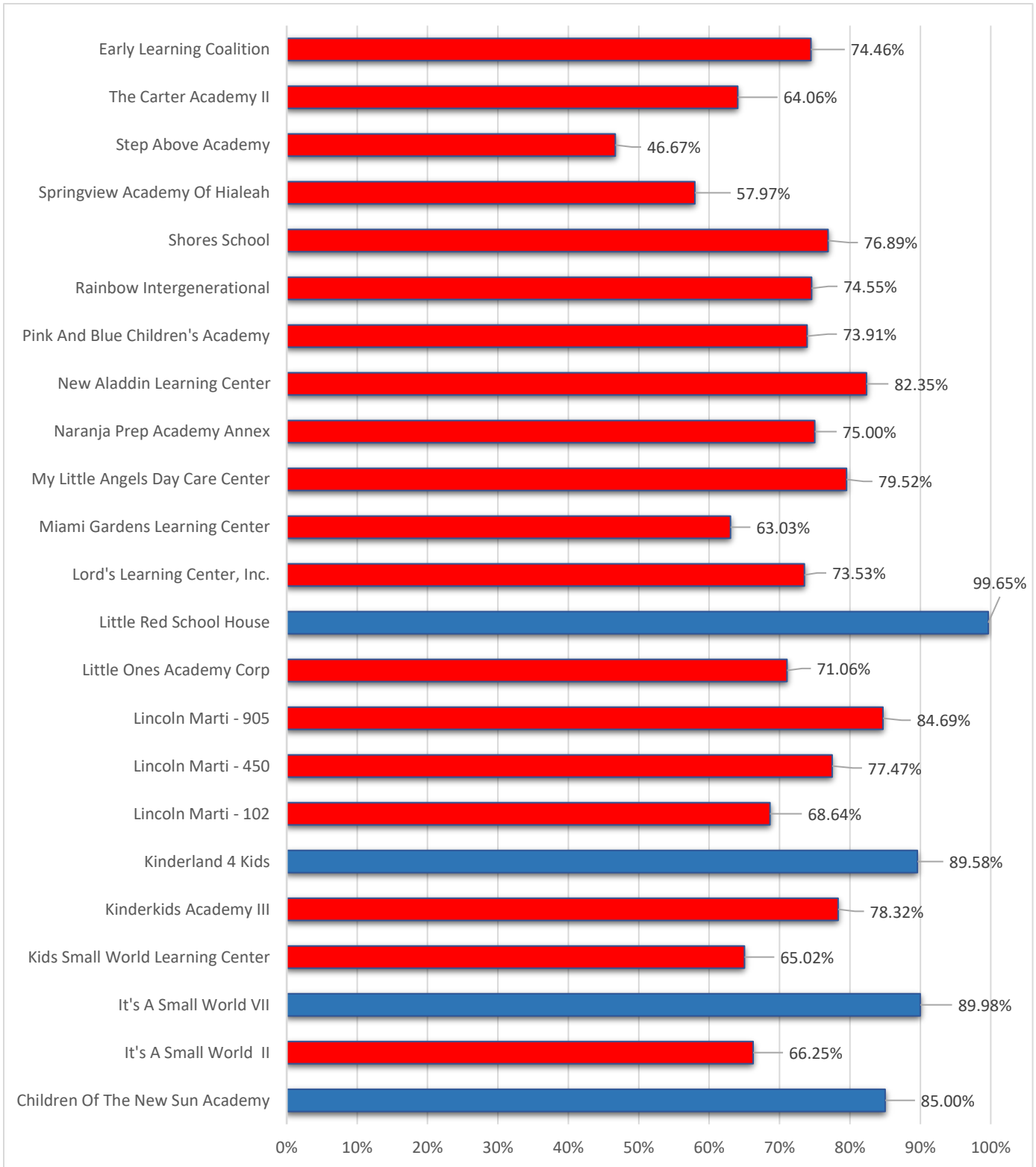
### December 2021 Meal Report

Center	Breakfast		Lunch		Snack	
	# of Meals	% of Meals	# of Meals	% of Meals	# of Meals	% of Meals
Children of the New Sun Academy	272	100.00%	272	100.0%	272	100.0%
It's A Small World II	318	100.00%	318	100.0%	318	100.0%
It's A Small World VII	539	100.00%	539	100.0%	539	100.0%
Kids Small World	391	100.00%	390	99.7%	390	99.7%
Kinderkids Academy III	498	100.00%	498	100.0%	498	100.0%
Kinderland 4 Kids	301	100.00%	301	100.0%	301	100.0%
Lincoln Marti 102	324	100.00%	324	100.0%	324	100.0%
Lincoln Marti - 450	987	100.00%	987	100.0%	987	100.0%
Lincoln Marti - 905	244	90.04%	271	100.0%	269	99.3%
Little Ones Academy	213	100.00%	213	100.0%	213	100.0%
Little Red School House	282	98.26%	287	100.0%	287	100.0%
LORD's Learning Center, Inc.	180	96.77%	186	100.0%	183	98.4%
Miami Gardens Learning Center	208	100.00%	206	99.0%	194	93.3%
My Little Angels Day Care Center	396	100.00%	396	100.0%	396	100.0%
Naranja Prep Academy Annex	180	100.00%	180	100.0%	180	100.0%
New Aladdin Learning Center	448	100.00%	448	100.0%	448	100.0%
Pink and Blue Academy	135	99.26%	136	100.0%	136	100.0%
Rainbow Intergenerational	494	98.60%	495	98.8%	487	97.2%
Shores School	623	100.00%	623	100.0%	623	100.0%
Springview Academy	434	94.14%	460	99.8%	457	99.1%
Step Above	147	86.98%	169	100.0%	164	97.0%
The Carter Academy II	205	100.00%	205	100.0%	205	100.0%
<b>Total:</b>	<b>7,819</b>	<b>98.80%</b>	<b>7,904</b>	<b>99.87%</b>	<b>7,871</b>	<b>99.46%</b>

## December 2021 Enrollment Report

Center	Funded Enrollment	Actual Enrollment	Vacancies
Children of the New Sun Academy	20	20	0
It's A Small World II	24	24	0
It's A Small World VII	32	32	0
Kids Small World Learning Center	32	32	0
Kinderkids Academy III	32	32	0
Kinderland 4 Kids	16	16	0
Lincoln Marti - 102	24	24	0
Lincoln Marti - 450	64	64	0
Lincoln Marti - 905	16	16	0
Little Ones Academy Corp	16	16	0
Little Red School House	16	16	0
Lord's Learning Center, Inc.	16	14	2
Miami Gardens Learning Center	24	23	1
My Little Angels Day Care Center	32	32	0
Naranja Prep Academy Annex	12	12	0
New Aladdin Learning Center	32	32	0
Pink and Blue Children's Academy	12	12	0
Rainbow Intergenerational	32	32	0
Shores School	48	44	4
Springview Academy of Hialeah	40	38	2
Step Above Academy	16	16	0
The Carter Academy II	16	16	0
<b>Total:</b>	<b>572</b>	<b>563</b>	<b>9</b>

## December 2021 Attendance Report



**Policy Council Meeting  
December 15, 2021 (English and Spanish)  
5:30 p.m.  
Meeting Minutes**

**I. Call to Order**

In absences of all the officers and no volunteers to preside of the meeting, Ms. Belkis Torres presided over the meeting. The meeting was called to order at 5:43 p.m.

**II. Roll Call**

The following participated in the meeting:

<b>Members</b>	<b>Representing Centers</b>
Yanibel Cayetano	Children of The New Sun Academy
Vanessa Sullivan	It's A Small World VII
Natalya Saintil	Little Ones Academy Corp
Victoria Yanez	Little Red School House
Fabiola Delva	Lord's Learning Center, Inc.
Latrice Richardson	Miami Gardens Learning Center
Lashonda Williams	Naranja Prep Academy Annex
Daphne Pierre- Louis	Pink and Blue Children's Academy
<b>EHS Staff</b>	<b>Position</b>
Belkis Torres	VP for EHS
Cecilia Narznis	Mental Health Manager
Lucretia Jones	Director of Child Development and Education Support Services
Otilia Gonzalez-Varese	Disability Manager
Sandrina Seraphin	Director of Family and Community Engagement
Tatiana Larionova	Nutrition Manager
Vanessa Bongiorno	EHS Finance Manager

**III. Action Item:**

**A. September 15, 2021 Meeting Minutes**

Ms. Torres asked for a motion to approve the September 15, 2021 meeting minutes.

- Motion made by Ms. Sullivan
- Motion seconded by Ms. Williams
- No discussion
- Motion passed 8 in favor and 0 opposed

**B. October 18, 2021 Meeting Minutes**

Ms. Torres asked for a motion to approve the October 18, 2021 meeting minutes.

- Motion made by Ms. Williams
- Motion seconded by Ms. Pierre Louis
- No discussion
- Motion passed 8 in favor and 0 opposed

**C. November 17, 2021**

Ms. Torres asked for a motion to approve the November 17, 2021 meeting minutes.

- Motion made by Ms. Williams
- Motion seconded by Ms. Delva
- No discussion
- Motion passed 8 in favor and 0 opposed

**D. Resolution 12152021-01: Pay Childcare Partner Holidays**

Ms. Bongiorno provided the background and intent for the resolution. Ms. Torres asked for a motion to approve the Resolution 12152021-01.

- Motion made by Ms. Williams
- Motion seconded by Ms. Sullivan
- No discussion
- Motion passed 8 in favor and 0 opposed

**E. 2021-2022 Bylaws**

Ms. Torres reviewed the 2021-2022 Bylaws with the members. Ms. Torres asked for a motion to approve the 2021-2022 Bylaws.

- Motion made by Ms. Williams
- Motion seconded by Ms. Pierre Louis
- No discussion
- Motion passed 8 in favor and 0 opposed

**IV. Reports****A. October 2021 Expenditure Report**

Total monthly expenses for the month of October 2021 were \$576,279.11. Thirty-seven percent (37%) of total monthly expenses were used for salaries and fringe; A total of \$315,001 or 54% went to contractual services, \$296,764.85 went to providers for direct services. This is significantly lower than usual due to a holiday and two professional development days as well as the already reported under-enrollment. 8% covered other expenses, which includes rent and utilities. The program has used 18% of the budget to date and has \$8,876,349.83 remaining.

**B. October 2021 Credit Card Report**

There were no Credit Card charges in the month of October 2021

**C. November 2021 Meal Report**

Number of meals served in **November**:

- Breakfasts - 8,749 (99.31%)
- Lunches - 8,801 (99.90%)
- Snacks - 8,735 (99.15%)
- At two schools, none of the meal services reached 100% due to children either being dropped off late or picked up early, or both:
  - My Little Angels
  - Rainbow Intergenerational

**D. November 2021 Enrollment Report**

During the month of November, there was a total of 572 allocated slots and 560 enrolled. The program had 12 vacancies. All 12 vacancies were vacant for less than 30 days.

**E. November 2021 Attendance Report**

During the month of October, the program offered ONLY in-person services to children. The average monthly attendance was 82.96%. The program did not meet the 85% threshold. The top 2 reasons for absences in the month of November were from children being sick or going on vacation.

**V. Board Meeting Updates**

On December 6, 2021, there was an Executive Committee meeting rather than a full Board meeting. The Board Chair, Matthew Bruno, presided over the meeting. The following items were discussed:



- Bob Eadie, ex-officio member representing Monroe County, resigned from the board and will be recognized for his service at the February 7 Board meeting.
- Board member, Iris Strachan was approved to serve a second term on the Board.
- Five resolutions presented by the Finance committee were approved by the Executive Committee and will be ratified by the full Board in February. The resolutions were:
  - Release a Request for Proposals for technology upgrades, developmental services, and Early Head Start playgrounds
  - Amend the contract with BlueJean Software, the developers of the childcare provider portal.
  - Approve the policy and procedures for Early Head Start Teacher Bonuses
  - Approve holiday payments for Early Head Start Childcare Partners.
- One resolution presented by the Program, Policy, and Strategy Committee was approved by the Executive Committee and will be ratified by the full Board in February. The resolution included:
  - Amend the School Readiness Plan to align the Developmental Screening Policy with the new Department of Education rule.

**VI. Updates:**

There were no updates.

**VII. Adjournment**

Prior to adjourning the meeting, Ms. Torres reminded the members that the next meeting will be January 19, 2022 and wished everyone happy holidays. Ms. Torres asked for a motion to adjourn the meeting.

- Motion made by Ms. Yanez
- Motion seconded by Ms. Williams
- Meeting adjourned at 6:08 p.m.

## 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."**