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# Minutes

Board of Directors Meeting  
August 5, 2019; 8:00 a.m.  
Centro Mater East  
418 SW 4th Avenue  
Miami, FL 33130

**Board Attendees:** Adrian Alfonso; Theresa Axford (via conference call); Rick Beasley; Maurice Kemp; Heather Carruthers (via conference call); Loreen Chant; Bob Eadie; Jenni Roig; Gilda Ferradaz; James Haj; Gladys Mopntes (via conference call); Abilio Rodriguez; Judy Schaechter; Gerald Schwartz; Alex Soto (via conference call); Iris Strachan; Aaron Slavens; Marisol Diaz

**Board Absentees:** Matthew Bruno

**Staff Attendees:** Evelio Torres; Milton Silvera; Miguel Alfonso; Anabel Espinosa; Lucy Shrek; Pam Hollingsworth; Lidia Clarke; Jackye Russell; Belkis Torres; Vanessa Aguilera; Lisney Badillo; Ileana Vallejo; Angelo Parrino; Sandra Gonzalez; Mercy Castiglione; Laurie Dunn; Paloma Lopez; Jose Hernandez; Fred Hicks

**General Attendees:** Bob de la Fuente (Board Counsel);

## I. Welcome and Introductions

**Adrian Alfonso**

- A. Alfonso called the meeting to order and welcomed everyone.
- A. Rodriguez said a few word and gave a tour of the facility.
- L. Sanabria called roll and a quorum was established with eighteen (18) voting members.
- A. Alfonso stated that this would be Theresa Axford's last board meeting as her second term ends. A. Alfonso thanked Theresa for all the work and dedication to the children here in Miami Dade County as well as in Monroe County.
- A. Alfonso stated that on June 4, the Miami Dade Family Learning Partnership held their, annual Reach Out and Read symposium, which included national experts presenting on early learning best practices.
- A. Alfonso stated that on June 13 the Children's Trust held their 14th Annual Champions for Children's Award Ceremony and to congratulated Centro Mater and Easter Seals for being awarded the programs of the year.
- A. Alfonso stated that the next board meeting will be Tuesday, September 3 and will be held at Miami Lighthouse Learning Center for Children.



## II. Approval of Minutes

**Adrian Alfonso**

- A. Alfonso called for the approval of the meeting minutes from March 2019.
  - L. Chant moved to approve the minutes.
  - B. Eadie seconded the motion.
  - Motion was passed unanimously.

## III. Finance Committee Report

**Bob Eadie**

- B. Eadie stated that Finance Committee meet on July 31, reviewed, and approved three resolution.
  - Resolution 08052019-01 – Authorizes the CEO to apply for the Preschool Development Grant Birth-Five to support the best practice implementation of child assessments.
  - Resolution 08052019-02 - Authorizes the CEO to negotiate and execute an amendment to Contract PSA 19-19 with Pradere Manufacturing Corp.
  - Resolution 08052019-03 - Authorizes the CEO to release a Request for Proposal (RFP) for MIP Assessments and General Repairs/Improvements for Early Learning Coalition of Miami-Dade/Monroe, Inc. locations.
    - G. Ferradaz moved to approve the resolutions in a block vote.
    - L. Chant seconded the motion.
    - Motion unanimously passed.
  - The EHS credit card report was included in the packet for board members to review.

## IV. Cybersecurity Committee

**Fred Hicks**

- F. Hicks gave a presentation on cybersecurity and asked the board to approve establishing this new committee.
- Adrian Alfonso stated that we should vote on establishing the Cybersecurity Governance committee and incorporating it into the Finance committee. The committee will commence at the next finance committee meeting.
  - J. Schaechter moved to approve the Cybersecurity sub committee.
  - R. Beasley seconded the motion.
  - Motion unanimously passed.

## V. Anti-Fraud Plan

**Victor Caballero**

- V. Caballero stated that no changes had been made to the plan but still needed approval.



- B. Eadie moved to ratify the nominations.
- R. Beasley seconded the motion.
- Motion unanimously passed.

## **VI. Monroe Advisory Committee Report**

**Heather Caruthers**

- H. Carruthers stated that the advisory committee met on June 24 and the following was discussed:
  - E. Torres recognized Chair Alan Eckstein for his service here in the Monroe County Community and as Chair of the Committee. He presented him with a Certificate of Appreciation from the Committee as well as a beautiful basket of goodies. Motion made by A. Eckstein to appoint Committee Member, Heather Carruthers as the new Chair.
  - VPK Initiative discussion. Will have Fiorella Altare Christie, Anabel Espinosa and Pam Hollingsworth, Professional Development will work together with Laurie to come up with a training and assessment plan to go along with the VPK initiative. The initiative has 2 goals: 1) to increase the participation of four year olds and 2) for every VPK program in Monroe County to receive a passing VPK Provider Kindergarten Readiness Rate.
  - Laurie let everyone know that she sent out the VPK Initiative to all VPK programs in the Keys. She has received positive feedback. She stated there would be an OEL Math training in Marathon, Saturday 20nd. The VPK Initiative meetings are scheduled in the Upper Keys, July 22, in the Middle Keys, July 23 and the lower Keys, July 24 at 6pm. All Directors and lead teachers will receive an invite. ELC staff will go over the whole initiative and discuss how and when to launch the plan. They will start with the curriculum being the first one component. They will see if it is working for you or if you will need other resources. Laurie then turned it over to Fiorella to talk about the CLASS assessment piece.
  - Fiorella explained that tool used is the Classroom Assessment Scoring System. It measures the teacher's interaction with the children and helps to better understand the quality in the classroom. The plan is to conduct a classroom assessment in every VPK classroom that is part of this initiative. There will be a pre to have a baseline score and a post to show growth. There are two reliable assessors (trained to fidelity) in Monroe County and VPK Classrooms that were recently assessed probably may not have to be assessed again.
  - John Padget, spoke about VPK classrooms willing to be assessed. He proposed that all willing participants have their classrooms assessed by the end of September. He said once he had a list of schools and teachers scores presented to him, that the VPK Teachers who score 3.0 or more would receive a \$100.00.
  - Fiorella stated that the assessments last roughly 2 hours and are completed in 4 cycles where observations take place for 15-20 minutes at a time. You can go up to six cycles, but we usually do four. The Assessor comes into the classroom and introduces herself to the Director, lets her know what she is going to be doing in the classroom and then tries not to have any interaction with anyone during the assessment. She will sit in a corner of the room and observe. It usually takes about two hours and when they are done, the let the Director know and they leave. They have up to 72 hours



to work on the scores and they write a report on what they saw. An assessor will be sent out based upon the language used in the classroom (English or Spanish).

- There continues to be no wait list of pending applicants for Monroe County and we continue to send invitations to families to enroll their children. The School Readiness count as June 20 was 253.
- Currently have 17 centers with a SR contract and only 4 Family Day Care Homes of which 2 are licensed and 2 are registered. We have no available infant slots in the Key West. One more center will be opening and contracting with us as soon as they receive their DCF license but they already have a waiting list for infants. Many centers are also having a hard time hiring qualified staff because of the high cost of living in Monroe County and the challenges with completing training and competency testing.
- The conference in April was highly successful and well attended. Vendors were on hand with multiple give aways and door prizes. The workshops were professional and educational.

**VII. Miami Dade County Head Start & Early Head Start Program**

**Dr. Maite Riestra-Quintero**

**VIII. CEO Report**

**Evelio Torres**

- <https://www.elcmdm.org/Content/Uploads/elcmdm.org/files/Meeting%20Packages/CEO%20Report%20082019%20final.pdf>

**IX. Public Comments**

**Adrian Alfonso**

**X. Adjourn**

**Adrian Alfonso**