



Policy Council Meeting
September 15, 2021
5:30 p.m.
Agenda

1. **Call Meeting to Order**
2. **Roll Call**
3. **Action Item (2020-2021 members only)**
 - a. [August 18, 2021 Minutes](#)
4. **Elections (2021-2022 Representatives)**
 - a. [Overview of Officer Roles and Responsibilities](#)
 - b. Nominations and Elections
 - c. Selection of Meeting Date and Times
5. **Action Item (2021-2022 members only)**
 - a. [Resolution 09152021-01 Self-Assessment Plan](#)
6. **Reports**
 - a. Expenditure and Credit Card Reports
 - i. [June 2021 Expenditure Report](#)
 - ii. [July 2021 Expenditure Report](#)
 - iii. [July 2021 Credit Card Report](#)
 - b. Meal Reports
 - i. [August 2021 Meal Report](#)
 - c. Enrollment Reports
 - i. [August 2021 Enrollment Report](#)
 - d. Attendance Reports
 - i. [August 2021 Attendance Report](#)
 - e. Board Report
7. **Updates/Information**
 - a. Corrective Action Plan
 - b. Program Information Report
 - c. [Health and Safety Screener](#)
8. **Reminders**
 - a. Next Meeting October 2, 2021 ([Governance Overview](#))
9. **Adjournment**

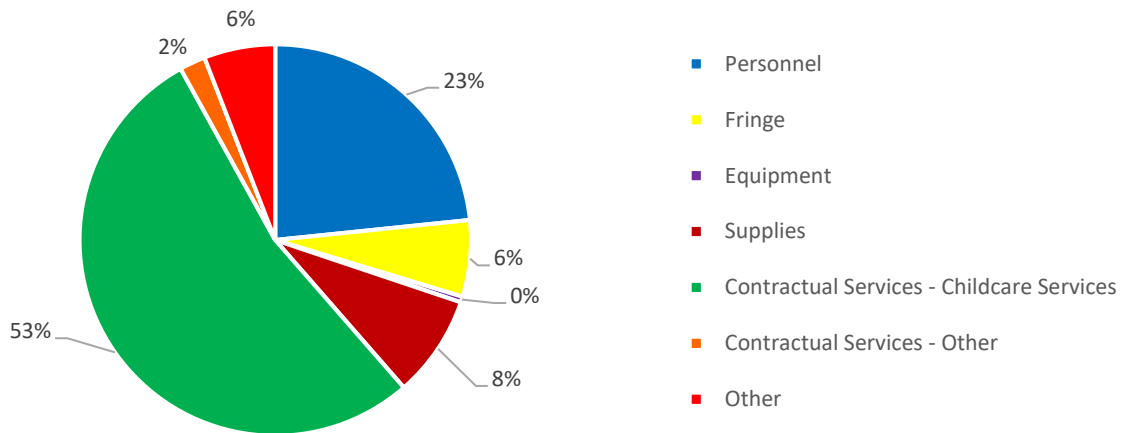
Attachments:

[How to Make a Motion](#)

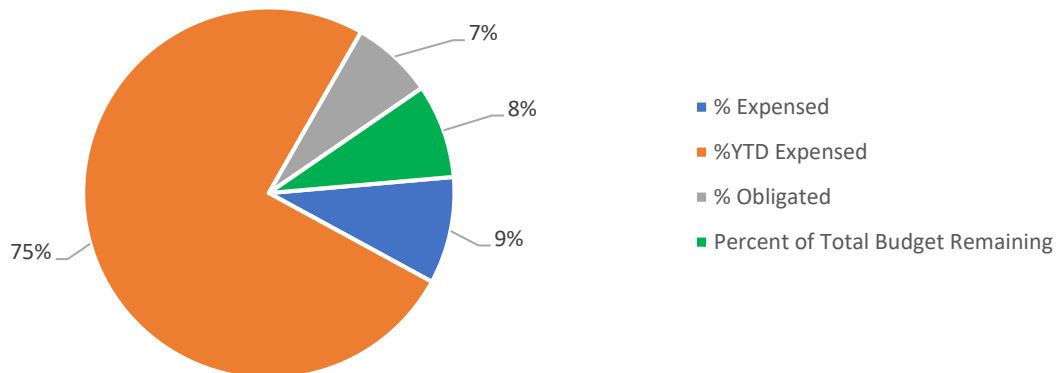
Expenditure Report for June 2021 with Year-To-Date (YTD) Budget Status

Expenses	Total Budget 2020-2021	June 2021	% of Monthly Expenses	YTD 2020-2021	Total Budget Remaining
Personnel	2,554,599.33	232,768.73	23%	2,168,638.87	385,960.46
Fringe	773,478.24	62,911.59	6%	793,191.83	(19,713.59)
Equipment	50,000.00	4,718.99	0%	14,583.41	35,416.59
Supplies	74,520.42	84,034.28	8%	128,559.67	(54,039.25)
Contractual Services - Childcare Services	6,337,400.79	531,759.43	53%	5,202,757.14	1,134,643.65
Contractual Services - Other	213,513.00	21,329.23	2%	159,320.67	54,192.33
Other	681,874.22	58,703.28	6%	579,475.04	102,399.18
Total Expenses	10,685,386.00	996,225.53	100%	9,046,526.63	1,638,859.37

June 2021 Early Head Start Expenditures



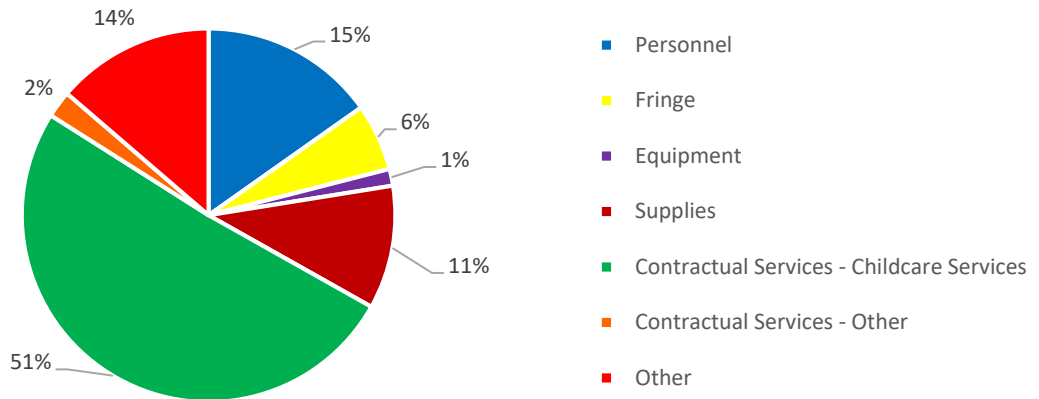
Budget at a Glance as of June 2021



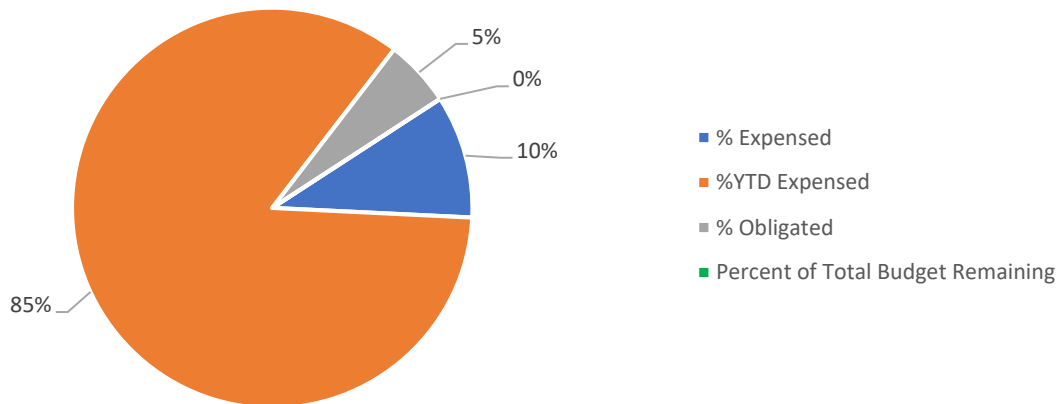
Expenditure Report for July 2021 with Year-To-Date (YTD) Budget Status

Expenses	Total Budget 2020-2021	July 2021	% of Monthly Expenses	YTD 2020-2021	Total Budget Remaining
Personnel	2,554,599.33	161,502.75	15%	2,330,141.62	224,457.71
Fringe	773,478.24	61,586.90	6%	854,778.73	(18,269.97)
Equipment	50,000.00	15,414.68	1%	29,998.09	20,001.91
Supplies	74,520.42	113,535.53	11%	242,095.20	(167,574.78)
Contractual Services - Childcare Services	6,337,400.79	539,722.56	51%	5,742,479.70	594,921.09
Contractual Services - Other	213,513.00	24,650.84	2%	183,971.51	29,541.49
Other	681,874.22	145,401.90	14%	725,703.39	(43,829.17)
Total Expenses	10,685,386.00	1,061,815.16	100%	10,109,168.24	639,248.28

July 2021 Early Head Start Expenditures



Budget at a Glance as of July 2021





July 2021 Credit Card Report

There were no credit card expenses for July 2021.

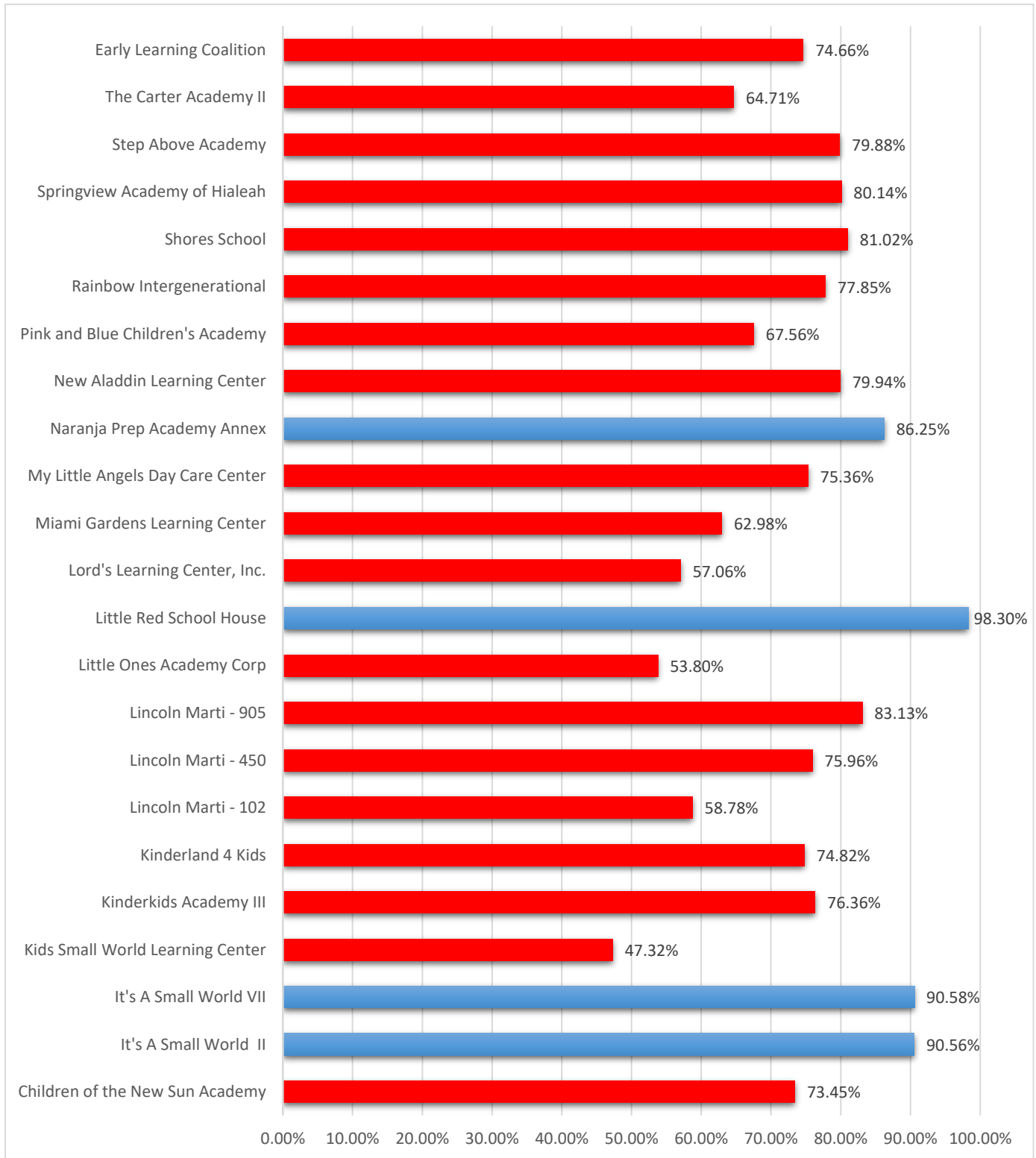
August 2021 Meal Report

Center	Breakfast		Lunch		Snack	
	# of Meals	% of Meals	# of Meals	% of Meals	# of Meals	% of Meals
Children of The New Sun Academy	287	100.0%	287	100.0%	286	99.7%
It's A Small World II	435	100.0%	435	100.0%	435	100.0%
It's A Small World VII	596	100.0%	596	100.0%	596	100.0%
Kids Small World	300	100.0%	300	100.0%	300	100.0%
Kinderkids Academy III	455	100.0%	455	100.0%	454	99.8%
Kinderland 4 Kids	205	100.0%	205	100.0%	205	100.0%
Lincoln Marti 102	308	100.0%	308	100.0%	308	100.0%
Lincoln Marti - 450	1,013	99.8%	1,015	100.0%	1,010	99.5%
Lincoln Marti - 905	239	85.1%	280	99.6%	278	98.9%
Little Ones Academy	190	100.0%	190	100.0%	190	100.0%
Little Red School House	346	100.0%	346	100.0%	346	100.0%
LORD's Learning Center, Inc.	198	100.0%	198	100.0%	196	99.0%
Miami Gardens Learning Center	293	99.0%	295	99.7%	278	93.9%
My Little Angels Day Care Center	343	100.0%	343	100.0%	343	100.0%
Naranja Prep Academy Annex	135	100.0%	135	100.0%	135	100.0%
New Aladdin Learning Center	498	99.8%	499	100.0%	499	100.0%
Pink and Blue Academy	177	100.0%	177	100.0%	176	99.4%
Rainbow Intergenerational	360	97.6%	367	99.5%	357	96.7%
Shores School	757	100.0%	757	100.0%	757	100.0%
Springview Academy	558	99.8%	557	99.6%	548	98.0%
Step Above	228	82.6%	276	100.0%	270	97.8%
The Carter Academy II	220	100.0%	220	100.0%	220	100.0%
Total:	8,141	98.7%	8,241	99.9%	8,187	99.3%

August 2021 Enrollment Report

Center	Total	Actual Enrollment	Vacancies
Children of The New Sun Academy	20	20	0
It's A Small World II	24	22	2
It's A Small World VII	32	32	0
Kids Small World Learning Center	32	29	3
Kinderkids Academy III	32	29	3
Kinderland 4 Kids	16	15	1
Lincoln Marti - 102	24	24	0
Lincoln Marti - 450	64	63	1
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	16	0
Miami Gardens Learning Center	24	22	2
My Little Angels Day Care Center	32	24	8
Naranja Prep Academy Annex	12	8	4
New Aladdin Learning Center	32	32	0
Pink and Blue Children's Academy	12	12	0
Rainbow Intergenerational	32	22	10
Shores School	48	48	0
Springview Academy of Hialeah	40	38	2
Step Above Academy	16	16	0
The Carter Academy II	16	16	0
Totals:	572	536	36

August 2021 Attendance Report



Program Information Report (PIR) Summary

Below is a snapshot of the 2020-2021 school year:

Children

Enrollment	
Children Served	941 (cumulative)
Children in the 2 nd year of the program	386
Children in 3 rd year of the program	139

Highest child ethnicity and race	
black non-Hispanic: 469	white Hispanic: 363
Highest child primary language	
English: 534	Spanish: 340

Health Services	
Had Health Insurance	924
Had Medical Home	905
Had a Dental Home	437
Up-to-date on Well-baby Exams	313
Up-to-date Immunizations	822
Children with Special Needs	
Number of Children with an Identified Special Needs	109

Families

Family Services		
Family Served	819 (cumulative)	
2-parent families	195	
Single-parent families	624	
Highest Education Levels of Parent(s)/Guardian(s)		
Advance/Baccalaureate: 65	AA/vocational/some college: 187	
High School/GED: 443	Less than high school: 124	
Top Five Services Families Received		
Emergency /Crisis Intervention: 294	Education on Nutrition: 148	Asset Building: 145
Education on Preventive Medical and Oral Health: 141	Supporting Transition: 138	

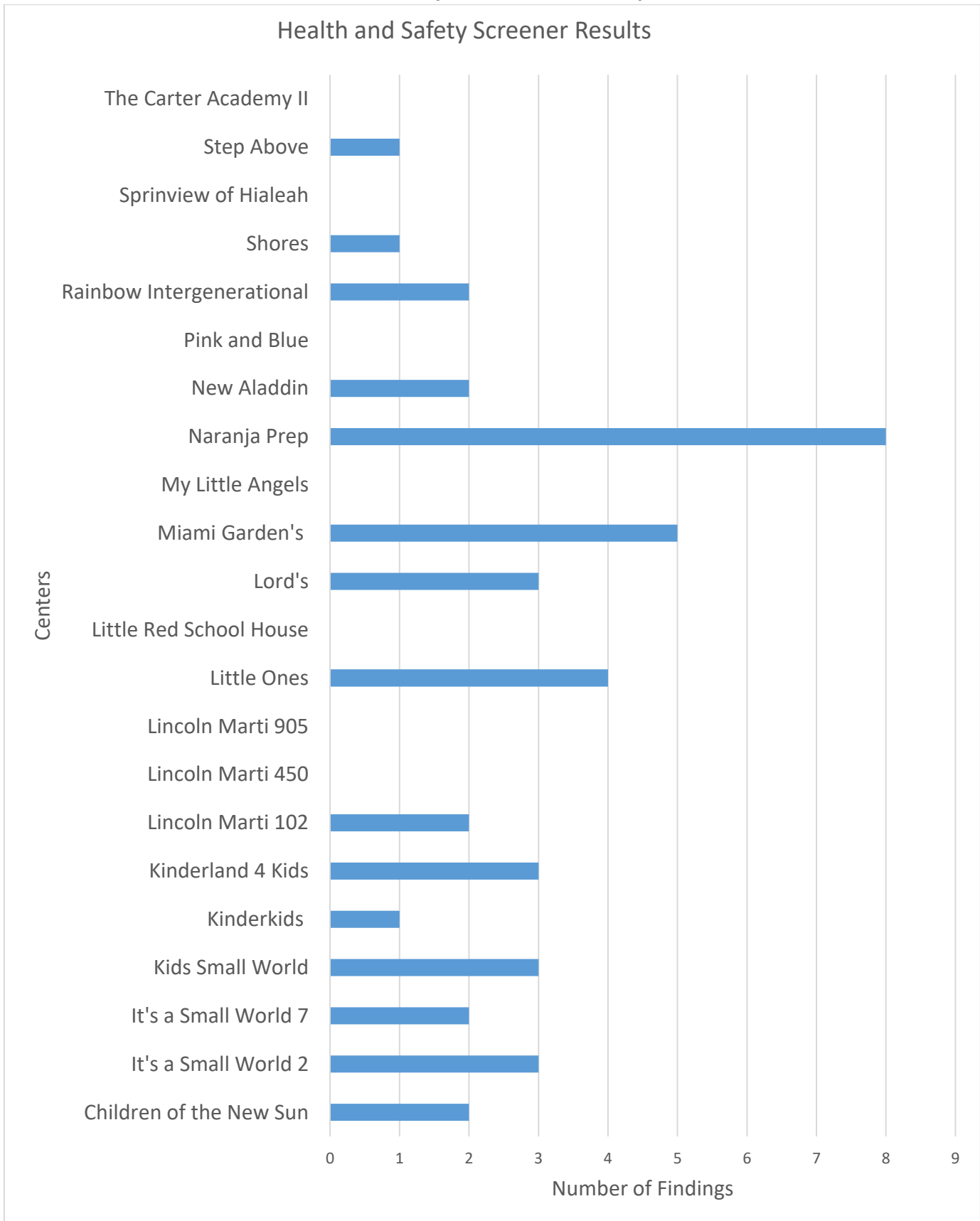
Staff

Program Staffing	
Total Number of Staff	273 (cumulative)
Current or Former Head Start or Early Head Start Parents	19
Number of Classroom Staff	179
Teachers	
Baccalaureate: 15	Associate: 10
Child Development Associate: 116	No Minimum Qualification: 38 (enrolled in school:36)
Intensive Coaching	
Number of Teachers Receiving Intensive Coaching	56

Health and Safety Screener Results by Indicator

Indicator	Number of Centers with Finding
Complete background checks are conducted for all staff at least once every five years unless there is a more stringent system to ensure child safety; health exams must be periodically completed as recommended and required by state, tribal, or local requirements.	8
All staff have background checks, sex offender registry checks, criminal history checks including fingerprint checks, and initial health exams.	7
Direct service staff are trained in first aid, CPR, prevention and control of infection diseases, use of safe sleeping practices, preventing and identifying Shaken Baby Syndrome, abusive head trauma, sun safety and medication administration (including the special needs of children with health issues), and to respond to specific medical emergencies, including asthma and allergies.	6
All staff are trained in and implement hygiene practices related to toileting, hand washing, diapering, safe food preparation, and exposure to blood and body fluids.	5
Current child care, health, fire, and other applicable licenses and inspection certificates are present on site.	2
Procedures are in place to ensure children are safe when they are unexpectedly absent and the parent has not contacted the program.	2
Procedures are in place to protect the confidentiality of any personally identifiable information in child records, including references to (a) is closure with parental consent, (b) disclosure without parental consent but with parental notice and opportunity to refuse, and (C) disclosure without parental consent.	2
Staff are trained and implement policies that ensure children are released only to a parent, legal guardian, or other formally designated individual.	2
A routine schedule of cleaning, sanitizing, and disinfecting is followed. Infant toys are cleaned and sanitized by staff as needed between each use by individual children.	1
Agency policies and procedures protect children with allergies from known allergens.	1
All staff abide by the program's standards of conduct which must support children's well-being, prevent and address challenging behaviors, and prevent maltreatment of children or endangerment to children's health or safety.	1
All staff are trained in mandated reporter responsibilities, including recognizing suspected child abuse and neglect and following mandated reporting requirements.	1
Children, including sleeping children, are supervised by staff at all times and never left alone with volunteers.	1
Fire extinguishers are available, accessible, tested, and serviced regularly.	1
Premises are kept free of undesirable and hazardous materials and conditions. Indoor and outdoor premises are inspected prior to each use by children.	1
Redundant procedures are in place to ensure that no child is left alone, i.e. a second staff person is designated to check classroom, outdoor play areas, sleeping areas, and vehicles during transitions and prior to departure.	1

Health and Safety Screener Results by Center





**Policy Council Meeting
August 17, 2021 (Spanish)
August 18, 2021 (English)
5:30 p.m.
Meeting Minutes**

I. Call to Order

Crystal Davis presided over a portion of 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
Alegina Lora	Children of The Sun Academy
April Williams	Miami Gardens Learning Center
Crystal Davis	Sheyes #3
Domonique Reardon (Secretary)	It's a Small World II
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
Sandra Rodriguez Funes	Kids Small World (attended the Spanish)
EHS Staff	Position
Belkis Torres	VP for EHS
Cecilia Nariznis	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 (attended the Spanish)

III. Action Item:

A. June 16, 2021 Meeting Minutes

B. Torres asked for a motion to approve the June 16, 2021 meeting minutes.

- Frederica Dawson moved to approve
- Crystal Davis seconded the motion
- No discussion
- Motion passed 10 in favor and 0 opposed

B. Resolution 08182021 - Change in Scope

A summary of the different options offered by Early Head Start was shared with the members. Members were informed of the reason for the change and how it will provide parents with different setting options when deciding the best care for their children. The resolution was reviewed with the members.

- Alegina Lora moved to approve
- Frederica Dawson seconded the motion
- No discussion
- Motion passed 10 in favor and 0 opposed

IV. Reports

A. May 2021 Expenditure Report

Total monthly expenses for the month of May 2021 were \$ 772,613.76. Thirty percent (30%) of total monthly expenses were used for salaries and fringe; A total of \$ 486,950.60 or 63% went to contractual services, \$ 479,298.54 went to providers, and \$7,652.06 to other contractual services, 1% was used for supplies; and 6% covered other expenses, which includes rent and utilities. The program had used 78% of the budget to date and had \$ 2,634,448.63 remaining.

B. June 2021 Expenditure Report

Total monthly expenses for the month of June 2021 were \$ 921,943.03. Thirty percent (30%) of total monthly expenses were used for salaries and fringe; A total of \$ 553,079.69 or 60% went to contractual services, \$ 531,759.43 went to providers, and \$21,320.20 to other contractual services, 2% was used for supplies; and 6% covered other expenses, which includes rent and utilities. The program had used 85% of the budget to date and had \$ 1,712,403.60 remaining.

The final expenditure report for the month of June will be presented in September together with July as the numbers will change due to the end of year closing of the School Readiness fiscal year.

C. May 2021 Credit Card Report

There was one credit card charge in the month of May 2021 for Parenting Journey a virtual workshop for field staff in the amount of \$ 693.00

D. June 2021 Credit Card Report

There was also one credit card charge in the month of June 2021 for Region IV Head Start Association June Conference registration fees in the amount of \$ 400.00

E. June 2021 Meal Report

Number of meals served in **June**:

- Breakfasts - 10,800 (98.5%)
- Lunches - 10,954 (99.9%)
- Snacks - 10,893 (99.4%)

At five schools, none of the meal services reached 100% due to children either being dropped off late or picked up early, or both:

- Lincoln Marti 450
- Lord's Learning Center
- Precious Moments
- Sheyes of Miami Learning Center
- Step Above

F. July 2021 Meal Report

Number of meals served in **July**:

- Breakfasts - 9,346 (97.9%)
- Lunches - 9,538 (99.9%)
- Snacks - 9,464 (99.1%)

At five schools, none of the meal services reached 100% due to children either being dropped off late or picked up early, or both:

- Lincoln Marti 450
- Lincoln Marti 905
- Precious Moments
- Sheyes of Miami Learning Center
- Step Above

G. June 2021 Enrollment Report

During the month of June, there was a total of 719 children enrolled in the program. The program experienced vacancies due to children who transitioned early.

H. July 2021 Enrollment Report

During the month of June, there was a total of 716 children enrolled in the program. The program experienced vacancies due to children who transitioned early.

I. June 2021 Attendance Report

- During the month of June, the average daily attendance was 92%.
- The breakdown for the attendance is as follows:
 - Offsite Only- 10% of children received offsite services
 - Hybrid- 38 percent of the children received a combination of in-person/ virtual services
 - Present Only- 51% of the children received services completely in-person
 - 78% were present more than 85% of the time.
 - 20% were present 50 to 84% of the time
 - 1% present less than 50% of the time.
 - The main reason for absences were children receiving virtual services completely or the hybrid version. A few other reasons for absences are due to children and or their families being sick and vacation.

J. July 2021 Attendance Report

- During the month of July, the average daily attendance was 91%.
- The breakdown for the attendance is as follows:
 - Offsite Only- 13% of children received offsite services
 - Hybrid- 37 percent of the children received a combination of in-person/ virtual services
 - Present Only- 50% of the children received services completely in-person
 - 74% were present more than 85% of the time.
 - 23% were present 50 to 84% of the time
 - 3% present less than 50% of the time.
 - The main reason for absences were children receiving virtual services completely or the hybrid version. A few other reasons for absences are due to children and or their families being sick, vacation and doctors' appointments.

V. Board Meeting Updates

The Board Meeting was held on August 2, 2021. The Board Chair, Matthew Bruno, presided over the meeting. The following items were discussed:

- Mr. Bruno, Mr. Evelio Torres (President and CEO), and Early Learning Coalition staff met with a representative from the Florida Chamber Foundation regarding the foundation's Prosperity Project. The goal of this project is to cut childhood poverty in Florida by half by 2030. As part of the project, they are looking at the impact of early education and the gaps in access to quality early learning programs. Further discussions will be held to determine how the Early Learning Coalition Board can play a part in this initiative.
- There was a discussion on the pending expiration of the federal eviction moratorium and the serious effect this will have on the families. The Early Learning Coalition staff have been providing information on housing and rental assistance programs available in Miami-Dade and Monroe to help families access resources and services.
- The Early Learning Coalition staff continue to hold monthly provider meetings via zoom to provide updates from the different Early Learning Coalition departments. Childcare Partners are also encouraged to attend the monthly Provider Services Committee meetings, where they have the

opportunity to participate in an Early Education Partners Roundtable with their provider representatives.

- Three resolutions were ratified from the Executive Committee Meeting on June 23. The resolutions were:
 - Resolution 06032021-01 authorize the President and CEO to negotiate and execute an amendment to Contract PSA 20-32 with Lehtinen Schultz, PLLC for Legal services.
 - Resolution 06032021-02 Authorize the President and CEO to negotiate and execute an extension to Contract C18-17 with UKG INC. f/k/a Ultimate Software Group, Inc. to extend the date of the contract and prorate the total contract amount.
 - Resolution 06032021-03 Authorize the President and CEO to submit a School Readiness Plan amendment for approval to the Florida Office of Early Learning, for updates to the Waitlist and Program Assessment Policies.
- Florida Representative Vance Aloupis attended the meeting and discussed several bills related to early learning that were recently passed. These included the bills related to early literacy, teacher supports, and additional resources for parents.
- Mr. Evelio Torres discussed a recent meeting held with representatives of Family Child Care Home Providers. The discussion focused on some challenges that the family child care homes are having with recruiting and maintaining quality staff in their programs.
- The Audit Committee reported:
 - The Early Learning Coalition staff provided an overview of the programmatic monitoring that is conducted by the Division of Early Learning. The overall monitoring was positive.
 - Staff shared Information on the School Readiness program internal controls.
 - The loss prevention unit conducted a review of the Monroe Boys' and Girls' Club in response to financial fraud allegations. The review did not find any misappropriation of School Readiness funds.
- The Board approved the following resolutions presented by the Finance Committee:
 - Resolution 07292021-01 authorize the President and CEO to execute an amendment with The Children's Trust and to receive additional funds once the amendment is approved.
 - Resolution 07292021-02 authorize the President and CEO to submit a School Readiness Plan amendment to the Division of Early Learning for approval of changes to the Coalition's bylaws.
- Ms. Timothee provided an update of what was discussed at the Policy Council via a recorded video.
- The Program, Policy and Strategy Committee reported on:
 - Early Head Start's attendance, self-assessment update, and the status of the Corrective Action Plan.
 - The support the Inclusion, Screening and Assessment department is giving to partners as they transition to the new system for developmental screenings.
 - The 71 training sessions offered in June by The Professional Development Institute.
 - The Child Development Associate Preschool Courses scheduled to start Fall 2021 in English and Spanish.
 - The Children's First Equity and Inclusion Series being recognized as a best practice training program in the Children's Movements' Built to Thrive 21 summit scheduled for September.
 - The ELC Talks featuring the Impact of COVID-19 on Early Childhood Education and Child Development. This is scheduled for August 19, 2021.
- The Provider Services Committee shared two cases presented to the committee:
 - Little Yvena's Garden Learning World Center did not administer VPK Assessment Period 1 for the 2019-2020 and 2020-2021 School Year.
 - K. C. Kiddie Care II failed to administer both the VPK Assessment Period 1 and Assessment Period 3 for the 2020-2021 School Year.
 - VPK contracts for both partners were terminated and eligibility to participate in the VPK program was revoked for five years. These two cases also elevated to the Division of Early Learning.

- There was a lengthy discussion acknowledging the positive impact the Early Learning Coalition's Apprenticeship and Internship Programs will have on the quality of early childhood employees. Both programs are expected to launch in Fall 2021

VI. Updates:

- **Self-Assessment Update**

B. Torres provided an update on the Self-Assessment. She reviewed all of the tasks completed and those that were upcoming.

- **Corrective Action Plan**

B. Torres shared that all items on the Corrective Action Plan had been completed. The plan was submitted to the Regional Office. The Regional Office requested a list of documents for the program to submit. The program was gathering the items and would submit by the end of the day.

- **Nutrition:**

*****Save the date for Lil' Foodies Cook-Along Virtual Cooking Class** for entire family coming on **August 20th at 4 pm**. Get your little foodies to help you mash and stir, mix and whip up some easy healthy meals that are budget friendly too! What's a cook-along class? We'll be doing a cooking demo in a live Zoom session, inviting parents and entire families, teachers and staff to participate. **We are giving away five \$50.00 Publix gift cards at the end of each Li'l Foodies live cook-along class.**

Register for the class at the link here:

<https://zoom.us/meeting/register/tJAodeChrZlvEtWufT8ptwKP9x-shtZON2vT>

- Flyer with more information: https://drive.google.com/file/d/1bOsKBi9Et95chpomLKRo-9S_9BRZvwd/view?usp=sharing

VII. Adjournment

B. Torres asked for a motion to adjourn

- Frederica Dawson moved to adjourn
- Edeline Fleurant seconded the motion to adjourn
- Meeting adjourned at 6:42 p.m.

Policy Council Roles and Responsibilities

Chairperson: The Chairperson shall preside at all Policy Council meetings. S/he shall by virtue of their office, serve as ex-officio member of all standing committees. S/he shall assist in the recommendation or selection of all subcommittee chairpersons, temporary or permanent, except for the Executive Committee. S/he shall appoint members of the Policy Council to serve on other committees and boards as needed.

Vice-Chairperson: The Vice-Chairperson shall preside at the Policy Council meeting in the absence of or the inability of the Chairperson to exercise the duties of his/her office. The Vice Chair shall succeed to the position of the Chair if a vacancy occurs, becoming the Chair of the Policy Council with all rights, privileges and powers except to change or modify rules made by the Chair. S/he shall perform other duties as are incidental of his/her office or as instructed by the Chair.

Secretary: The Secretary shall be responsible for taking the roll call at all of the meetings. The Secretary shall perform such duties as are incidental of his/her office or as instructed by the Chair.

Assistant Secretary: The Assistant Secretary shall assist the Secretary as needed with taking the role call at the meetings. The Asst. Secretary shall perform such duties as are incidental of his/her office or as instructed by the Secretary.

Treasurer: The Treasurer shall give the program's fiscal and financial reports at the Policy Council monthly meetings. S/he shall serve as the Chair for the Planning and Budget Committee and shall perform such duties as are incidental of his/her office or as instructed by the Chair.

Parliamentarian: The Parliamentarian shall assist the Chair and other officers in ensuring the proper parliamentary procedures are followed based on Robert's Rules of Order for conducting meeting business (e.g. motions, voting, obeying the rules of debates). The Parliamentarian will preside at the Policy Council Meeting in the absence of the Chair and Vice Chair. S/he shall perform such duties as are incidental of his/her office or as instructed by the Chair.



Early Head Start Policy Council Meeting

September 15, 2021

Resolution: 09152021-01

Action Requested: Authorize the President and CEO to proceed with the implementation of the Early Head Start 2021-2022 Self-Assessment Plan.

Fiscal Impact: No Fiscal Impact

Funding Source: U.S. Department of Health and Human Services Administration for Children and Families

Strategic Goal:

<input type="checkbox"/> Neediest Children	<input type="checkbox"/> Providers
<input type="checkbox"/> Youngest Children	<input type="checkbox"/> Funding
<input type="checkbox"/> Educate All	<input checked="" type="checkbox"/> N/A - Coalition Operations

RESOLUTION: 09152021-01

AUTHORIZE THE PRESIDENT AND CEO TO PROCEED WITH THE IMPLEMENTATION OF THE EARLY HEAD START 2021-2022 SELF-ASSESSMENT PLAN.

WHEREAS, the Early Head Start Policy Council has been apprised of the program goals through the attached narrative, hereby incorporated by reference, and the Early Head Start Policy Council is in agreement with the goals described therein;

WHEREAS, the Early Head Start Policy Council recommends approving this action;

NOW, THEREFORE, be it resolved that the Early Head Start Policy Council shall authorize the President and CEO to proceed with the implementation of the Early Head Start 2021-2022 Self-Assessment Plan

The foregoing resolution and attachment was offered by (name), who moved its approval. The motion was seconded by (name), and upon being put to a vote, the vote was as follows: (#) members in favor and (#) opposed.

The chairperson thereupon declared this resolution duly passed and adopted this 15th day of September 2021.

EARLY LEARNING COALITION
OF MIAMI-DADE/MONROE, INC,

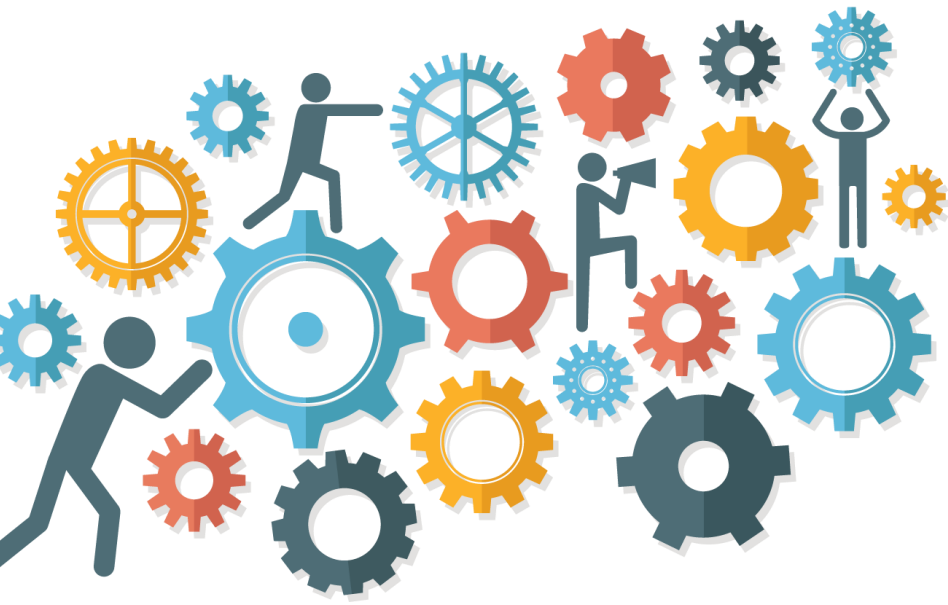
By: _____
(Name), Policy Council Secretary

Background:

Self-Assessment is a vital component of the planning cycle. The self-assessment creates a time for the program to critically examine the data collected throughout the previous program year. 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 of goals and objectives, determination of training and technical assistance priorities, and the allocation of program funds. The self-assessment plan, results, and improvement plan are submitted as part of the Early Head Start application and reapplication process.

Regulations:

642(c)(1)(E)(iv)(V)(aa) The governing body shall be responsible for reviewing and approving all major policies, including the annual self-assessment and financial audit.



2021-2022

Early Head Start Self-Assessment Plan



PURPOSE

Self-Assessment is a vital component of the planning cycle for the Early Head Start Program. 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.

Although inter-related, ongoing monitoring and self-assessment are distinct and separate systems. Ongoing monitoring takes place throughout the program year, examines whether the program is meeting regulatory requirements, and looks to answer the question, “Are we doing things right?” Self-Assessment takes place annually, 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 in meeting program goals and implementation of program services. Through the implementation of this process, we will focus on big issues, and answer three pertinent questions:

1. How can we better serve children and families in our community?
2. Where are we at risk?
3. How can we improve or streamline operations?

PERFORMANCE STANDARD

At least once each program year, a program must conduct a self-assessment that uses program data to evaluate the program’s progress towards meeting its goals, compliance with program performance standards throughout the program year, and effectiveness of the professional development and family engagement systems in promoting school readiness. [Head Start Performance Standards 1302.103(b)(2)(i)].

PARTICIPANTS

The inclusion of multiple perspectives ensures that all service areas and viewpoints are represented and considered during the analysis of data and the development of a program improvement plan. For this reason, various stakeholders (community representatives and parents) will be invited to participate along with key management staff from the Early Head Start Program.

PROCESS

DATA COLLECTION (TIMEFRAME: AUGUST 23, 2021 – SEPTEMBER 17, 2021)

The Neighborhood Place for Early Head Start will use existing information from various internal and external monitoring reports and/or inspections. Information from the program's database will also be used to determine areas of strength, as well as areas needing improvement. Each service area director or manager will identify the documents that will be reviewed as part of the self-assessment. Service area directors and managers may incorporate additional site visits or record reviews to gather pertinent data that will provide accurate information on the program's implementation.

FOCUS GROUP FORMATION (TIMEFRAME: AUGUST 23, 2021 – SEPTEMBER 17, 2021)

Board and Policy Council members will be invited to participate in the focus groups. Directors and managers will invite community representatives who are versed in their respective areas to participate in the focus groups. Childcare partners and parents of currently enrolled children will also be invited to be a part of the focus groups.

DATA SHARING (TIMEFRAME: SEPTEMBER 20, 2021 – SEPTEMBER 24, 2021)

Service area directors and managers will share the data and program goals with their respective focus group members prior to the focus group meeting. This will afford the focus group members an opportunity to become familiar with the data and goals to create a list of questions and/or observations. All data provided will be shared cumulatively to ensure confidentiality of children and families.

DATA ANALYSIS (TIMEFRAME: NOVEMBER 9, 2021)

Data analysis will be completed in two tiers. The first tier will focus on the programmatic and fiscal areas. These areas will consist of: ESREA (Eligibility, Selection, Recruitment, Enrollment, and Attendance), education, family and community engagement, health, nutrition, mental health, finance, and disability. Directors and managers from each area will organize a team comprised of staff and community stakeholders to review the data. Data analysis will focus on identifying major area(s) of strength and opportunities for improvement. The focus group will also discuss the progress and challenges in achieving the program goals. Each team will identify the systems being impacted in each finding and make recommendations for improvement.

IMPACT OF ANALYSIS (TIMEFRAME: NOVEMBER 10, 2021 – DECEMBER 17, 2021)

The second tier will focus on the program and systems. The Early Head Start (EHS) leadership team will analyze the information from each team. Since the program's systems work together to inform and influence the service delivery, the EHS leadership team will review the systems impacted in each finding. Appendix A provides a list of 12 Early Head Start systems and a brief description of each system. A final summary report and program improvement plan will be developed.

REVIEW DRAFT OF THE SUMMARY REPORT AND IMPROVEMENT PLAN WITH THE CHIEF OPERATING OFFICER (TIMEFRAME: JANUARY 10, 2022 - JANUARY 14, 2022)

Two reports will be developed as a result of the data analysis:

Summary Report: The summary report will recapitulate the results from the data analysis.

Program Improvement Plan: A program improvement plan will detail the steps to be taken to strengthen the program. The program improvement plan will identify the individuals responsible for each step and the timeframe for completing each step.

The draft report will be shared with the Chief Operating Officer.

FINAL REPORT AND IMPROVEMENT PLAN (TIMEFRAME: JANUARY 17, 2022 - JANUARY 24, 2022)

Recommendations from Chief Operating Officer will be incorporated into the draft Summary Report and Program Improvement Plan for a final report.

REPORT PRESENTATION (TIMEFRAME: JANUARY 31, 2022- FEBRUARY 17, 2022)

The Summary Report and the Program Improvement Plan will be presented to Early Learning Coalition of Miami-Dade/Monroe Programs and Policy Committee, Policy Council, and the Early Learning Coalition of Miami-Dade/Monroe Board.

FOCUS GROUP UPDATES (TIMEFRAME: FEBRUARY 22, 2022 - JULY 31, 2022)

Each director and manager will email their focus group member the summary and corrective action plan resulting from the data analysis and focus group recommendations. Two follow-up meetings will be held in April and July to provide a status on the progress of the Program Improvement Plan.

BOARD AND POLICY COUNCIL UPDATES (TIMEFRAME: APRIL 3, 2022 - AUGUST 17, 2022)

Updates on the Program Improvement Plan will be presented to the Early Learning Coalition of Miami-Dade/Monroe Programs and Policy Committee, Policy Council and the Early Learning Coalition of Miami-Dade/Monroe Board in the April and August meetings.

Early Head Start Management Systems¹

Program Planning and Service System Design guide all programs in their five-year grant and include service plans that directly impact children and families.

Data and Evaluation drive data-based decision-making, inform each stage of the program planning cycle, and use qualitative and quantitative measures to ensure effective program management.

Fiscal Management accounts for federal assets and compliance with regulations, includes internal controls, and helps program leaders collaborate as they develop budgets to address goals and priorities.

Community and Self-Assessment initiate the program planning process, provide the right services to the right population (external focus), and support continuous quality improvement (internal focus).

Facilities and Learning Environments support children and families in indoor and outdoor settings and cultivate spaces that are safe and inspire learning.

Transportation ensures the safe and efficient movement of children and meets needs in a consistent manner that are in compliance with state and federal regulations.

Technology and Information Systems maintain the infrastructure needed to address the increased reliance on data collection and analysis. These systems select, manage, and provide training on appropriate hardware and software needed to monitor progress.

Training and Professional Development emphasize the importance of training and technical assistance (T/TA) in every program and offer a range of instructional resources, including online resources.

Communication builds relationships with internal and external stakeholders and helps programs “tell their stories” as they pursue program and school readiness goals.

Recordkeeping and Reporting build and maintain a program’s institutional memory; design and distribute strategic reports; manage recordkeeping activities; and inform staff, leadership and external partners.

Ongoing Monitoring and Continuous Improvement help programs adapt to better address goals and objectives and share data with staff, policy council, and governing bodies to engage everyone in the program planning process.

Human Resources ensures that staff and volunteers have the credentials and competencies needed to fulfill responsibilities.

¹ <https://eclkc.ohs.acf.hhs.gov/organizational-leadership/article/management-systems>

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. August 18, 2021 Minutes
 - b. Resolution 09152021- 01 Self-Assessment
3. Second the motion:
“I (state your name) second the motion to approve (or disapprove):
 - a. August 18, 2021 Minutes
 - b. Resolution 09152021- 01 Self-Assessment
4. The Chair states:
“It has been moved by (name) and seconded by (name) that we approve (or disapprove):
 - a. August 18, 2021 Minutes
 - b. Resolution 09152021- 01 Self-Assessment

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.**



Program Governance Training/*Entrenamiento en Gobernanza/ Fòmasyon sou Gouvènans Pwogram nan.*

Early Head Start Program has scheduled a
governance training.

*El Programa Early Head Start ha programado un
entrenamiento sobre gobernanza.*

*Pwogram Early Head Start ap Ofri fòmasyon sou
gouvènans Pwogram nan*

Date/Fecha/ Dat

Saturday, October 2, 2021
Sábado, 2 de octubre 2021
Samdi, 2 Oktòb 2021

Time/Hora/Lè

8:30 a.m. – 12:30 p.m.

Location/Sitio/ Kote

Zoom Meeting Link/ *Enlace de Zoom*
Lyen Entènèt pou reyinyon Zoom:

[Policy Council Governance Training Overview](#)

Registration/Registración/ Enskripsyon

Please register in the link below/ *Regístrese en el
siguiente enlace/ Enskri nan lyen ki anba a:*

<https://forms.gle/ms22PakSy5mch2YB6>

Community
Families
Composition
Meetings
Elections
Motion
Terms
Leadership
Members
Responsibility
Approvals
Governance
Early Head Start
Children
Committees
Structure
Administrative
Bylaws
Representatives
Policy Council
Programmatic
Administration
Governing Body
fiscal