FINANCE COMMITTEE MEETING
February 26, 2020, 10:00 am
ELC Board Room
415-655-0003 meeting # 737 761 841

I. Welcome & Introductions  Bob Eadie

II. Approval of Minutes  Bob Eadie
   A. Motion to approve minutes for January 2020

III. Financial Statements  Bob Eadie
   A. School Readiness/VPK
   B. Early Head Start

IV. Resolutions  Bob Eadie
   A. Resolution 02262020-01 - Authorize the President and CEO to release a Request for Qualifications for legal services.
   B. Resolution 02262020-02 - Authorize the President and CEO to negotiate and execute a contract with The Children’s Forum, vendor approved by the Florida Office of Early Learning, to facilitate and provide Assessment Services using the Classroom Assessment Scoring System (CLASS) for Miami-Dade and Monroe Counties.

V. Information Items  Bob Eadie
   A. Update on EFS Modernization
   B. EHS Credit Card Report
   C. Slot Utilization
      • Miami Dade County
      • Monroe County
      • Early Head Start
      • Title V
   D. Term and Conditions Procurement Issue
      • Request for Quotes
         1. Vendors (International Data Depository, Spider Strategies)

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.
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
   Bob Eadie

VII. Meeting Adjourn
     Bob Eadie
I. Welcome and Introductions  

• B. Eadie called the meeting to order and welcomed everyone. Quorum was established.

II. Approval of Minutes  

• Motion to approve minutes by A. Alfonso.
• Motion seconded by A. Soto.
• Motion unanimously passed.

III. Financial Statements  

• M. Castiglione stated that they were reporting December financials and that EFS Mod is up and running.

• F. Hicks stated that EFS Mod phase 1 and 2 had been completed tested and it is working. The 30 million dollar gap previously reported is down to 21 million. The ELC is waiting on phase 3 which will in the reconciliation process but in the meantime, they will continue working with providers individually. OEL is tracking this reconciliation; and anticipate/hope that OEL will forgive an amount of the debt owed. A. Parrino stated that EFS Mod is still not operating at a 100% but it is a large improvement.

• E. Torres stated that the reconciliation process continues to be very difficult; and has asked Shan Golf to send OEL staff to assists and gain a better understanding of the process. Another concerning issue is that providers have served children that did not
qualify. The ELC has sent a request to OEL to see if payments can be made. M. Castiglione stated that the ELC does not have the authority to pay providers when children were ineligible the system would not allow it.

- A. Sanchez reviewed the financials and stated that it was business as usual. The figures are not 100% accurate but are pretty much in line with past financials. M. Castiglione stated concern with the 5% mandate for administrative spending because it was pacing high. OEL may identify additional dollars to offset this increase. C. Alaniz stated the ELC is currently at 5.2% in administrative spending. A. Sanchez stated that the ELC is showing a small surplus but it is due to EFS mod not being completely accurate on provider payments. F. Hicks stated that MDCPS is playing catch up on submitting attendance for their VPK payments so numbers should start to align. E. Torres stated MDCPS is claiming that they have monies owed to them from the last three fiscal years; this is for children that were not entered.

- A. Parrino stated that EHS is running in a deficit and the ELC has submitted a request for a supplemental, in the meantime, the ELC has made adjustments to the allocations. E. Torres stated that The Children’s Trust 12 million dollar grant will be managed by them instead of the ELC.

IV. Resolutions

- Resolution 01292020-01 - Authorize the President and CEO to negotiate and execute an amendment to Contract C18-17 with Ultimate Software Group, Inc. to extend the date of the contract and prorate the total contract amount.
  
  o Motion to approve resolution by A. Alfonso.
  o Motion seconded by A. Soto.
  o Motion unanimously passed.

- Resolution 01292020-02 - Authorize the President and CEO to apply to the Single Source procurement from The Children’s Trust, once the proposal is approved, authorize the President and CEO to negotiate the contract, execute and receive the funds. Fiscal Impact: The approximate amount of $5,000,000.00 for fiscal year 2020-2021, which is subject to the availability of funding.
  
  o Motion to approve resolution by A. Alfonso.
  o Motion seconded by A. Soto.
  o Motion unanimously passed.

V. Information Items

- B. Eadie stated that there were no charges on the EHS credit card.

VI. Public Comment
Early Learning Coalition of Miami-Dade and Monroe Counties

Statement of Financial Position
(In thousands $000)

<table>
<thead>
<tr>
<th>Assets</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash &amp; Cash Equivalents</td>
<td>4,986</td>
</tr>
<tr>
<td>Grants Receivable</td>
<td>27,414</td>
</tr>
<tr>
<td>VPK Prepayment</td>
<td>11,169</td>
</tr>
<tr>
<td>Property and Equipment, Net</td>
<td>357</td>
</tr>
<tr>
<td>Other Assets</td>
<td>185</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td><strong>$ 44,112</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liabilities</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>13,963</td>
</tr>
<tr>
<td>Advances Due to OEL &amp; Other</td>
<td>13,075</td>
</tr>
<tr>
<td>VPK Prepayment</td>
<td>10,656</td>
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<tr>
<td>Accrued Expenses &amp; Other Liabilities</td>
<td>5,301</td>
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<td><strong>Total Liabilities</strong></td>
<td><strong>42,995</strong></td>
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<table>
<thead>
<tr>
<th>Net Assets</th>
<th>Amount</th>
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<tr>
<td>Unrestricted</td>
<td>577</td>
</tr>
<tr>
<td>Temporarily Restricted</td>
<td>540</td>
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<tr>
<td><strong>Total Net Assets</strong></td>
<td><strong>$ 1,117</strong></td>
</tr>
</tbody>
</table>

Total Liabilities and Net Assets $ 44,112
### Early Learning Coalition of Miami-Dade and Monroe Counties

#### Statement of Activities  
*(In thousands $000)*

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted</th>
<th>Temporarily Restricted</th>
<th>1/31/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Support and revenues</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>$0</td>
<td>95,585</td>
<td>95,585</td>
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<tr>
<td>Contributions and Other</td>
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<td>(5)</td>
<td>(5)</td>
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<td>Net Assets Released from Restrictions</td>
<td>95,580</td>
<td>(95,580)</td>
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<td><strong>Total Support and Revenues</strong></td>
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<td>95,580</td>
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<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Early Education Services</td>
<td>91,571</td>
<td></td>
<td>91,571</td>
</tr>
<tr>
<td>Administration</td>
<td>4,009</td>
<td></td>
<td>4,009</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td>95,580</td>
<td>0</td>
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<tr>
<td><strong>Change in Net Assets</strong></td>
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<td>0</td>
<td>0</td>
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<tr>
<td><strong>Beginning Net Assets</strong></td>
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<td>540</td>
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<tr>
<td><strong>Ending Net Assets</strong></td>
<td>$577</td>
<td>$540</td>
<td>$1,117</td>
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</table>
## Early Learning Coalition of Miami-Dade and Monroe Counties
### Statement of Functional Expenses

*(In thousands $000)*

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Early Education Services</th>
<th>Administration</th>
<th>1/31/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll &amp; Employee Benefits</td>
<td>8,524</td>
<td>2,688</td>
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<td>505</td>
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<td>Dues &amp; Subscriptions</td>
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<td>Occupancy Costs</td>
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<td>180</td>
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<td>Telephone &amp; Communications</td>
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<td>160</td>
<td>287</td>
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<tr>
<td>Equipment Repair &amp; Maintenance</td>
<td>2</td>
<td>3</td>
<td>6</td>
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<tr>
<td>Postage &amp; Freight</td>
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<td>21</td>
<td>23</td>
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<td>Printing</td>
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<td>598</td>
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<td>Travel &amp; Transportation Expenses</td>
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<td>Program Supplies</td>
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<td>23</td>
<td>619</td>
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<td>Meetings &amp; Conferences</td>
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<td>Insurance-General &amp; Liability</td>
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<td>Other Administrative Costs</td>
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<td><strong>4,009</strong></td>
<td><strong>95,580</strong></td>
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<td>Description</td>
<td>Amount</td>
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</tr>
<tr>
<td>-----------------------------------------------------------------</td>
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<tr>
<td><strong>Cash Flows From Operating Activities</strong></td>
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<td>Change In Net Assets</td>
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<td><strong>Adjustments to reconcile change in net cash provided by</strong></td>
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<td>Depreciation Expense</td>
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<td><strong>(Increase) Decrease in Assets:</strong></td>
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<td><strong>Increase (Decrease) in Liabilities:</strong></td>
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<td>Deferred Revenues</td>
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<td><strong>Total Adjustments</strong></td>
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<tr>
<td><strong>Net Cash Flows From Operating Activities</strong></td>
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<tr>
<td><strong>Cash Flows from Investing Activities:</strong></td>
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<tr>
<td>Purchase of furniture and equipment</td>
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<tr>
<td><strong>Net Cash Flows From Investing Activities</strong></td>
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<tr>
<td>Change in Cash</td>
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<tr>
<td>Cash - Beginning of Period</td>
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<td><strong>Cash Balance End of Period</strong></td>
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<td>Current Month Actual</td>
<td>Current Year Actual</td>
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<tr>
<td>----------------</td>
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<tr>
<td><strong>School Readiness</strong></td>
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<tr>
<td><strong>Revenue</strong></td>
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<td>60,201</td>
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<td>Salary and Fringe</td>
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<td>1,056</td>
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<td>326</td>
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<tr>
<td>Other</td>
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<td>138,159</td>
<td>9,117</td>
<td>60,253</td>
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<td><strong>Early Head Start</strong></td>
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<tr>
<td><strong>Revenue</strong></td>
<td>10,211</td>
<td>885</td>
<td>6,349</td>
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<tr>
<td><strong>Expenditures</strong></td>
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<td></td>
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</tr>
<tr>
<td>Salary and Fringe</td>
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<td>237</td>
<td>1,840</td>
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<td>Child Care Services</td>
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<td>3,882</td>
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<td>IT</td>
<td>6</td>
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<td>6</td>
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<tr>
<td>Other</td>
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<td><strong>Total Exp</strong></td>
<td>10,211</td>
<td>883</td>
<td>6,349</td>
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<td><strong>TCT and Other</strong></td>
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<tr>
<td><strong>Revenue</strong></td>
<td>13,230</td>
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<td>6,800</td>
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<td><strong>Expenditures</strong></td>
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<tr>
<td>Salary and Fringe</td>
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<tr>
<td>Occupancy</td>
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<td>1</td>
<td>55</td>
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<tr>
<td>Program Activity</td>
<td>573</td>
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<td>89.68%</td>
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<td>IT</td>
<td>31</td>
<td>2</td>
<td>41</td>
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<tr>
<td>Other</td>
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<td>10</td>
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<tr>
<td><strong>Total Exp</strong></td>
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<td>7,727</td>
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<td><strong>TOTAL</strong></td>
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<td></td>
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<tr>
<td><strong>Revenue</strong></td>
<td>194,147</td>
<td>13,101</td>
<td>82,155</td>
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<tr>
<td><strong>Expenditures</strong></td>
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<tr>
<td>Salary and Fringe</td>
<td>22,556</td>
<td>1,544</td>
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<td>Child Care Services</td>
<td>181,915</td>
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<tr>
<td>Occupancy</td>
<td>1,936</td>
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<td>1,371</td>
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<tr>
<td>Program Activity</td>
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<td>656</td>
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<td>IT</td>
<td>427</td>
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<tr>
<td>Other</td>
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<td>33</td>
<td>617</td>
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<tr>
<td><strong>Total Exp</strong></td>
<td>219,276</td>
<td>15,418</td>
<td>96,230</td>
</tr>
</tbody>
</table>

**Net**: 212
Action Requested: Authorize the President and CEO to release a Request for Qualifications for legal services.

Fiscal Impact: The approximate amount of $125,000.00 per fiscal year, which is subject to availability of funding.

Funding Source: APOOL*

Strategic Goal:  
- Neediest Children  
- Youngest Children  
- Educate All  
- Providers  
- Internal Capacity  
- Funding

RESOLUTION: 02262020-01

AUTHORIZE THE PRESIDENT AND CEO TO RELEASE A REQUEST FOR QUALIFICATIONS FOR LEGAL SERVICES.

WHEREAS, the Finance Committee has been apprised of the program goals through the attached narrative, hereby incorporated by reference, and the Finance Committee is in agreement with the goals described therein;

WHEREAS, the Finance Committee recommends approving this action;

NOW, THEREFORE, be it resolved that the Finance Committee shall present this action to the Board of the Early Learning Coalition of Miami-Dade/Monroe, Inc. (the “Board”), and shall recommend that the Board approve this action at the next meeting of the Board.

*APOOL (Specific Funding Sources): Department of Health and Human Services, Administration for Children and Families, Florida Department of Children and Families, Department of Education Office of Early Learning Miami-Dade and Monroe (School Readiness Services, Voluntary Prekindergarten Services), Ocean Reef Community Foundation, Monroe County School District, Teen Parent Program, The Children’s Trust.
Background:

On April 3, 2017, The Early Learning Coalition of Miami-Dade/Monroe, Inc. (ELCMDM) released a Request for Qualifications for Legal Services. Thereafter, on June 5, 2017, the Litigation Services Committee conducted interviews with prospective legal services candidates. From the candidates, Lehtinen, Schultz, Riedi, Catalano, De La Fuente, PLLC (LSRCF Law, PLLC) was the legal firm selected and approved by the Board of Directors. LSRCF Law, PLLC has been the ELCMDM’s Legal Counsel since July 1, 2017, as stated in the table below.

The ELCMDM is requesting to release a Request for Qualifications for legal services. Legal services are exempt from procurement, but the ELCMDM conducts a public solicitation as best practice. To reduce administrative costs, we are seeking a contract for legal services for a term of three years, renewable for another term of three years contingent on the vendor’s satisfactory performance.

<table>
<thead>
<tr>
<th>Lehtinen Schultz, PLLC f/k/a LSRCF Law, PLLC Contract Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contract Number</strong></td>
</tr>
<tr>
<td>PSA17-25</td>
</tr>
<tr>
<td>PSA18-25</td>
</tr>
<tr>
<td>PSA19-24 (Current)</td>
</tr>
</tbody>
</table>
Action Requested: Authorize the President and CEO to negotiate and execute a contract with The Children's Forum, vendor approved by the Florida Office of Early Learning, to facilitate and provide Assessment Services using the Classroom Assessment Scoring System (CLASS) for Miami-Dade and Monroe Counties.

Fiscal Impact: The approximate amount of $105,000.00 for fiscal year 2019-2020, which is subject to the availability of funding.

Funding Source: Florida Office of Early Learning

Strategic Goal: ☑ Neediest Children
☑ Youngest Children
☑ Educate All
☐ Providers
☐ Internal Capacity
☐ Funding

RESOLUTION: 02262020-02

AUTHORIZE THE PRESIDENT AND CEO TO NEGOTIATE AND EXECUTE A CONTRACT WITH THE CHILDREN'S FORUM, VENDOR APPROVED BY THE FLORIDA OFFICE OF EARLY LEARNING, TO FACILITATE AND PROVIDE ASSESSMENT SERVICES USING THE CLASSROOM ASSESSMENT SCORING SYSTEM (CLASS) FOR MIAMI-DADE AND MONROE COUNTIES.

WHEREAS, the Finance Committee has been apprised of the program goals through the attached narrative, hereby incorporated by reference, and the Finance Committee is in agreement with the goals described therein;

WHEREAS, the Finance Committee recommends approving this action;

NOW, THEREFORE, be it resolved that the Finance Committee shall present this action to the Board of the Early Learning Coalition of Miami-Dade/Monroe, Inc. (the “Board”), and shall recommend that the Board approve this action at the next meeting of the Board.
**Background:**

Whereas it is the responsibility of the board to promote high-quality school readiness, research supports the implementation of observation-based program assessment, as a means to improve quality in early care and education settings. In fact, classrooms with high scores on observation-based program assessment measures have better social and academic outcomes. The State Legislature, in support of the science around program assessment has enacted House Bill 1091, an act relating to early learning, which requires the implementation of observation-based program assessment prior to contracting with the Early Learning Coalition of Miami-Dade/Monroe, Inc. (ELCMDM) for School Readiness services. This is the second-year programs will be assessed unless they score a 5.00 or higher on the composite score. The Office of Early Learning has identified the Classroom Assessment Scoring System (CLASS) as the designated program assessment measure and has delegated completion of these assessments to coalitions across the state. ELCMDM is requesting services from The Children’s Forum, which has the relevant CLASS knowledge and experience, to conduct up to 300 assessments. The Children’s Forum will provide staff that are bilingual in Spanish and English and are reliable in all of the three tools (e.g. CLASS Infant, CLASS Toddler and CLASS Preschool) and are able to maintain reliability while providing the above referenced services.
<table>
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<tr>
<th>Trans. Date</th>
<th>AMEX Description</th>
<th>Traveler</th>
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<tbody>
<tr>
<td>12/31/19</td>
<td>Budget Rental Car 800 - 482 - 0159 FL</td>
<td>Eimy Ramirez</td>
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<tr>
<td>01/06/20</td>
<td>American Airlines 1-800-433-7300</td>
<td>Tatiana Larionova</td>
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<td>01/06/20</td>
<td>Jet Blue 1-800-538-2583</td>
<td>Lucretia Jones</td>
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<td>American Airlines 1-800-433-7300</td>
<td>Tatiana Larionova</td>
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<td>Hilton Garden Inn Reagan National 703-892-1050</td>
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<td>01/15/20</td>
<td>Omni Atlanta Hotel at CNN Center 404-659-0000</td>
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<td>01/21/20</td>
<td>American Airlines 1-800-433-7300</td>
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<td>Flight for Tatiana Larionova to attend the RIVHSA Conference, Atlanta, GA</td>
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<td>Arlington, VA February 4-5</td>
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