



BOARD OF DIRECTORS MEETING
March 4, 2019; 10:00 a.m.
Murray Nelson Government Center
102050 Overseas Highway, Key Largo, FL 33037
415-655-0003 Meeting # 733 130 115

- | | | |
|------|---|-----------------|
| I. | Welcome & Introductions | Adrian Alfonso |
| | A. Roll Call | |
| II. | Approval of Minutes | Adrian Alfonso |
| | A. Motion to approve the February 2019 Board of Directors Meeting minutes. | |
| III. | Chairman’s Report | Adrian Alfonso |
| IV. | Finance Committee Meeting Report | Bob Eadie |
| | A. Resolution 03042019-01 – Authorize the President and CEO to negotiate and execute an amendment to Contract PSA18-26 with Pradere Manufacturing Corp. Fiscal Impact: The contract amount increases by \$38,000.00, for a total contract amount not to exceed \$238,000.00 for the fiscal year 2018-2019, which is subject to the availability of funding. | |
| | B. Resolution 03042019-02 – Authorize the President and CEO to negotiate and execute an amendment to Contract C18-07 with Bluejean Software, Inc. Fiscal Impact: The contract amount increases by \$50,000.00, for a total contract amount not to exceed \$250,000.00 for the fiscal year 2018-2019, which is subject to the availability of funding. | |
| | C. Resolution 03042019-03 – Approve the Evaluation Committee’s recommendation to award contract for RFP#ELCMDM2019-03 (CLASS Assessment Services) to the selected vendor(s). Also, authorize the President and CEO to negotiate and execute contracts with the selected vendor(s). Fiscal Impact: The contract is for an approximate amount of \$175,000.00 for fiscal year 2018-2019, which is subject to the availability of funding. | |
| | D. Financial Statement | |
| | E. EFS Modernization Update | |
| | F. Early Head Start Credit Card Report | |
| V. | CEO Report | Evelio Torres |
| | A. School Readiness Goal and Annual Report | Belkis Torres |
| | B. Early Learning Foundation Scholars Class of 2018 | Anabel Espinosa |

Mission: To promote high-quality school readiness, voluntary pre-kindergarten and after school programs, thus increasing all children’s chances of achieving future educational success and becoming productive members of society. The Coalition seeks to further the physical, social, emotional and intellectual needs of Miami-Dade and Monroe County children with a priority toward the ages before birth through age 5.



VI. Public Comments

Adrian Alfonso

VII. Adjourn

Adrian Alfonso

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Name	2018						2019						Absences
	July (No Meeting)	Aug. 9	Sept. 4	Oct. 1 (Annual Meeting)	Nov. 5 (Executive Committee)	Dec. 3	Jan (no meeting)	Feb.	Mar.	April	May (Executive Committee Meeting)	June	
Alfonso, Adrian		P	P	P	P	A		P					1
Axford, Theresa		A	TP	P	P	TP		A					2
Beasley, Roderick E.		P	P	P	P	P		P					0
Bruno, Matthew		TP	P	P		P		TP					0
Carruthers, Heather		P	P	P	P	A		P					1
Chant, Loreen		P	P	P		A		P					1
Diaz, Marisol		P	P	P		P		P					0
Eadie, Robert		P	P	P	P	P		P					0
Eckstein, Alan		P	P	P	P	TP		TP					0
Fagundo, Shaleen		P	P										0
Ferradaz, Gilda		P	P	P	P	P		E					0
Gassman, Philip		A	A	TP		A		A					4
Haj, James		P	P	A		P		P					1
Kemp, Maurice		A	P	P	A	A		P					3
Montes, Gladys				P		TP		P					0
Roig, Jenni		A	P	P		P		P					1
Rodriguez, Abilio		P	P	P		P		P					0
Schaechter, Judy		P	P	TP		P		P					0
Soto, Alexander		P	P	E		TP		P					0
Schwartz, Gerald K.		A	P	A		P		A					3
Slavens, Aaron		P	P	P		P		TP					0
Strachan, Iris		TP	P	TP		P		P					0
TOTAL PRESENT	0	16	20	18	8	16	0	17	0	0	0	0	
TOTAL EXCUSED	0	0	0	1	0	0	0	1	0	0	0	0	
TOTAL ABSENT	0	5	1	2	1	5	0	3	0	0	0	0	

Legend
P= Present
TP= Telephone
A= Absent
E= Excused
Rep= Representative on behalf of



Minutes

Board of Directors Meeting
February 4, 2019; 8:00 a.m.
David Lawrence Jr. Community Meeting Room

Board Attendees: Adrian Alfonso; Rick Beasley; Maurice Kemp; matthew Bruno (via conference call); Heather Carruthers; Loreen Chant; Bob Eadie; Alan Eckstein (via conference call); Jenni Roig; James Haj; Gladys Montes; Abilio Rodriguez; Judy Schaechter; Alex Soto; Iris Strachan' Aaron Slavens (via conference call); Marisol Diaz

Board Absentees: Theresa Axford; Gilda Ferradaz (excused); Philip Gassman; Gerald Schwartz

Staff Attendees: Evelio Torres; Ileana Vallejo; Laurie Dunn; Sandra Gonzalez; Fiorella Altare; Jackye Russell; Angelo Parrino; Belkis Torres; Michelle Meilan; Erika Erched; Cassie Allen; Jacqueline Oilo; Mercy Castiglione; Anabel Espinosa; Vanessa Aguilera; Victor Caballero;

General Attendees: Bob de la Fuente (Board Counsel); Juanita Walker (Sheyes of Miami)

I. Welcome and Introductions

Adrian Alfonso

- A. Alfonso called the meeting to order and welcomed everyone.
- L. Sanabria called roll and a quorum was established with sixteen (16) voting members.
- A. Alfonso thanked Coral Gables High School for allowing the ELC to host their annual Health & Wellness Fair there on January 18. The event had biometric screenings, teeth whitening, chair massages, Zumba and meditation all onsite. It was a huge success and the ELC employees truly found it helpful. A. Alfonso also thanked Trish Turner and her HR department for organizing the event.
- A. Alfonso stated that on January 30, 2019 at 9:00am, the Early Learning Coalition celebrated Literacy Week. This year everyone read Chika Chika Boom Boom, by Bill Martin Jr for children 0-3 and and Planting a Rainbow by Lois Elhert for our pre-k students. All the children received a copy of the book. A. Alfonso thanked Gerald Schwartz, Gilda Ferradaz, Iris Strachan, Maurice Kemp, Jenni Roig and Ablio Rodriguez for participating in the event.

II. Approval of Minutes

Adrian Alfonso

- A. Alfonso called for the approval of the meeting minutes from December 2018.
 - R. Beasley moved to approve the minutes.
 - J. Schaechter seconded the motion.
 - Motion was passed unanimously.



III. Executive Committee Report

Adrian Alfonso

- A. Alfonso stated that on December 19th, the Executive and Finance Committee met and approved two resolutions:
 - Resolution 12192018-01 - Authorize the President and CEO to make a qualified nonelective contribution, from ELCMDM funds, to the ELC's 401k plan to remedy the failed 2017 401k Actual Deferral Percentage and Actual Contribution Percentage non-discrimination testing. Fiscal Impact: A total amount of \$232,253.70 within 12 months of the end of the plan year or before December 31, 2018.
 - Resolution 12192018-02 Ratify in writing the ELCMDM's board of director's August 6 vote to authorize the President and CEO to approve the transition of The Neighborhood Place for Early Head Start Program to the Early Learning Children's Foundation. Fiscal Impact: The amount of \$9,789,273 for fiscal year 2018-2019.
- A. Alfonso stated that if there were no questions, they would take a block vote.
 - B. Eadie moved to approve the resolutions.
 - H. Carruthers seconded the motion.
 - Motion unanimously passed.

IV. Finance Committee Report

Bob Eadie

- B. Eadie stated that Finance Committee met on January 30 and the following items were reviewed:
 - Financials are still an estimate as the EFS Modernization is still not operational.
 - The VPK module on EFS Mod is working; the payments department will be using it this upcoming pay cycle and are starting reconciliation. The School Readiness portion is being tested internally and by some providers. Staff will begin using it for the January payments. Staff received confirmation that the VPK attendance reconciliation process needs to be completed in February. As soon as EFS mod is up and running we will see exactly how much we will need to recoup from providers that have been overpaid. OEL stated that the funds need to be recouped within 70 days. This means that in some cases we will have to hold 2 months of payments for some providers. Staff will speak to OEL to try to extend that deadline.
 - EHS is in line with the budget but the request for additional permanent funding was declined.
 - Resolution 02042019 is to approve the Evaluation Committee's recommendation to award a contract for RFP#ELCMDM2018-07 (Procurement Software) to the selected vendor. Also, authorize the President and CEO to negotiate and execute a contract with the selected vendor.
 - B. Eadie moved to approve the resolutions.
 - H. Carruthers seconded the motion.
 - Motion unanimously passed.



- Authority of Disposition
 - A. Eckstein moved to approve the disposition.
 - J. Schaechter seconded the motion.
 - Motion unanimously passed.
- The EHS credit card report was included in the packet for board members to review.
- Two small grants are being considered for non-renewal due to the administrative costs.

I. Provider Services Committee Report

Rick Beasley

- R. Beasley stated that the Provider Services Committee met on January 31 and reviewed the following cases:
 - Shining Light Childcare Development Center – The Contracts dept. received notification from the Performance Funding Specialists that the provider has fallen below the required 60% instructor retention rate. Per the ELPFP contract, the childcare facilities are required to sustain “60% of instructors/directors retention rate and no more than 40% instructor/director turnover during the contract term or their contract shall be terminated”. As of 12/13/2018 provider is at a 57% instructor retention rate. Unfortunately, there was not much the committee could do in this case and had to follow procedure and terminate the provider from the Performance Funding Project.
 - Tyne Family Day Care Home - Liability policy expired 6/14/18 and renewed on 10/23/18 resulting in an approximate 4 month and 7 day gap in coverage. After reviewing all documents and hearing, the providers’ testimony the committee decided to place the provider on a 6 month Corrective Action Plan.
 - Children’s Academy #6 - 4/14/2018, ELT recommended Termination due to six (6) class 2 violations in the same standard for the Outdoor Play Area/Fencing. Provider appealed however, case was put on hold as the provider was appealing most violations with DCF. In addition to the previous violations presented to ELT on 4/14/18, the provider received an additional nine (9) class 2 violations in the same standards. Provider received non-compliances with Loss Prevention and Compliance for DCF License on site was expired and was out of ratio, 1 staff 9 children. In addition, the SR Sign in/out forms for the months audited were not on site. Provider was given 72 hrs.to provide the SR sign in/out forms requested. Provider did not comply. After reviewing all documents and hearing, the providers’ testimony the committee decided to terminate the provider’s contract and revoke eligibility for 5 years.

II. Programs, Policy & Strategy Committee Meeting Report

Judy Schaechter

- J. Schaechter stated that the Programs, Policy and Strategy committee met earlier this morning and discussed the following items:
 - School Readiness Plan - OEL requires the coalition to submit the following SR Program Plan Elements that have changed based on revisions to statutory requirements and rules.
 - B. Eadie moved to approve the School Readiness Plan.
 - H. Carruthers seconded the motion.
 - Motion unanimously passed.



- The Federal Food Program reports was reviewed and no big discrepancies were found.
- During the month of January, the Early Head Start Program conducted various focus groups as part of their self-assessment. Board members from the Early Learning Coalition and the Early Learning Children's Foundation participated in the focus groups along with staff, childcare partners, and community partners. Their task was to analyze program data, find program strengths and opportunities for improvement, identify possible underlying causes for some of the challenges, and make recommendations. The following nine (9) challenges were found to be opportunities for improvement:
 - Ensuring that all developmental and social-emotional Ages and Stages Questionnaire (ASQs) are completed within the first 45 days of the child's entry in school.
 - Helping parents of children with special needs understand the Individualized Family Support Plan (IFSP).
 - Decreasing the number of families who deny social-emotional support services for their children.
 - Decreasing the number of missing well-baby checkups for certain months.
 - Increasing childcare centers' implementation of family style dining.
 - Decreasing the teacher turnover rate.
 - Increasing the waitlist at some of the centers.
 - Providing additional professional development for the Family Advocates so that they can better understand the requirements of the program.
 - Developing a process for attaining the non-federal share.
- Staff used each of these items and their recommendations to develop a program improvement plan.
 - H. Carruthers moved to approve the Self-assessment Plan.
 - B. Eadie seconded the motion.
 - Motion unanimously passed.
- The Recruitment and Selection Plan was developed by Early Head Start to increase community awareness about the program, encourage families to apply for services, and ensure the neediest and most at-risk families in the community are selected for the program.
- Some of the targeted population are infants and toddlers who:
 - Are currently homeless
 - Are in foster/kinship care
 - Are part of a family with prior DCF history
 - Are on TANF
 - Are on SSI
 - Are from low income families
 - Are from Domestic violence/Incarcerated Parents/At-Risk/Substance Abuse
 - Have and IFSP or diagnosed disabilities
 - Have teenage parents
 - Come from families impacted by Gun Violence
- As part of the recruitment plan, staff will be attending community events and working with community partners to share information with their clients about the program. Social media will be used to recruit families.
 - H. Carruthers moved to approve the Recruitment Plan.
 - B. Eadie seconded the motion.
 - Motion unanimously passed.



III. Legislative Committee Report

Alex Soto

- A. Soto stated that the Legislative Committee met on January 28 and discussed the following items:
 - It is unsure if the Performance Funding Project will continue due to House Bill, 1091. The bill requires providers to be assessed and meet certain benchmarks. Funding for these assessments were given but are not recurring dollars.
 - The Funding formula has come up again and there is the possibility that there will be bill. Someone has been hired to develop the formula and it appears it will take money away from Miami Dade/Monroe County.
 - The legislative visits are being scheduled locally and the Legislative Committee will be traveling to Tallahassee when the legislators are in session.
 - The Legislative agenda was reviewed and changes were made.
 - J. Schaechter moved to approve the Legislative Agenda.
 - B. Eadie seconded the motion.
 - Motion unanimously passed.

IV. Monroe Advisory Committee Report

Heather Carruthers

- H. Carruthers stated that the Monroe Advisory Committee met on January 29 and the following items were discussed:
 - Evelio stated that the VPK readiness preliminary rates were just released to the providers. The providers can only view the rates during the verification and dispute process. Once this period is exhausted, the rates will be made public and we are hoping to see good results in Monroe County. Jan 21-Feb OEL starts their resolution process and sends letters out. Final readiness rates will be released in March 2019
 - Evelio met with John Padgett prior to this meeting. John is very interested in VPK and has 2 goals he is focusing on.
 - 1) To ensure that as many eligible children in Monroe County take advantage of VPK. Heather Carruthers did a great job as our campaign spokesperson this year and we hope she continues to be our spokesperson again this coming year.
 - 2) To start doing research on curriculum that achieves best scores across the State. Evelio will be asking the Board of Education if they have any data on this and we will be asking providers and schools throughout the state what curriculum, they use that produces the best VPK readiness rates. Then we will have a conversation regarding whether this would be something the providers in Monroe would like to use. If we provide the curriculum for them along with professional development then we could measure the improvement in the readiness rates. We are still in the preliminary stages of this research.
 - He stated that we will be asking providers that achieved scores lower than what they expected to reach out to us so that we can work together to improve those scores. Rodney McKinnon also



wanted to remind everyone that this year no additional VPK providers would be placed on probation because of the scores. Working with OEL to ensure everyone understands the process and how many years are left before they go into probationary status if they continue to receive low scores.

- Evelio gave an update on the status of the state data system. EFS Mod and the VPK module is now fully functional and we are now in the process of finalizing payment adjustments. The hope is that by the end of this week we will be able to test the system on the school readiness side. . The payments on the SR have been much more complicated because of different payment rates and differentials like Gold Seal and PFP but we are hoping that it will be up and running for the February billing cycle so the providers can report their January attendance by Feb 5. Then the reconciliations will start. The plan for the reconciliations is that we will do the month of Jan and then do the month of July at the same time and then do the month of Feb and August...2 months at a time. OEL wants a shorter period to make those adjustments but we want to stretch it as much as it is possible in case providers owe money so we do not have to collect it in 1 or 2 months. Our goal when we meet with OEL in a couple of weeks is to discuss this period. We are being mindful of fiscal years ending and tax implications. We will try to work with these providers with these considerations earlier .For providers that feel like the ELC owes them money, we would like them to identify themselves and we will work with them so we can get these reconciliations first.
- Legislative priorities that are going to the Board of Directors meeting on 1st Monday in February
 - Goal 1: Support and fund the State Wide Early Care and Education Performance and Effectiveness Standards. The new requirements under 1091, we have non re-occurring funding from 2018--- 3.5 million dollars in total for PFP. We have a commitment from the current director of the OEL that we will have this funding for 2018-2019 fiscal year under the current director, if there is a change in administration there is no commitment. For the 2020-2021 year, there is no commitment so we do not know if there will be any money. For now, though the money is there and the commitment from the current director is there. Our goal is to work with the legislature to be sure that now that the law has been passed that creates standards and creates a performance funding program (a tiered reimbursement process) that now the funding follows this program. We are first trying to secure funding or SR.
 - Goal 2: Increase school readiness funding as we have every year and to push for additional funding to serve more children.
 - Goal 3: Support the TEACH scholarship in Monroe. Currently we have 16 teachers in Monroe that are taking advantage of the TEACH scholarship so they can get advanced degrees.
- 2018 accomplishments: we processed more than 150, 000 calls in the call center in South Dade. Wait time is 1 minute or less. All new staff have to spend a week at a call center. All calls are recorded and the Supervisor can listen in and determine any need for additional training.
- The funding formula is coming up again this year from a new legislator that is very involved and really cares about early learning. Evelio will be having a conversation with her.
- Sandra Gonzalez gave an update that there were two distinct sliding fee scales but the EFS mod system would only allow for one and they had to use the one for Miami Dade. This affects Monroe



families in how much their parent fee is. We are hoping this can be changed or adjusted this coming year. Evelio agreed this is very unfair to the families.

- Beth Barrett requested a formal communication from the ELC explaining the use of the one sliding fee scale for both Miami-Dade and Monroe.
- Laurie let everyone know that the Key West office has been experiencing problems with Comcast and they have had either spotty or no service lately. The IT department is working with us to help get this resolved so the office is able to help clients.
- Enrollment - Currently the number of children in the VPK program is **570** for this school year. Enrollment for the next year opened on January 2, 2019 and there are currently 48 children already enrolled. There continues to be no wait list of pending School Readiness applicants for Monroe County, and we continue to send invitations to families to enroll their children. There has been an increase in numbers of people coming into Monroe offices to apply for childcare.
- Quality Counts/PFP - Amber Keller passed her reliability test and is now a certified Toddler CLASS observer. Michele Morgan and Christine Picanso are also certified. Christine is attending Pre K CLASS Observer training this week and is UF TA coach certified. Amber and Chris have a scheduled plan of visits to all PFP centers. (9 centers with 49 classrooms total)
- Outreach Activities - 340 ELC families were given vouchers through Holiday Helpers this year (100 in the lower keys, 110 in the middle keys and 130 in the upper keys). Wesley House did a great job organizing this event. \$50 Publix gift cards were distributed to 221 SR preschool teachers in the County.
- Supports and Trainings - Collaboration with PDI to offer a monthly training in Marathon with one in Spanish once a quarter in Key West. These will begin once MMCI classes are completed. The competency test that was scheduled on Feb 9 was cancelled due to low numbers. Even though we had 17 people registered, Miami Dade College stated they needed higher numbers in order for it to be feasible to send down a proctor. Laurie and Michele will be trained as proctors in an effort to have local individuals to accommodate the needs of the people needing to test.
- Teen Parent - We currently have 1 teen parent in Key West and 1 in Key Largo.
- Grants/Conferences/Meetings - Next conference is April 27, 2019 at Hawk's Cay. The theme is Building a Strong Foundation.
- Projects - 1st quarterly Directors meeting was Oct 6 at Kreative Kids. Topics of discussion were Provider Association, trainings, staff retention, creation of a substitute pool and a local quarterly newsletter that will give everyone the opportunity to share items to trade or create wish lists. The 1st quarterly Directors meeting for Family Child Care Homes was on Nov 2. With some of the same topics discussed as they related to home care. Working with Miami ELC staff to bring the WAGES program to Monroe. Currently distributing books for Literacy Week to all SR providers.
- Miscellaneous - Staff are providing TA to schools in preparation of the CLASS assessment. Laurie has been attending TATS meetings working on the Interagency Agreement to ensure smooth transitions for children. The updated version will be available for staff signatures soon. Also working with the Children's Work Group and Monroe County Community Alliance team to strengthen local



collaboration of all the community resources. Arelis Gutierrez is no longer with the ELC and Wilhelmina Martin has stepped in to help in the Key West office 2 days a week. Laurie commended the Monroe staff on all working so well together and accomplishing so much work.

- **Child Care Provider Update – Sue Ellen Bennett, Provider Representative** - Sue Ellen explained her phone lines are down so if anyone is trying to get in touch with them they can call her cell phone. Lindsay with the new center in Islamorada said their enrollment is increasing and they are doing very well. Providers are reporting concerns about payments and are worried what will happen if they owe money once the payment situation is reconciled. A couple of centers are looking for teachers. St. James is looking for a part time substitute person. Teachers are hard to find in the Keys as we have a very small pool of people to hire from. Two Teachers at St. James are using the TEACH scholarship. Stated that the WAGES program is needed in the Keys and appreciates us trying to get it into Monroe. Thanked staff for the Publix gift cards and said it was a good thing to receive them after Christmas or any time is helpful. Next Directors meeting will hopefully be in March. Directors really appreciate the opportunity to get together. In Monroe, we are fortunate that we all know each other and work very well together. Explained the need for local staff to be trained as proctors for the competency exam, to support the needs of teachers in the Keys. Happy to hear about the next conference being at Hawks Cay. Teachers appreciated having the last one at a hotel because it was on a more professional level and they felt appreciated. Invited everyone to their annual fundraiser fish fest at the Caribbean Club on Sunday March 3rd.
- **District Head Start/VPK Update – Marla Russell, Early Childhood Coordinator/Supervisor** - Head Start enrollment numbers---- 179 Made up of 74-- 3 year olds and 105--- 4 year olds. Eight of which are non-voucher students. VPK enrollment (which includes 97 Head Start 4 year olds) is at 270 with the district. ESE Pre-K has increased by 35 students since our last meeting in Sept. 105 Pre-K stand-alone ESE students (which does not include IEP students in VPK and Head Start) There are 16 students with IEP's in VPK , 14 in Head Start and approx. 26 in referral. They are now day 2 of celebrating literacy week. Purchased books for literacy week. There are activities going on at each school related to literacy week. Teachers in the public school are keeping a reading log of how much they read to the students every day. ELA (English Language Arts) Curriculum Specialist has recommended reading a minimum of 3 books a day to students. State mandates they review curriculum every 3 to 5 years and this next year is an adoption year. Last, go round the teachers selected DLM Express because it has a strong math component and had a component for differentiation because our populations here are very diverse. DLM has letters in Spanish and Creole. They have three schools in the Upper, Middle and Lower Keys that are piloting Creative Curriculum this year. The teachers feel that this edition of Creative Curriculum is the best edition because of the improvements made and how the differentiation piece is there. Round two of CLASS observations. Contracted with a retired principal to do observations in VPK and Head Start classrooms. Offering an MMCI training closer to the end of school on Saturdays. It is free and open to anyone who would like to take it.
- **DCF Licensing Update – Mitzi Cater, Family Services Counselor** - Mitzi said she has been working with inspecting School Readiness providers in the school and that HR is working with her to gather all the documents she requires so she can see them when she goes to do an inspection. The school district is still in the process of getting their fingerprints into the Clearinghouse. Now waiting on the registration to move forward. Actively working on all the places she needs to inspect and trying to complete everything before she retires in July.



V. CEO Report

Evelio Torres

- a. House Bill 1091 and Performance Funding Program Refresher Fiorella Christie
- b. Travel Policy Mercy Castiglione

<https://www.elcmdm.org/Content/Uploads/elcmdm.org/files/Meeting%20Packages/minutes/CEO%20Report%20202042019%20final.pdf>

VI. Public Comments

Adrian Alfonso

VII. Adjourn

Adrian Alfonso



Early Learning Coalition Board of Directors Meeting

March 4, 2019

Resolution: 03042019-01

Action Requested: Authorize the President and CEO to negotiate and execute an amendment to Contract PSA18-26 with Pradere Manufacturing Corp.

Fiscal Impact: The contract amount increases by \$38,000.00, for a total contract amount not to exceed \$238,000.00 for the fiscal year 2018-2019, which is subject to the availability of funding.

Funding Source: All Funding Sources

Strategic Goal:

- Neediest Children**
- Youngest Children**
- Educate All**

- Providers**
- Internal Capacity**
- Funding**

RESOLUTION: 03042019-01

AUTHORIZE THE PRESIDENT AND CEO TO NEGOTIATE AND EXECUTE AN AMENDMENT TO CONTRACT PSA18-26 WITH PRADERE MANUFACTURING CORP.

WHEREAS, the Board of the Early Learning Coalition of Miami-Dade/Monroe, Inc. has been apprised of the program goals through the attached narrative, hereby incorporated by reference;

WHEREAS, the Board approves the adoption of this action;

NOW, THEREFORE, be it resolved by the Board that the President and CEO is authorized to negotiate and execute an amendment to Contract PSA18-26 with Pradere Manufacturing Corp.

The foregoing resolution and attachment was offered by _____, who moved its approval. The motion was seconded by _____, and upon being put to a vote, the vote was as follows: _____.

The vote was recorded as listed in the attached roll sheet.

The chairperson thereupon declared this resolution duly passed and adopted this 4th day of March, 2019.

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

By: _____
Board Secretary

Background:

On July 1, 2018, the Early Learning Coalition of Miami-Dade/Monroe County entered into a contract with Pradere Manufacturing Corp. for the provision of office furniture. The initial contract amount was \$200,000.00. The proposed amendment will increase the contract by \$38,000.00, for the purchase of furniture for the Early Learning Coalition's office relocation, for a total contract amount of \$238,000.00, subject to the availability of funding. The main office currently located on the fifth floor will be relocated to the second floor, with the Contracts and Loss Prevention departments relocating to the United Way Ansin building. Office space will be downsized from 15,832 square feet to approximately 8,000 square feet, resulting in smaller work areas. Current furniture, suited to smaller work areas, will be utilized to maximize savings and space-saving furniture will be purchased to accommodate the smaller work areas.



Early Learning Coalition Board of Directors Meeting

March 4, 2019

Resolution: 03042019-02

Action Requested: Authorize the President and CEO to negotiate and execute an amendment to Contract C18-07 with Bluejean Software, Inc.

Fiscal Impact: The contract amount increases by \$50,000.00, for a total contract amount not to exceed \$250,000.00 for the fiscal year 2018-2019, which is subject to the availability of funding.

Funding Source: All Funding Sources

Strategic Goal:

- Neediest Children**
- Youngest Children**
- Educate All**

- Providers**
- Internal Capacity**
- Funding**

RESOLUTION: 03042019-02

AUTHORIZE THE PRESIDENT AND CEO TO NEGOTIATE AND EXECUTE AN AMENDMENT TO CONTRACT C18-07 WITH BLUEJEAN SOFTWARE, INC.

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WHEREAS, the Board approves the adoption of this action;

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The vote was recorded as listed in the attached roll sheet.

The chairperson thereupon declared this resolution duly passed and adopted this 4th day of March, 2019.

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

By: _____
Board Secretary

Background:

On July 1, 2018, the Early Learning Coalition of Miami-Dade/Monroe County entered into a contract with Bluejean Software, Inc. for Provider Portal Hosting and Dashboard services. The initial contract amount was \$200,000.00. The proposed amendment will increase the contract by \$50,000.00, to support the Performance Funding Project, to include the enrollment of Private Pay and Scholarship children through secure portal enhancements to process, track, and submit provider attendance for these programs online. The new total contract amount will be \$250,000.00 which is subject to the availability of funding.



Early Learning Coalition Board of Directors Meeting

March 4, 2019

Resolution: 03042019-03

Action Requested: Approve the Evaluation Committee's recommendation to award contract for RFP#ELCMDM2019-03 (CLASS Assessment Services) to the selected vendor(s). Also, authorize the President and CEO to negotiate and execute contracts with the selected vendor(s).

Fiscal Impact: The contract is for an approximate amount of \$175,000.00 for fiscal year 2018-2019, which is subject to the availability of funding.

Funding Source: Office of Early Learning

Strategic Goal:

- Neediest Children
- Youngest Children
- Educate All

- Providers
- Internal Capacity
- Funding

Resolution: 03042019-03

APPROVE THE EVALUATION COMMITTEE'S RECOMMENDATION TO AWARD CONTRACT FOR RFP#ELCMDM2019-03 (CLASS ASSESSMENT SERVICES) TO THE SELECTED VENDOR(S). ALSO, AUTHORIZE THE PRESIDENT AND CEO TO NEGOTIATE AND EXECUTE CONTRACTS WITH THE SELECTED VENDOR(S).

WHEREAS, the Board of the Early Learning Coalition of Miami-Dade/Monroe, Inc. has been apprised of the program goals through the attached narrative, hereby incorporated by reference;

WHEREAS, the Board approves the adoption of this action;

NOW, THEREFORE, be it resolved that the Board shall authorize the approval of the Evaluation Committee's recommendation to award contract for RFP#ELCMDM2019-03 (CLASS Assessment Services) to the selected vendor(s). Also, authorize the President and CEO to negotiate and execute contracts with the selected vendor(s).

The foregoing resolution and attachment was offered by _____, who moved its approval. The motion was seconded by _____, and upon being put to a vote, the vote was as follows: _____.

The vote was recorded as listed in the attached roll sheet.

The chairperson thereupon declared this resolution duly passed and adopted this 4th day of March, 2019.

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

By: _____
Board Secretary

Background:

Resolution #12032018-01 authorized the President and CEO to release a Request for Proposal (RFP) for CLASS Assessment Services. On January 8, 2019 the Early Learning Coalition released RFP#ELCMDM2019-03 for CLASS Assessment Services. On or before February 8, 2019, the Early Learning Coalition received two (2) proposals from the following:

- TeachStone Training, LLC
- Quality Consulting & Research Group Inc

Legal Counsel reviewed the proposals on February 11, 2019; the proposals were deemed responsive.

On February 13, 2019, the proposals were reviewed by four (4) evaluators who made up the Evaluation Committee.

Evaluation Committee Members:

1. Manuela Rodriguez , Family and Provider Engagement Specialist- Early Learning Coalition of Broward County, Inc.
2. Ayme Hamoui , Quality and Education Manager- Early Learning Coalition of Broward County, Inc.
3. Erin Gallagher , Vice President of Provider Services- Early Learning Coalition of Palm Beach County, Inc.
4. Ana Maria Farkas , Early Childhood Assessment & Development Specialist Lead- Early Learning Coalition of Miami-Dade/Monroe, Inc.

On February 20, 2019, at the second Evaluation Committee Meeting, the committee moved and passed a motion to recommend that the Early Learning Coalition negotiate and execute contracts with **TeachStone Training, LLC** and **Quality Consulting & Research Group Inc**. The committee’s decision to select both vendors was due to capacity. Being able to contract with both vendors will allow the Early Learning Coalition the ability to have a wide range of observers to conduct assessments.

Proposer’s Name	Final Rating (Max 400)
TeachStone Training, LLC	308
Quality Consulting & Research Group Inc	385

Evaluation Scorecard:

RFP # ELCMDM2019-03 CLASS Assessment Services		Max. Score	TeachStone Training, LLC				Quality Consulting & Research Group Inc			
			#1	#2	#3	#4	#1	#2	#3	#4
Organizational Capacity		10								
1	The organizational history and background of successful implementation of prior comprehensive projects provides specific indications for success of this program.	5	5	5	5	5	3	5	5	
2	Proposal describes in detail program management scheme including an organizational and program flow chart of program's management.	5	5	5	2	5	5	5	5	
Classroom Assessment		20								
1	Proposal includes clear and comprehensive CLASS observation procedure which ensures the use of the appropriate Infant, Toddler, Pre-K CLASS tool.	5	5	5	2	5	5	5	5	
2	Proposal includes clear and comprehensive CLASS observation procedure which explicitly outlines process for observations in each care level (Infant, Toddler, and Pre-K and multiage classrooms), including but not limited to, duration, observable activities	5	4	5	2	5	4	5	5	
3	Proposal includes clear and comprehensive CLASS observation procedure for extenuating circumstances (e.g. assigned teacher absence, change in assigned teacher)	5	4	4	1	4	5	5	4	
4	Proposal includes clear comprehensive CLASS observation procedure for notification of extenuating circumstance that would cause any teacher to be absent from a classroom, they are scheduled to be in for observation.	5	4	4	1	4	5	5	5	
Data and Reporting		20								
1	Proposal includes clear and comprehensive submission protocol that defines observations cycles and defines behavioral note taking and the appropriate recording of tool dimensions	10	10	10	1	10	9	10	10	
2	Proposal includes clear and comprehensive submission procedure which explicitly identifies approval process and prescribed timeline and entry into web based learning system	10	9	10	1	10	9	10	10	
Reliability & Calibration		20								
1	qualifications and reliability, current certification, their respective reliability scores and languages spoken.	10	10	10	1	9	10	10	6	
2	Proposal includes clear and comprehensive reporting protocol for annual recertification and calibration of all certified CLASS observers	10	10	10	10	10	10	10	10	
Staffing		15								
1	Staffing narrative provides clear descriptions of each position to be used to implement the work plan.	5	5	5	1	5	5	5	5	
2	Staffing plans indicate exemplary levels of education of identified staff as needed and identified by job responsibilities.	5	5	5	1	5	4	5	3	
3	Work plan clearly indicates staff utilization	5	5	4	1	5	5	5	5	
Budget		15								
1	Budget reflects staffing requirements	5	5	1	1	5	5	5	5	
2	Budget and narrative shows calculations of non-personnel programmatic costs.	5	5	1	1	4	5	5	5	
3	Budget is reflective of limitations of indirect allocations.	5	5	1	1	4	5	5	5	
TOTAL		100	96	85	32	95	96	98	94	
TOTAL SUM		400	308				385			
AVERAGE		100	77				96			

Early Learning Coalition of Miami-Dade and Monroe Counties

Statement of Financial Position

(In thousands \$000)

	Unaudited As of 1/31/2019
Assets	
Cash & Cash Equivalents	1,735
Grants Receivable	31,324
VPK Prepayment	7,165
Property and Equipment, Net	286
Other Assets	45
 Total Assets	 \$ 40,554
Liabilities	
Accounts Payable	13,450
Advances Due to OEL & Other	18,254
VPK Prepayment	3,623
Accrued Expenses & Other Liabilities	4,201
 Total Liabilities	 39,529
Net Assets	
Unrestricted	596
Temporarily Restricted	430
Total Net Assets	1,026
 Total Liabilities and Net Assets	 \$ 40,554

Early Learning Coalition of Miami-Dade and Monroe Counties

Statement of Activities
(In thousands \$000)

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>1/31/2019</u>
Support and revenues			
Grants	\$ 0	\$ 106,405	\$ 106,405
Contributions and Other	(3)	154	151
Net Assets Released from Restrictions	<u>106,614</u>	<u>(106,614)</u>	<u>0</u>
 Total Support and Revenues	 106,611	 (55)	 106,556
 Expenses			
Early Education Services	102,925		102,925
Administration	<u>3,688</u>		<u>3,688</u>
 Total Expenses	 <u>106,614</u>	 <u>0</u>	 <u>106,614</u>
 Change in Net Assets	 (3)	 (55)	 (58)
 Beginning Net Assets	 599	 485	 1,084
 Ending Net Assets	 <u><u>\$ 596</u></u>	 <u><u>\$ 430</u></u>	 <u><u>\$ 1,026</u></u>

Early Learning Coalition of Miami-Dade and Monroe Counties
Statement of Functional Expenses
(In thousands \$000)

	<u>Early Education Services</u>	<u>Administration</u>	<u>Preliminary YTD 1/31/2019</u>
Expenses:			
Payroll & Employee Benefits	8,253	2,449	10,702
Direct Child Care Services	91,241	0	91,241
Contracted Services-Subrecipients	867	13	880
Dues & Subscriptions	5	64	69
Occupancy Costs	1,067	104	1,171
Telephone & Communications	172	106	279
Equipment Repair & Maintenance	0	3	3
Postage & Freight	14	14	28
Printing	55	5	60
Professional Fees	121	464	585
Travel & Transportation Expenses	99	49	148
Program Supplies	616	31	647
Meetings & Conferences	8	12	21
Insurance-General & Liability	87	5	92
Office	140	293	432
Other Administrative Costs	181	75	256
Total Expenses	\$ 102,925	3,688	106,614

Early Learning Coalition of Miami-Dade and Monroe Counties
Statement of Cash Flows
(In thousands \$000)

	Preliminary YTD 1/31/2019
Cash Flows From Operating Activities	
Change In Net Assets	(58)
Adjustments to reconcile change in net cash provided by	
Depreciation Expense	0
(Increase) Decrease in Assets:	
Grants Receivables	(18,841)
Other Assets	(2)
VPK Prepayment	(7,165)
Increase (Decrease) in Liabilities:	
Accounts Payable-Vendors	(715)
Other Accrued Expenses & Other Payables	3,368
Advances Due to OEL	21,542
Advances Due to Other Grantors	238
Deferred Revenues	0
Total Adjustments	(1,575)
Net Cash Flows From Operating Activities	(1,632)
Cash Flows from Investing Activities:	
Purchase of furniture and equipment	
Net Cash Flows From Investing Activities	
Change in Cash	(1,632)
Cash - Beginning of Period	3,367
Cash Balance End of Period	\$ 1,735



BUDGET VARIANCE
January
2019
In 000'S

School Readiness					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
State of Florida	129,241	10,462	73,322	43.27%	41.67%
EXPENDITURES					
Salary and Fringe	14,998	1,010	7,453	50.30%	
Child Care Services	104,203	9,191	63,437	39.12%	
Contractual Services	3,204	79	832	74.04%	
Occupancy	1,553	116	872	43.86%	
Travel/Conf/Dev	296	6	105	64.49%	
Program Activity	4,414	43	216	95.10%	
IT	326	14	260	20.46%	
Other	248	3	147	40.78%	
TOTAL EXP	129,241	10,462	73,321	43.27%	41.67%

VPK					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
State of Florida	58,658	3,628	22,143	62.25%	41.67%
EXPENDITURES					
Salary and Fringe	1,437	45	447	68.91%	
Child Care Services	56,476	3,577	21,530	61.88%	
Contractual Services	71	-2	67	6.11%	
Occupancy	124	8	69	43.85%	
Travel/Conf/Dev	13		5	64.11%	
Program Activity	400			100.00%	
IT	64		18	72.28%	
Other	73		33	54.24%	
TOTAL EXP	58,658	3,628	22,168	62.21%	41.67%

EARLY HEAD START					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
Office of Head Start	11,814	1,039	6,974	40.97%	41.67%
EXPENDITURES					
Salary and Fringe	2,827	253	1,923	31.98%	
Child Care Services	5,875	627	3,766	35.90%	
Contractual Services	892	4	153	82.82%	
Occupancy	1,439	79	610	57.60%	
Travel/Conf/Dev	179	21	155	13.42%	
Program Activity	351	25	193	45.07%	
IT	124	28	91	26.34%	
Other	128	2	83	35.07%	
TOTAL EXP	11,814	1,039	6,974	40.97%	41.67%

TCT and OTHER					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
The Children's Trust	14,771	338	3,242	78.05%	
Other	829	14	366	55.92%	
Refugee	1,050	68	508	51.58%	
Teen Parent	545			100.00%	
	17,195	420	4,116	76.06%	41.67%
EXPENDITURES					
Salary and Fringe	1,828	108	757	58.58%	
Child Care Services	14,065	236	2,508	82.17%	
Contractual Services	517	54	414	19.99%	
Occupancy	60	9	74	-23.56%	
Travel/Conf/Dev	101	6	60	40.83%	
Program Activity	573	8	299	47.85%	
IT	31		13	59.19%	
Other	20	1	26	-26.52%	
TOTAL EXP	17,195	422	4,150	75.87%	41.67%
NET		-2	-33		

TOTAL	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
State of Florida	187,899	14,090	95,465	49.19%	
Office of Head Start	11,814	1,039	6,974	40.97%	
The Children's Trust	14,771	338	3,242	78.05%	
Other	829	14	366	55.92%	
Refugee	1,050	68	508	51.58%	
Teen Parent	545			100.00%	
TOTAL REVENUE	216,908	15,549	106,555	50.88%	41.67%
EXPENDITURES					
Salary and Fringe	21,090	1,416	10,580	49.83%	
Child Care Services	180,620	13,631	91,241	49.48%	
Contractual Services	4,684	136	1,466	68.71%	
Occupancy	3,175	212	1,625	48.81%	
Travel/Conf/Dev	588	33	324	44.88%	
Program Activity	5,738	77	708	87.66%	
IT	545	42	381	30.08%	
Other	469	6	289	38.38%	
TOTAL EXP	216,908	15,551	106,613	50.85%	41.67%
NET		-2	-58		

NO EHS CHARGES MONTH OF JAN

JAN 2019 BTA AMEX				
Trans. Date	AMEX Description	Amount	ELC Description	Dist Code PAYROLL CODE

\$ -

Quarterly Breakdown - Airfare, Hotel, Car Rental	
Total Airfare August	\$ -
Total Hotel August	\$ -
Total car rental & tolls August	\$ -

Total EHS monthly charges \$ -