



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

**Agenda**

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- 1. Call Meeting to Order**
- 2. Roll Call**
- 3. Reports**
  - a. Expenditure and Credit Card Report
    - i. [September 2020 Expenditure Report](#)
    - ii. [September 2020 Credit Card Report](#)
  - b. Meal Reports
    - i. [October 2020 Meal Report](#)
  - c. Enrollment Reports
    - i. [October 2020 Enrollment Report](#)
  - d. Attendance Reports
    - i. [October 2020 Attendance Report](#)
- 4. Action Item**
  - a. [October 17, 2020 Minutes](#)
- 5. Updates/Information**
- 6. Reminders**
  - a. Next Meeting January 20, 2020
- 7. Adjournment**

Attachments:

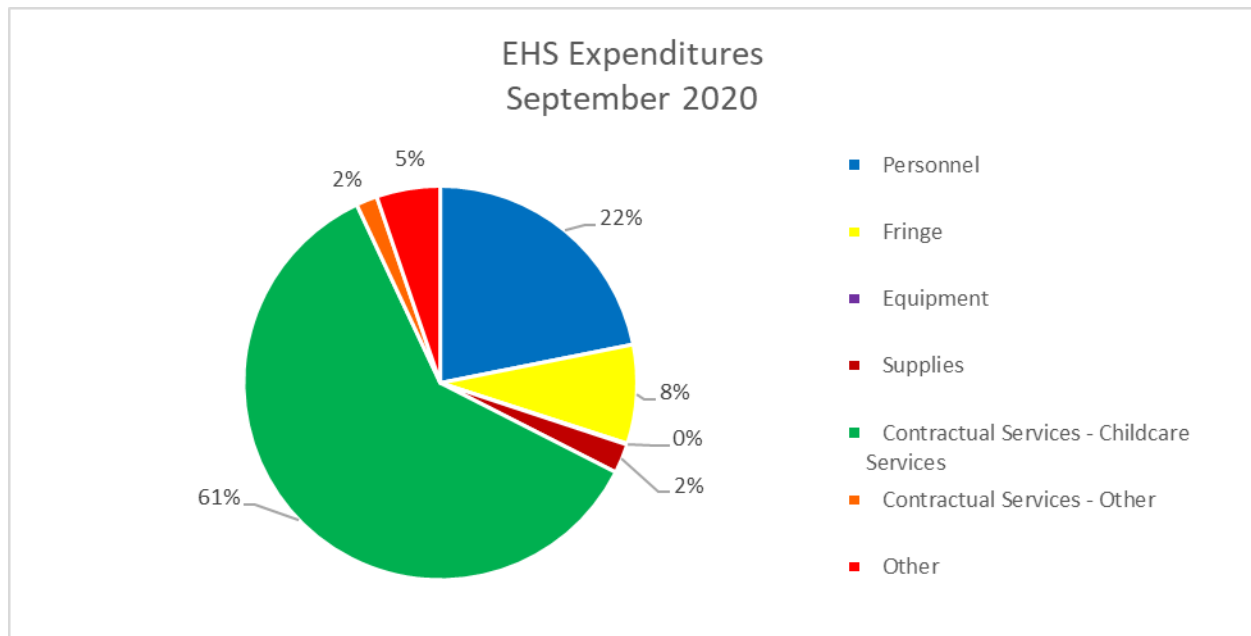
[How to Make a Motion](#)



### September 2020 Expenditure Report

#### Expenditure Report for September 2020 with YTD Budget Status

	Total Budget 2020-2021	Sep-20	Percent of Budget Used	YTD 2020-2021	Total Budget Remaining
Expenses					
Personnel	2,554,599.33	183,987.26	22%	309,240.79	2,245,358.54
Fringe	773,478.24	68,361.73	8%	129,193.31	644,284.93
Equipment	50,000.00	(731.57)	0%	(5,980.35)	55,980.35
Supplies	74,520.42	20,328.84	2%	21,168.74	53,351.68
Contractual Services - Childcare Services	6,337,400.79	509,355.00	61%	1,006,530.00	5,330,870.79
Contractual Services - Other	213,513.00	14,684.68	2%	30,815.33	182,697.67
Other	681,874.22	44,132.79	5%	55,550.23	626,323.99
<b>Total Expenses</b>	<b>10,685,386.00</b>	<b>840,118.73</b>	<b>100%</b>	<b>1,546,518.05</b>	<b>9,138,867.95</b>





## September 2020 Credit Card Report

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



**October 2020 Meal Report**

Provider	Breakfast		Lunch		Snack	
	# of Meals	% of Meals	# of Meals	% of Meals	# of Meals	% of Meals
America's Little Leaders	55	100.0%	55	100.0%	55	100.0%
Children of The Sun Academy	335	98.8%	339	100.0%	339	100.0%
It's A Small World II	363	100.0%	362	99.7%	362	99.7%
It's A Small World VII	366	100.0%	366	100.0%	366	100.0%
Kiddy Academy	76	100.0%	76	100.0%	76	100.0%
Kids Small World	332	100.0%	331	99.7%	331	99.7%
Kinderkids Academy III	482	100.0%	482	100.0%	482	100.0%
Kinderland 4 Kids	209	100.0%	209	100.0%	209	100.0%
Lincoln Marti 102	285	100.0%	285	100.0%	285	100.0%
Lincoln Marti - 450	840	100.0%	840	100.0%	840	100.0%
Lincoln Marti - 905	276	100.0%	276	100.0%	276	100.0%
Little Ones Academy	346	100.0%	346	100.0%	346	100.0%
Little Red School House	406	100.0%	406	100.0%	406	100.0%
LORD's Learning Center, Inc.	213	100.0%	213	100.0%	213	100.0%
Miami Gardens Learning Center	196	99.0%	197	99.5%	196	99.0%
My Little Angels Day Care Center	385	100.0%	385	100.0%	385	100.0%
Naranja Prep Academy Annex	110	100.0%	110	100.0%	108	98.2%
New Aladdin Learning Center	493	100.0%	493	100.0%	493	100.0%
Pink and Blue Academy	166	98.2%	169	100.0%	163	96.4%
Precious Moments Learning Ctr.	606	99.8%	606	99.8%	582	95.9%
Rainbow Intergenerational	257	98.5%	261	100.0%	259	99.2%
Sheyes Of Miami #3	105	99.1%	106	100.0%	106	100.0%
Sheyes Of Miami Learning Center	497	99.8%	498	100.0%	493	99.0%
Shores School	478	100.0%	478	100.0%	478	100.0%
Springview Academy	409	100.0%	409	100.0%	409	100.0%
Step Above	146	91.8%	158	99.4%	158	99.4%
The Carter Academy I	203	100.0%	203	100.0%	203	100.0%
The Carter Academy II	273	100.0%	273	100.0%	273	100.0%
<b>Early Learning Coalition</b>	<b>8,908</b>	<b>99.7%</b>	<b>8,932</b>	<b>99.9%</b>	<b>8,892</b>	<b>99.5%</b>

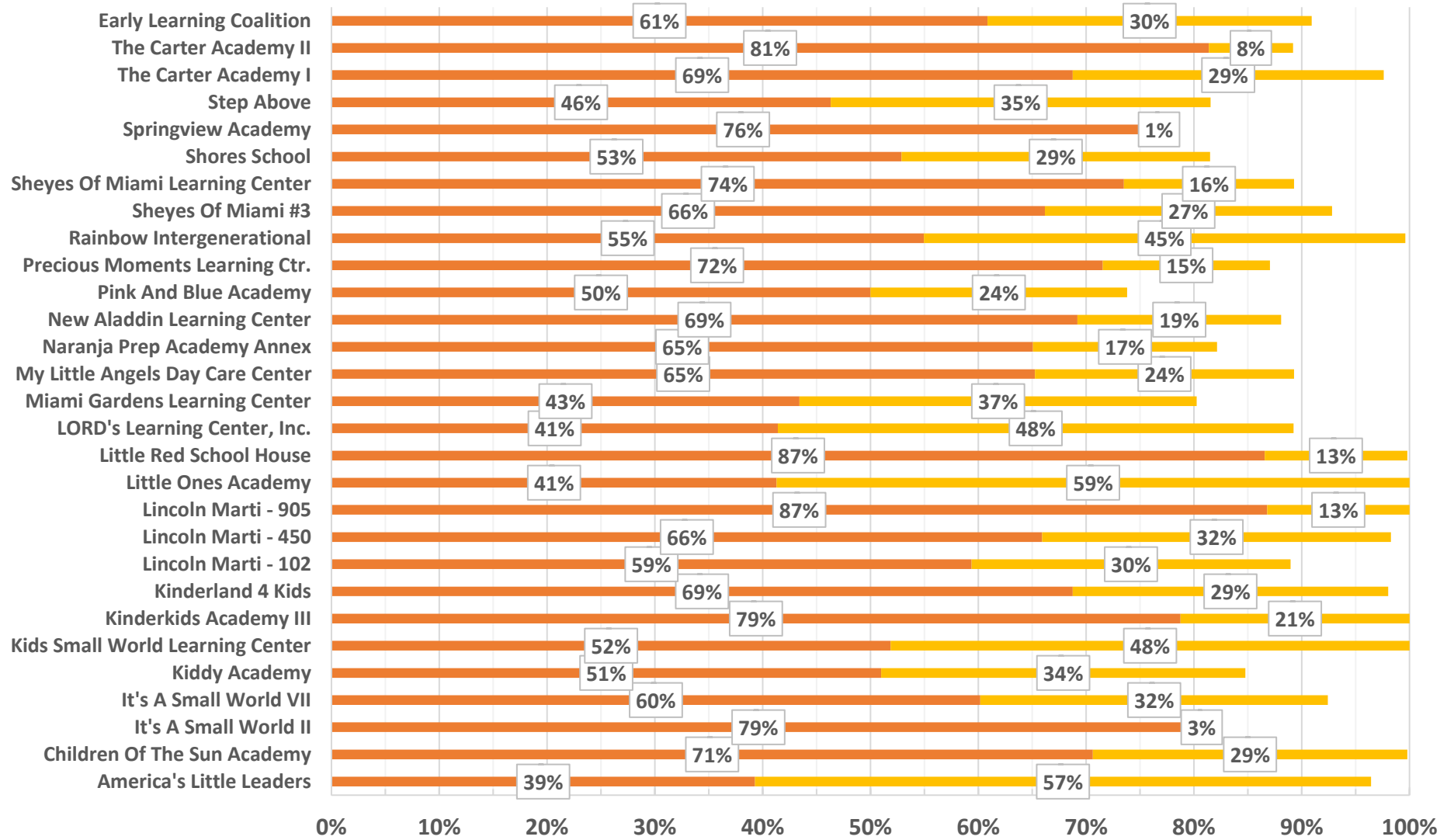


**October 2020 Enrollment Report**

<b>Site</b>	<b>Total</b>	<b>Enrollment</b>	<b>Vacancies</b>
America's Little Leaders	7	7	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	32	14	18
Kids Small World Learning Center	32	32	0
Kinderkids Academy III	32	32	0
Kinderland 4 Kids	16	16	0
Lincoln Marti - 450	64	64	0
Lincoln Marti - 905	16	16	0
Lincoln Marti 102	24	24	0
Little Ones Academy	40	39	1
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	32	30	2
Shores School	40	39	1
Springview Academy	32	32	0
Step Above	16	16	0
The Carter Academy I	16	16	0
The Carter Academy II	16	16	0
Early Learning Coalition Totals:	726	704	22

### October 2020 Attendance Report

■ % On Site Attendance    ■ % Off Site Attendance





**Policy Council Meeting  
October 17, 2020  
11 a.m.**

**Meeting Minutes**

**I. Call to Order**

Edeline Fleurant presided over the meeting. The meeting was called to order at 11:18 a.m.

**II. Roll Call**

The following participated in the meeting:

<b>2020-2021 Members</b>	<b>Representing Centers</b>
April Williams	Miami Gardens Learning Center
Camelia Page (Treasurer)	The Carter Academy I
Chanelle Keys (Asst. Secretary)	It's a Small World VII
Ciney Mendoza	Rainbow Intergenerational
Crystal Davis	Sheyes #3
Edeline Fleurant (Vice Chair)	Step Above
Esbeidy Linares	Kinderland 4 Kids
Frederica Dawson	Pink and Blue Academy
Lizette Fontilus	Little Red School House
Michelle Toledo	Lincoln Marti - 905
Priscilla Vazquez (Parliamentarian)	New Aladdin
<b>EHS Staff</b>	<b>Position</b>
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

**III. Action Item:**

**A. September 16, 2020 Meeting Minutes**

Edeline Fleurant asked for a motion to approve the September 16, 2020 meeting minutes.

- Motion made by Priscilla Vazquez
- Motion seconded by Crystal Davis
- No discussion
- Motion passed 11 in favor and 0 opposed

**B. Policy Council Bylaws**

Edeline Fleurant asked for a motion to approve the Policy Council Bylaws.

- Motion made by Priscilla Vasquez
- Motion seconded by April Williams
- No discussion



- Motion passed 11 in favor and 0 opposed

### C. Self-Assessment Plan

Ms. Torres shared that on an annual basis the program conducts a self-assessment. The self-assessment is an opportunity for a program to analyze data about the program's performance. Staff, childcare partners, Policy Council Members, Board Members and community experts participate in focus groups for each of the service areas: Education, Family Services, Health, Nutrition, Mental Health, Disability and Fiscal. Each group identifies the strengths for their respective area and opportunities for improvement. Collectively, each group makes recommendations for their area. The Early Head Start Leadership team reviews the findings and recommendations from each focus group to develop a summary report and a program improvement plan. Results are shared with the Early Learning Coalition of Miami-Dade/Monroe Board and the Policy Council. The summary and program improvement plan are submitted as part of the grant application. Timeline was reviewed with the members.

Edeline Fleurant asked for a motion to approve the 2020-2021 Self-Assessment Plan

- Motion made by Priscilla Vasquez
- Motion seconded by Lizette Fontilus
- No discussion
- Motion passed 11 in favor and 0 opposed

## IV. Reports

### A. Health and Safety Screener Results

Ms. Torres shared that the Health and Safety Screener is conducted annually within the first 45 days of the program year starting or within 45 days of a partner signing a contract with the program. The results provided in the packet were reviewed.

### B. August 2020 Expenditure Report

Total monthly expenses for the month of August 2020 were \$723,757.10. 24% of total monthly expenses were used for salaries and fringe, 71% or \$511,784.19 were used for direct services and of that amount \$497,175.00 went directly to providers, 1% to equipment and supplies and 3% went to other, which includes rent and utilities. The program has used 7% of the budget to date and has \$9,961,628.90 remaining in the budget.

### C. August 2020 Credit Card Report

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

### D. September 2020 Meal Report

Number of meals served in September:

- Breakfasts - 8,808 (100%) \*
- Lunches - 8,828 (100%) \*
- Snacks - 8,790 (99%) \*

\* In September there were more meals served compared to August as more centers opened up and attendance improved.

### E. September 2020 Enrollment Report

For the month of September, there were 693 children enrolled in the program. The vacancies stem from slots pending contract and actual vacancies. The program is currently working on filling the vacancies at one of our newest provider's (Kiddy Academy). This center did not have sufficient teaching staff to move forward with enrollment. This center is pending 27 slots. We are trying to find children in the Perrine area which is one of our newest zip codes. The remaining 6 vacancies have been vacant for less than 30 days.





- **September 2020 Attendance Report**

During the month of September, there were a total of 61% of children presently attending the center and 30% of children receiving offsite services. On Average, the overall attendance percentage for children who were either present or present offsite was 91%. The top reasons for absences are: families opting to receive offsite services and children sick.

**V. Updates:**

- The program distributed diapers and clothing donated by the Miami Diaper Bank to 85 EHS families on October 2.
- Parents were encouraged to view the weekly newsletter sent by the program every Friday between 3:00 p.m. - 4:00 p.m. Any parent not receiving the newsletter can reach out to their Family Advocate to ensure the correct email address is in the system.

**VI. Adjournment**

Edeline Fleurant asked for a motion to adjourn the meeting.

- Motion made by Priscilla Vazquez
- Motion seconded by Chanelle Keys
- Meeting adjourned at 12:05 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. October 17, 2020 Minutes
3. Second the motion:  
    **"I (state your name) second the motion to approve (or disapprove):"**
  - a. October 17, 2020 Minutes
4. The Chair states:  
    **"It has been moved by (name) and seconded by (name) that we approve (or disapprove):"**
  - a. October 17, 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."**