



Policy Council Meeting

January 20, 2021

5:30 p.m.

Agenda

1. Call Meeting to Order
2. Roll Call
3. Reports
 - a. Expenditure and Credit Card Reports
 - i. [October 2020 Expenditure Report](#)
 - ii. [November 2020 Expenditure Report](#)
 - iii. [October 2020 Credit Card Report](#)
 - iv. [November 2020 Credit Card Report](#)
 - b. Meal Reports
 - i. [November 2020 Meal Report](#)
 - ii. [December 2020 Meal Report](#)
 - c. Enrollment Reports
 - i. [November 2020 Enrollment Report](#)
 - ii. [December 2020 Enrollment Report](#)
 - d. Attendance Reports
 - i. [November 2020 Attendance Report](#)
 - ii. [December 2020 Attendance Report](#)
 - e. [Teaching Strategies Gold Assessment Data](#)
4. Action Item
 - a. [November 18, 2020 Minutes](#)
5. Updates/Information
6. Reminders
 - a. Next Meeting February 17, 2021
7. Adjournment

Attachments:

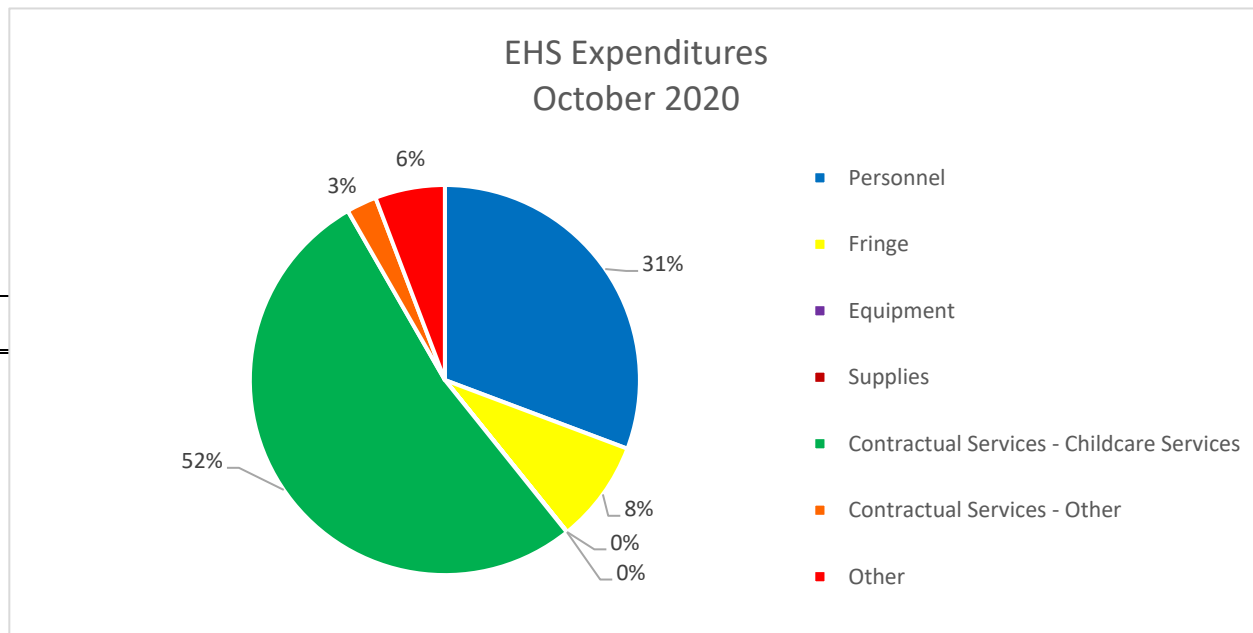
[How to Make a Motion](#)



October 2020 Expenditure Report

Expenditure Report for October 2020 with YTD Budget Status

	Total Budget 2020-2021	Oct-20		YTD 2020-2021	Total Budget Remaining
Expenses					
Personnel	2,554,599.33	275,673.41	31%	584,914.20	1,969,685.13
Fringe	773,478.24	76,143.05	8%	205,336.36	568,141.88
Equipment	50,000.00	26.24	0%	6,813.29	43,186.71
Supplies	74,520.42	261.90	0%	21,430.64	53,089.78
Contractual Services - Childcare Services	6,337,400.79	470,595.86	52%	1,477,125.86	4,860,274.93
Contractual Services - Other	213,513.00	22,515.22	3%	53,330.55	160,182.45
Other	681,874.22	51,904.40	6%	121,662.65	560,211.57
Total Expenses	10,685,386.00	897,120.08	100%	2,470,613.55	8,214,772.45

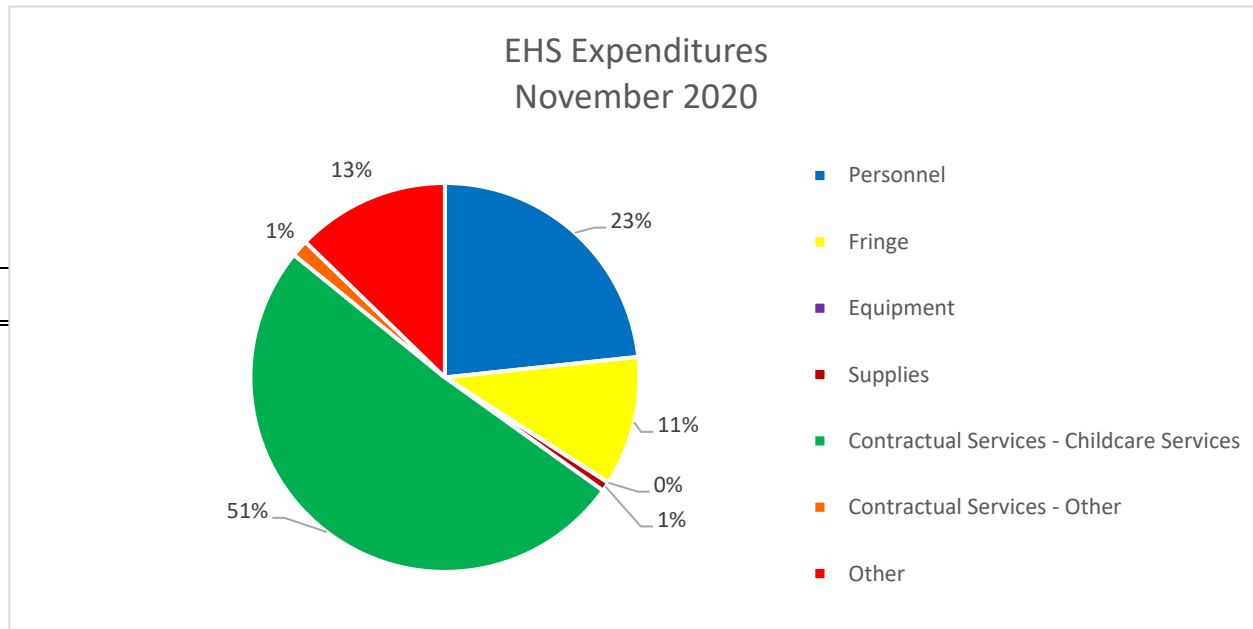




November 2020 Expenditure Report

Expenditure Report for November 2020 with YTD Budget Status

	Total Budget 2020-2021	Nov-20		YTD 2020-2021	Total Budget Remaining
Expenses					
Personnel	2,554,599.33	183,057.93	23%	767,972.13	1,786,627.20
Fringe	773,478.24	84,713.16	11%	290,049.52	483,428.72
Equipment	50,000.00	160.53	0%	6,973.82	43,026.18
Supplies	74,520.42	6,040.25	1%	27,470.89	47,049.53
Contractual Services - Childcare	6,337,400.79	400,248.31	51%	1,877,374.17	4,460,026.62
Services					
Contractual Services - Other	213,513.00	11,127.95	1%	64,458.50	149,054.50
Other	681,874.22	99,951.10	13%	221,613.75	460,260.47
Total Expenses	10,685,386.00	785,299.23	100%	3,255,912.78	7,429,473.22





October 2020 Credit Card Report

There were no credit card charges for the month of October.



November 2020 Credit Card Report

There were no credit card charges for the month of November.



November 2020 Meal Report

Provider	Breakfast		Lunch		Snack	
	# of Meals	% of Meals	# of Meals	% of Meals	# of Meals	% of Meals
America's Little Leaders	35	100.0%	35	100.0%	35	100.0%
Children Of The Sun Academy	305	100.0%	305	100.0%	305	100.0%
It's A Small World II	314	100.0%	314	100.0%	314	100.0%
It's A Small World VII	316	100.0%	316	100.0%	316	100.0%
Kiddy Academy	190	100.0%	190	100.0%	190	100.0%
Kids Small World	307	100.0%	307	100.0%	307	100.0%
Kinderkids Academy III	466	100.0%	466	100.0%	466	100.0%
Kinderland 4 Kids	191	100.0%	191	100.0%	191	100.0%
Lincoln Marti 102	105	100.0%	105	100.0%	105	100.0%
Lincoln Marti - 450	759	100.0%	759	100.0%	759	100.0%
Lincoln Marti - 905	239	99.6%	239	99.6%	240	100.0%
Little Ones Academy	319	100.0%	319	100.0%	319	100.0%
Little Red School House	330	100.0%	330	100.0%	330	100.0%
LORD's Learning Center, Inc.	220	100.0%	220	100.0%	220	100.0%
Miami Gardens Learning Center	188	98.4%	189	99.0%	187	97.9%
My Little Angels Day Care Center	320	100.0%	320	100.0%	320	100.0%
Naranja Prep Academy Annex	138	98.6%	140	100.0%	131	93.6%
New Aladdin Learning Center	412	99.5%	414	100.0%	414	100.0%
Pink and Blue Academy	143	100.0%	143	100.0%	139	97.2%
Precious Moments Learning Ctr.	515	100.0%	510	99.0%	487	94.6%
Rainbow Intergenerational	244	99.2%	246	100.0%	246	100.0%
Sheyes Of Miami #3	77	100.0%	77	100.0%	77	100.0%
Sheyes Of Miami Learning Center	356	100.0%	356	100.0%	355	99.7%
Shores School	443	100.0%	443	100.0%	443	100.0%
Springview Academy	359	100.0%	359	100.0%	359	100.0%
Step Above	120	96.0%	122	97.6%	122	97.6%
The Carter Academy I	176	100.0%	176	100.0%	176	100.0%
The Carter Academy II	183	100.0%	183	100.0%	183	100.0%
Early Learning Coalition	7,770	99.8%	7,774	99.9%	7,736	99.4%



December 2020 Meal Report

Provider	Breakfast		Lunch		Snack	
	# of Meals	% of Meals	# of Meals	% of Meals	# of Meals	% of Meals
America's Little Leaders	43	100.0%	43	100.0%	43	100.0%
Children Of The Sun Academy	295	100.0%	295	100.0%	295	100.0%
It's A Small World II	409	100.0%	409	100.0%	409	100.0%
It's A Small World VII	381	100.0%	381	100.0%	377	99.0%
Kiddy Academy	201	94.8%	212	100.0%	212	100.0%
Kids Small World	315	100.0%	315	100.0%	315	100.0%
Kinderkids Academy III	529	100.0%	529	100.0%	529	100.0%
Kinderland 4 Kids	216	100.0%	216	100.0%	216	100.0%
Lincoln Marti 102	214	99.5%	215	100.0%	215	100.0%
Lincoln Marti - 450	809	100.0%	809	100.0%	809	100.0%
Lincoln Marti - 905	294	100.0%	294	100.0%	294	100.0%
Little Ones Academy	284	100.0%	284	100.0%	284	100.0%
Little Red School House	403	100.0%	403	100.0%	403	100.0%
LORD's Learning Center, Inc.	181	100.0%	180	99.4%	179	98.9%
Miami Gardens Learning Center	229	98.7%	229	98.7%	229	98.7%
My Little Angels Day Care Center	325	100.0%	325	100.0%	325	100.0%
Naranja Prep Academy Annex	138	100.0%	138	100.0%	138	100.0%
New Aladdin Learning Center	448	100.0%	448	100.0%	448	100.0%
Pink And Blue Academy	90	100.0%	90	100.0%	90	100.0%
Precious Moments Learning Ctr.	466	99.1%	463	98.5%	429	91.3%
Rainbow Intergenerational	255	98.5%	259	100.0%	258	99.6%
Sheyes Of Miami #3	91	100.0%	91	100.0%	91	100.0%
Sheyes Of Miami Learning Center	373	100.0%	372	99.7%	371	99.5%
Shores School	504	100.0%	504	100.0%	504	100.0%
Springview Academy	519	100.0%	519	100.0%	519	100.0%
Step Above	154	92.2%	167	100.0%	166	99.4%
The Carter Academy I	201	100.0%	201	100.0%	201	100.0%
The Carter Academy II	225	100.0%	225	100.0%	225	100.0%
Early Learning Coalition	8,592	99.6%	8,616	99.9%	8,574	99.4%



November 2020 Enrollment Report

Site	Total	Enrollment	Vacancies
America's Little Leaders	5	5	0
Children Of The Sun Academy	24	24	0
It's a Small World Learning Center 2	24	23	1
It's a Small World Learning Center 7	32	32	0
Kiddy Academy	24	16	8
Kids Small World Learning Center	32	32	0
Kinderkids Academy III	32	32	0
Kinderland 4 Kids	16	16	0
Lincoln Marti - 450	24	24	0
Lincoln Marti - 905	64	64	0
Lincoln Marti 102	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	30	2
Naranja Prep Academy Annex	12	12	0
New Aladdin Learning Center	32	32	0
Pink And Blue Academy	12	12	0
Precious Moments Learning Ctr.	40	40	0
Rainbow Intergenerational	24	24	0
Sheyes Of Miami #3	8	8	0
Sheyes Of Miami Learning Center	24	24	0
Shores School	48	40	8
Springview Academy	40	36	4
Step Above	16	16	0
The Carter Academy I	16	16	0
The Carter Academy II	16	16	0
Early Learning Coalition Totals:	724	701	23

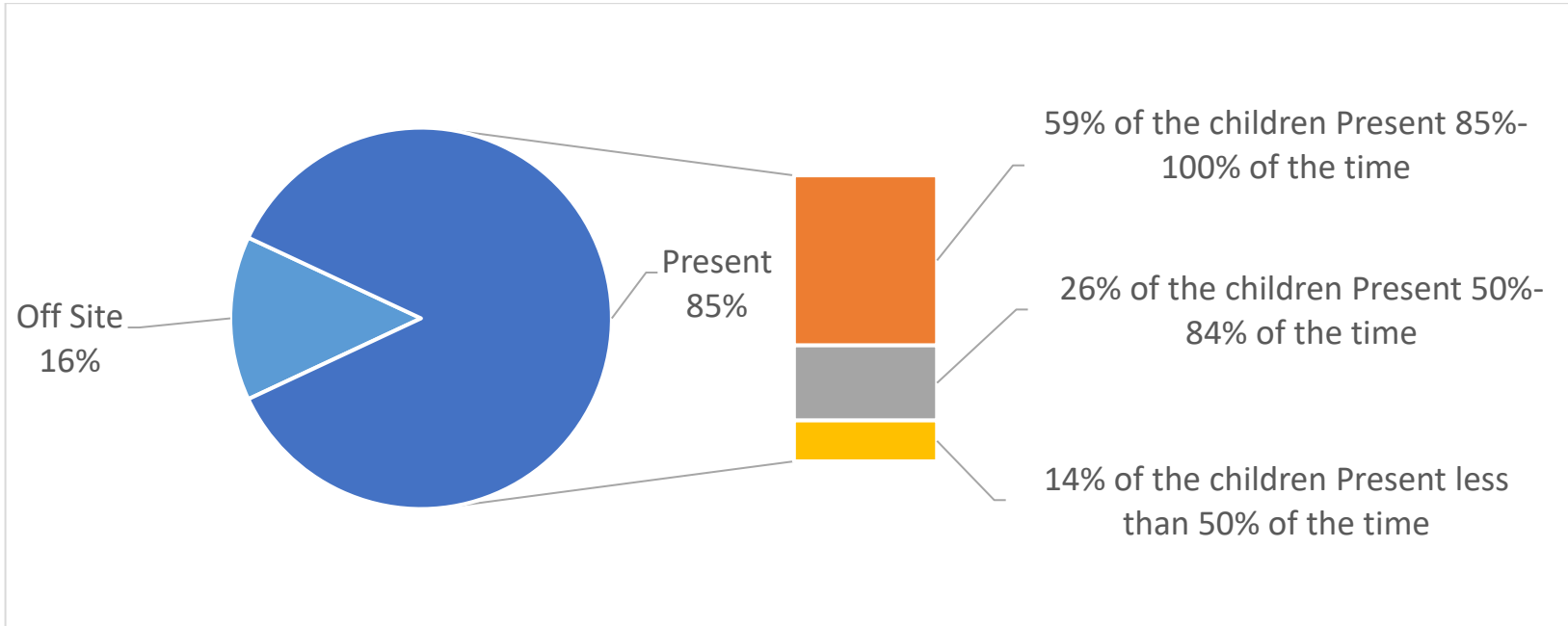


December 2020 Enrollment Report

Site	Total	Enrollment	Vacancies
America's Little Leaders	5	5	0
Children Of The Sun Academy	24	24	0
It's a Small World Learning Center 2	24	24	0
It's a Small World Learning Center 7	32	32	0
Kiddy Academy	24	23	1
Kids Small World Learning Center	32	32	0
Kinderkids Academy III	32	32	0
Kinderland 4 Kids	16	16	0
Lincoln Marti - 450	24	24	0
Lincoln Marti - 905	64	64	0
Lincoln Marti 102	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
New Aladdin Learning Center	32	32	0
Pink And Blue Academy	12	12	0
Precious Moments Learning Ctr.	40	40	0
Rainbow Intergenerational	24	24	0
Sheyes Of Miami #3	8	8	0
Sheyes Of Miami Learning Center	24	24	0
Shores School	48	46	2
Springview Academy	40	40	0
Step Above	16	16	0
The Carter Academy I	16	16	0
The Carter Academy II	16	16	0
Early Learning Coalition Totals:	724	721	3



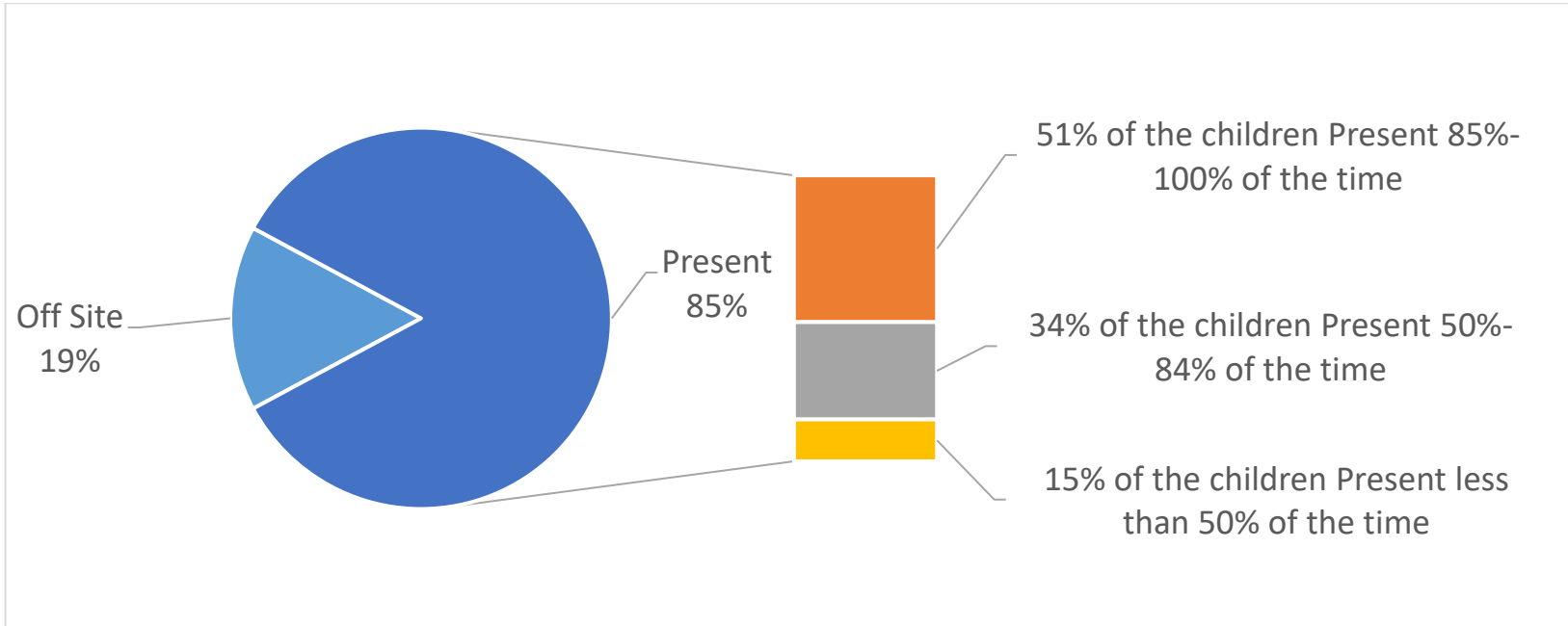
November 2020 Attendance Report
Percent of Average Daily Attendance for the Month: 93%





December 2020 Attendance Report

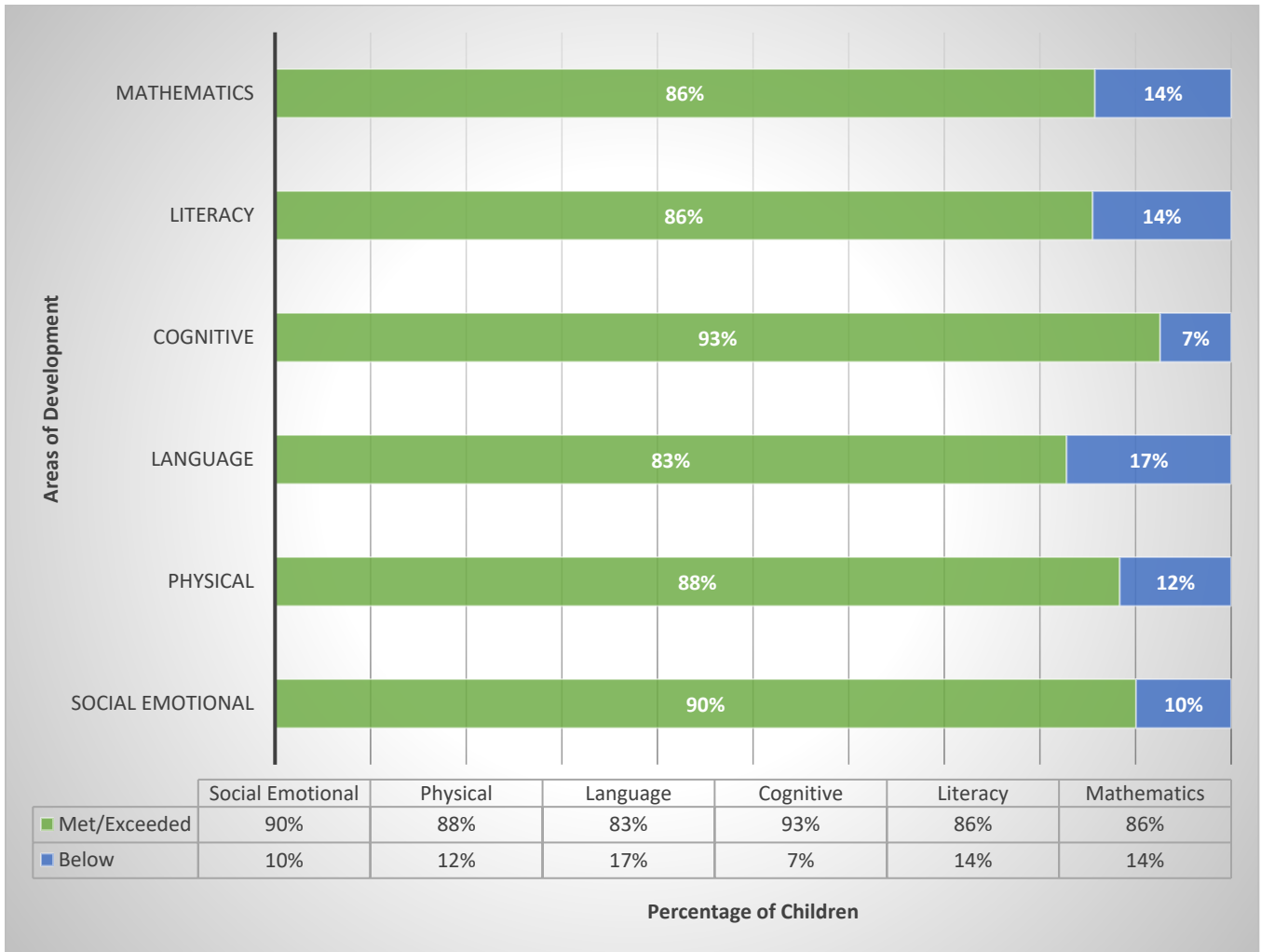
Percent of Average Daily Attendance for the Month: 92%





Teaching Strategies Gold Ongoing Child Assessment Data

The chart below represents the percentage of children who met/exceeded or were below the widely held expectations in the respective areas of development and learning.





**Policy Council Meeting
November 18, 2020
5:30 p.m.
Meeting Minutes**

I. Call to Order

Kisline Timothee presided over the meeting. The meeting was called to order at 5:47 p.m.

II. Roll Call

The following participated in the meeting:

2020-2021 Members	Representing Centers
Chanelle Keys (Asst. Secretary)	It's a Small World VII
Ciney Mendoza (Spanish meeting)	Rainbow Intergenerational (participated in Spanish call on
Crystal Davis	Sheyes #3
Dominique Reardon (Secretary)	It's a Small World II
Edeline Fleurant (Vice Chair)	Step Above
Frederica Dawson	Pink and Blue Academy
Kislene Timothee (Chair)	Little Ones Academy
Lizette Fontilus	Little Red School House
Michelle Toledo	Lincoln Marti - 905
Noel Pharisien	Precious Moments Learning Center
Priscilla Vazquez (Parliamentarian)	New Aladdin
Sandra Rodriguez Funes	Kids Small World (participated in Spanish call on 11/17/20)
Shirly Mejia	Lincoln Marti 450 (participated in Spanish call on 11/17/20)
Shonquita Williams	Shores School
Tranae Davenport	America's Little Leaders
Yaselly Prado	Kiddy Academy (participated in Spanish call on 11/17/20)
EHS Staff	Position
Belkis Torres	VP for EHS
Cathrine Pollard	Administrative Coordinator
Cecilia Nariznis	Mental Health Manager
Lucretia Jones	Director of Child Development and Education Support Services
Otilia Gonzalez-Varese	Disability Manager
Salvatore Martorano	EHS Compliance Manager
Sandrina Seraphin	Director of Family and Community Engagement
Tatiana Larionova	Nutrition Manager
Vanessa Bongiorno	EHS Accountant

I. Action Item:

A. October 17, 2020 Meeting Minutes

Ms. Timothee asked for a motion to approve the October 17, 2020 meeting minutes.

- Motion made by Dominique Reardon
- Motion seconded by Priscilla Vasquez
- No discussion
- Motion passed 12 in favor, 0 opposed, 4 abstained (Spanish participants)

II. Reports

A. September 2020 Expenditure Report



Total monthly expenses for the month of September 2020 were \$840,118.73. Thirty percent (30%) of total monthly expenses were used for salaries and fringe; 63% or \$524,039.68 were used for direct services, of that amount \$509,355.00 went directly to providers; 2% were expended in equipment and supplies; and 5% went to other, which includes rent and utilities. The program has used 15% of the budget to date and has \$9,138,867.95 remaining.

B. September 2020 Credit Card Report

There were no credit card expenses for the month of September.

C. October 2020 Meal Report

Number of meals served in **October**:

- Breakfasts - 8,908 (100%)*
- Lunches - 8,932 (100%)*
- Snacks - 8,892 (100%)*

*In October, there were slightly more meals served compared to September as attendance improved.

D. October 2020 Enrollment Report

During the month of October, there were 704 children enrolled in the program. The program is currently trying to identify internal sites to offer additional slots in order to move forward with meeting enrollment.

E. October 2020 Attendance Report

During the month of October, 61% of children received in-person services and 30% received virtual services. This averaged out to about 91% of families engaged in either in- person or virtual services. The 9% of absences stem from children being sick, having appointments, and a few having transportation concerns.

III. Board Meeting Updates

The next item on the agenda is the Board Meeting updates.

On November 2, 2020, an Executive Committee meeting was held instead of a full board. The following were approved by the Early Learning Coalition of Miami-Dade/Monroe Executive Committee:

- Resolution 11022020-01 – Authorized the President and CEO to award, negotiate, and execute a contract in the approximate amount of \$125,000 for legal services with the evaluations committee selected vendor, Lehtinen Schultz PLLC.
- Resolution 11022020-02 - approved the amendment of the Early Learning Coalition's annual budget. The change in the 2020-2021 budget has an increase of \$20,260,717.00 from what was originally forecasted on May 4, 2020. The original forecasted amount in May was \$215,490,076. The new amount as of October 19, 2020 is \$235,750,793.
- Resolution 11022020-03 - Authorized the President and CEO to apply, negotiate, execute a contract and receive funds from Miami-Dade County to distribute CARES Act funding for Early Learning Centers in unincorporated areas. However, with this resolution, the Board expressed concerns with the potential liability to the Early Learning Coalition related to the amount being approved for each provider to receive. The Board was comfortable with the Early Learning Coalition distributing the funds to childcare providers but was not comfortable with determining the amount of funds each center would be awarded. The Board approved this resolution with a recommendation to discuss the stipulation with the County.

The Early Learning Coalition of Miami-Dade/Monroe discussed updates on one of the Strategic Plan's Priority Initiative on Visibility of the Organization. The Coalition has been attending various Chambers in Miami-Dade and Monroe to share information about the work done by the Coalition.

The Coalition presented information to the Board on aligning the organization's staff sick and vacation time with that of the State of Florida. The recommendation was approved and will be presented to the full Board in December for ratification.



The Coalition reported that it was awarded \$2,764,932 by the State to distribute Phase 3 of the CARES Act grants to child care provider. In week 1, the Coalition approved 51 applications in the amount of \$442,814.00.

IV. **Updates:**

- A demonstration was shared on how to sign the in-kind form electronically. The following was shared on how to sign electronically: /s/ Cathrine Pollard
- The program submitted the COVID-19 Funds carry over request to the regional office. The amount requested was \$322,881.00
- December 8 from 9:00-1:00, the program will have its annual self-assessment. Parents are encouraged to participate. This is an opportunity for parents to provide recommendations on ways to improve the services offered by the program. There will be 4 focus groups that will review data and make recommendations for their respective area. The groups are: Education/Family Services, Mental Health/Disability, Nutrition/Health, and Finance.
- Letters went out to EHS providers for overpayment. Providers are reconciling the amount on the letter with their books. They have until this Friday to finish reconciling and agree to a payment plan.
- The program has 90 days after the close of a fiscal year to close out all of the financial books. The fiscal year ended on July 31, 2020. Therefore, the program closed the financial books on October 30. As part of the process for closing the financial books, the program must submit federal reports (SF425, SF428 and SF429) to the federal government. These financial reports provide the federal government with information on how funds were expended during the project year and is one method by which the federal government monitors that a program has complied with the terms of the grant and has used funds for their intended purpose.

V. **Adjournment**

Ms. Timothee asked for a motion to adjourn the meeting.

- Motion made by Tranae Davenport
- Motion seconded by Dominique Reardon
- Meeting adjourned at 6:23 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. November 18, 2020 Minutes
3. Second the motion:
 "I (state your name) second the motion to approve (or disapprove):"
 - a. November 18, 2020 Minutes
4. The Chair states:
 "It has been moved by (name) and seconded by (name) that we approve (or disapprove):"
 - a. November 18, 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."**