



Policy Council Meeting
May 18, 2022 (English and Spanish)
5:30 p.m.
Minutes

- **Call to Order**

Sandrina Seraphin asked for a volunteer to preside over the meeting in the absence of the officers. Ms. Victoria Yanez agreed to preside as soon as she was able to do so. Ms. Sandrina Seraphin called the meeting to order at 5:37 p.m. in lieu of Ms. Yanez.

- **Roll Call**

The following participated in the meeting:

Members	Representing Centers
Tecia Murray	Children of The New Sun Academy
Dominique Reardon	It's A Small World II
Yadira Tercero Alba Portillo	Lincoln Marti - 450
Victoria Yanez	Little Red School House
Maria Rodriguez Perla Oquendo	New Aladdin Learning Center
Daphne Pierre- Louis	Pink and Blue Children's Academy
Arletis Gonzalez	Springview Academy
Pamela Pinkston	Step Above Academy
Jaqueline Lopez	Tiny Tikes
EHS Staff	Position
Angelo Parrino	Chief Operating Officer
Cecilia Nariznis	Mental Health Manager
Elicenia Del Rio	Fiscal Analyst
Dr. Frederick Hicks	Sr. Vice President of Technology and Cyber Security
Jacqueline Dominguez	Human Resources Director
Jessica Dittmar	Administrative Coordinator
Lissandra Curbelo	Deputy Director of Contracts
Lucretia Jones	Director of Child Development and Education Support Services
Michelle Meilan	Quality Assurance and Communications Director
Natalia Gamundi	Contract Manager
Otilia Gonzalez-Varese	Disability Manager
Pamela Hollingsworth	Sr. VP for Strategic Initiatives and Program Development
Salvatore Martorano	EHS Compliance Manager
Sandrina Seraphin	Director of Family and Community Engagement
Tatiana Larionova	Nutrition Manager

III. President and CEO Report

There were no updates presided.

IV. Action Item:

A. April 20, 2022 Meeting Minutes

Sandrina Seraphin asked for a motion to approve the April 20, 2022 meeting minutes.

- Motion made by Victoria Yanez
- Motion seconded by Pamela Pinkston
- No discussion
- Motion passed in 9 favor and 0 opposed

B. Resolution 05182022-01: COLA and Quality Improvement

Vanessa Bongiorno reviewed the Resolution for the Cost-of-Living Adjustment and Quality Improvement which explains that on April 14, 2022, the U.S. Department of Health released a communication (ACF-PI-HS-22-02) earmarking the funds for Cost-of-Living Adjustment and Quality Improvement, both of which would be a permanent increase in the program's budget. Programs would receive a 2.28% increase, or \$241,236.00, for Cost of Living Adjustment and \$59,635 for Quality Improvement. The Cost of Living Adjustment will offset higher operating costs. Quality Improvement funds will be applied to contractual services to enhance program quality. If approved the increased funding will allow for a 2.5% increase to the base partner payment rate. The new rate will be \$36.92. Partners were advised that the EHS Partner Contracts will still reflect the \$36.02 rate. Once the Office of Head Start has approved the Cost-of-Living Adjustment and Quality Improvement budget/application contracts will be amended to reflect the new rate.

Sandrina Seraphin asked for a motion to approve Resolution 05182022-01: COLA and Quality Improvement.

- Motion made by Daphne Pierre- Louis
- Motion seconded by Victoria Yanez
- No discussion
- Motion passed 9 in favor and 0 opposed

C. Resolution 05182022-02: TPITOS

Ms. Cecilia Nariznis reviewed the Teaching Pyramid Infant-Toddler Observation Scale Resolutions which authorizes the President and CEO to release a Request for Proposal for a qualified proposer who will conduct a classroom assessment using the Teaching Pyramid Infant-Toddler Observation Scale (TPITOS). This TPITOS ensures effective implementation of the Pyramid Model. The Pyramid Model supports the development of responsive, nurturing relationships in the classroom and promotes children's strong social-emotional development.

Sandrina Seraphin asked for a motion to approve Resolution 05182022-02: TPITOS.

- Motion made by Victoria Yanez
- Motion seconded by Pamela Pinkston
- No discussion
- Motion passed 9 in favor and 0 opposed

D. Resolution 05182022-03: Parent Activity Funds

Ms. Seraphin reviewed the Parent Activity Funds Resolution. The resolution authorizes the President and CEO to implement the Early Head Start Parent Activity Funds with the approved activities. The Early Head Start program sets funds aside for educational activities for parents. The amount set aside is \$3.00 to \$10.00. However, if funds are available, will set aside additional funds if needed. This year the program is offering a variety of education activities for parents across the program. This will allow parents to participate in activities that of interest to them rather than limiting them to an activity elected by the majority of their center.

Sandrina Seraphin asked for a motion to approve Resolution 05182022-03: Parent Activity Funds.

- Motion made by Dominique Reardon
- Motion seconded by Victoria Yanez
- No discussion
- Motion passed 9 in favor and 0 opposed

IV. Reports

A. **Expenditure Report and Credit Card Reports**

i. **March 2022 Expenditure Report**

The total monthly expenses for the month of March 2022 were \$795,749.47. Forty percent (40%) of total monthly expenses were used for salaries and fringe; A total of \$431,141.63 or fifty-five percent (55%) went to contractual services. An amount of \$401,881.49 went to childcare partners for direct services. Five percent (5%) covered other expenses, which includes rent and utilities. The program has used fifty-one (51%) of the budget to date and has \$5,433,131.14 remaining.

ii. **March 2022 Credit Card Report**

There were no credit card charges in the month of March 2022.

B. **April 2022 Meal Report**

Number of meals served in April:

- Breakfasts - 9,461 (99.11%)
- Lunches - 9,535 (99.88%)
- Snacks - 9,463 (99.13%)

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
- Step Above

C. **April 2022 Enrollment Report**

During the month of April, there was a total of 596 allocated slots and 581 enrolled. The program had 15 vacancies. Many of the vacancies were due to the program taking on Tiny Tykes (a new partner) which had 8 of the 15 vacancies. The remaining 7 were from children who either moved, transitioned or transferred out of the program.

Currently, we have enrollment opportunities at 4 locations:

- It's a Small World Learning Center 2
- It's a Small World Academy 2
- Kids Small World (Central)
- Little Ones Academy (North)

D. **April 2022 Attendance Report**

During the month of April, the program offered ONLY in-person services to children. The average monthly attendance was 86.78% which slightly increased from last month's 84.88%. The top reasons for absences in the month of April were from children being sick, family members being sick or children needing to go to the doctor.

V. Board Meeting Updates

On May 2, 2022, the Executive Committee of the Early Learning Coalition of Miami-Dade/Monroe Board met. Four resolutions were approved and are pending ratification from the Board. The resolutions included:

- Approval of the 2022-2023 initial budget for the Early Learning Coalition of Miami-Dade/Monroe, as well as allocation and expenditure for funds. The budget included funds for School Readiness, Voluntary Pre-kindergarten, Early Head Start, The Children's Trust, and Other.
- Approval to release a Request for Proposal to select qualified proposers to facilitate and provide assessment services using the Classroom Assessment Scoring System.
- Approval to submit the supplemental application and receive the Early Head Start funds for the Cost of Living Adjustment and Quality Improvement for the 2022-2023 program year.

- Approval to release a Request for Proposal to select qualified proposers to conduct assessments using the Teaching Pyramid Infant-Toddler Observation Scale (TPITOS).

Ms. Christie provided updates on the American Rescue Plan Act Grant. Mr. Torres and Ms. Meilan shared the Early Learning Coalition's efforts to increase awareness on the different programs offered by the Early Learning Coalition of Miami-Dade/Monroe.

VI. Updates/ Information

- Ms. Larionova provided an update regarding the Cardiopulmonary Resuscitation (CPR) training for teachers, parents and staff being held on May 14th in Spanish and June 18th in English; the next training session is scheduled for July 16th. The venue will most likely be in central Miami area to accommodate staff and parent living in these areas.
- Ms. Seraphin informed members that the next Transition Period is set for July 31, 2022. Children were selected for upcoming vacancies. All children who received extension in January will need to transition in July, no exceptions.

VII. Reminders

The next meeting will be June 15, 2022.

VIII. Adjournment

Sandrina Seraphin asked for a motion to adjourn

- Motion made by Victoria Yanez
- Motion seconded by Pamela Pinkston
- Meeting adjourned at 6:04 p.m.