



**BOARD OF DIRECTORS MEETING  
 October 1, 2018; 10:00 a.m.  
 Florida Keys Mosquito Control  
 503 107th Street Gulf  
 Marathon, FL 33050**

- |       |   |                |
|-------|---|----------------|
| I.    | Welcome & Introductions   | Adrian Alfonso |
|       | A. Roll Call  |                |
| II.   | Approval of Minutes   | Adrian Alfonso |
|       | A. Motion to approve the September 2018 Board of Directors Meeting minutes. |                |
| III.  | Chairman's Report   | Adrian Alfonso |
| IV.   | Finance Committee Report  | Adrian Alfonso |
|       | A. Early Head Start Credit Card Report (pg. 19)                             |                |
|       | B. EFS Modernization  | Fred Hicks     |
| V.    | Provider Services Committee Meeting Report                                  | Rick Beasley   |
|       | A. Rising Star Academy (pg. 20)   |                |
|       | B. Babyville Preschool (pg. 21)   |                |
| VI.   | Monroe County Advisory Committee Meeting Report (pg. 23)                    | Alan Eckstein  |
| VII.  | Strategic Planning Committee Meeting Report                                 | Loreen Chant   |
| VIII. | Public Comments   | Adrian Alfonso |
| IX.   | Adjourn   | Adrian Alfonso |

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.



# Minutes

Board of Directors Meeting  
September 4, 2018; 8:00 a.m.  
David Lawrence Jr. Community Meeting Room

**Board Attendees:** Adrian Alfonso; Theresa Axford (via conference call); Rick Beasley; Maurice Kemp; Matthew Bruno; Heather Carruthers; Loreen Chant; Bob Eadie; Alan Eckstein; Shaleen Fagundo; Gilda Ferradaz; James Haj; Gladys Montes; Abilio Rodriguez; Judy Schaechter; Gerald Schwartz; Alex Soto; Iris Strachan; Aaron Slavens; Marisol Diaz; David Lawrence

**Board Absentees:** Philip Gassman

**Staff Attendees:** Evelio Torres; Angelo Parrino; Milton Silvera; Pamela Hollingsworth; Fiorella Altare; Michelle Meilan; Mercy Castiglione; Jackye Russell; Ana Sejeck; Laurie Dunn; Jose Hernandez; Ana Rodriguez; Anabel Espinosa; Corey Jackson; Miguel Alfonso; Sandra Gonzalez; Ileana Vallejo; Leigh Cooper; Fred Hicks; Lidia Clarke; Tatiana Larionova; Belinda Jeanty; Vanessa Aguilera

**General Attendees:** Bob de la Fuente (Board Counsel); Rachel Spector (The Children's Trust); Susan Miller (Citrus Health)

## 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 nineteen (19) voting members.
- A. Alfonso stated that this Board meeting would be Shaleen Fagundo's last day on the ELC Board. A. Alfonso thanked S. Fagundo on behalf of the board and thanked her for all her work and dedication.
- A. Alfonso reminded the Board Members that the next Board meeting will be held on October 1st in Marathon. This board meeting also serves as our Board retreat. A. Alfonso thanked Loreen Chant on behalf of the board for agreeing to chair the Strategic Planning Committee again this year. A. Alfonso asked for some volunteers to work with L. Chant on this committee, S. Fagundo, G. Ferradaz and B. Eadie volunteered. A. Alfonso stated that to facilitate this year's retreat, the ELC has retained the services of Carol Wick who facilitated the retreats for the Early Learning Advisory Council and the Association of Early Learning Coalitions. Carol Wick will conduct phone interviews with a sample of board members to obtain feedback that can be used to guide the retreat discussion.



- A. Alfonso stated that on August 21st the ELC held a meet and greet for LaTousha Daniels, the CEO of the Miami Children’s Initiative and thanked the board members who were able to attend.
- A. Alfonso reminded the Board Members that he was appointed by the governor to chair the Early Learning Advisory Council. A. Alfonso stated that the Council was currently in a state of course adjustment due to the number of pending governor appointments to ELC boards. A. Alfonso reported that after sending a letter on behalf of the Council to the governor, August 30th he appointed 12 members to ELC boards. A. Alfonso stated that they will continue to work on filling the rest of the appointments, in addition to increasing engagement by ELC chairs on the Council.

## II. Approval of Minutes

**Adrian Alfonso**

- A. Alfonso called for the approval of the meeting minutes from March, 2018.
  - R. Beasley moved to approve the minutes.
  - B. Eadie seconded the motion.
  - Motion was passed unanimously.

## III. Provider Services Committee Report

**Rick Beasley**

- R. Beasley stated that on August 30<sup>th</sup> the provider Service Committee Meeting met and reviewed the following items:
  - Health and Safety
  - Monroe Exemption
  - Miami Dade License Requirements
- V. Aguilera gave the following explanation:
  - 01/01/2017, a new Health and Safety requirement came into effect with Rule 6M-4.610. Along with that rule, we received guidance from an OEL Policy Analyst, which referred to application of the rule to **New** School Readiness providers or **New** license exempt providers. Therefore, we were under the impression that this applied to just **New** providers not existing. Later on, we also received guidance directly from Rodney stating it was ok to certify these providers for 2017-2018 because the DCF inspections were going to take place by September 30<sup>th</sup>. So we went ahead and certified these providers.
  - 8/9/2018, In our most recent OEL audit, we received one finding because one Monroe provider did not have their health and safety inspection from DCF. When OEL was looking into this file, OEL also found that this provider was exempt by the ELC based on our internal policy for Monroe providers that took place in 2011 (which Bob will explain in a moment).
  - Those decisions carried over throughout the years until now and we certified those providers. However, OEL instructed us to identify which other providers were under the same situation.
  - A total of 55 Miami-Dade and Monroe providers were identified and all these providers are either exempt (From DCF or ELC). Evelio shared this list with the Board a couple of weeks ago.



- The status report on these 55 providers is as follow:
  - # of Miami Dade- 45
  - # of Monroe- 9
  - # of MOCPS- 5
  - # of MDCPS- 30
  - 15 submitted SR10 Form from DCF to initiate inspection-
  - 14 passed H&S- (3 prior to July 1, 2017) (11 after July 1, 2017)
  - 1 have not submitted anything (SR10)- Plantation Key (Monroe County)
  
- Originally, the instructions from OEL were to terminate these providers. However, after a couple of discussion it was decided a corrective action (withholding payments) was the best approach and we immediately started coordination with DCF and providers to try to get these inspections done asap. However, weeks have pasted and there has been little progress.
  
- Since, we have to demonstrate to OEL that we are taking proper actions; the providers have been notified via a corrective action plan. We are also giving them 45 days to come into compliance. Unfortunately, if they do not come into compliance we will have to start the termination process.
  
- We are working to assist the providers through this process, as we all want to do what is best thing for our children and community.
  
- The committee recommended to eliminate the current policy and authorize staff to comply with all new applicable rules and regulations.
  - Motion to eliminate the current policy and authorize ELC Staff to comply with all new applicable rules and regulations approve by B. Eadie.
  - Motion seconded by S. Fagundo.
  - Motion was unanimously passed.

#### IV. Finance Committee Report

**Bob Eadie**

- B. Eadie stated that on August 29<sup>th</sup> the Finance Committee met and discussed the following items:
  - The EHS Credit Card Report which has been added to your packet for review.
  
  - Resolution 09042018-01 Authorize the President and CEO to apply and submit a proposal to The Children’s Trust competitive solicitation (RFP) for Teaching Strategies Gold to provide early childhood development support for ongoing, observation-based assessment system for young children. This Resolution was added after the Finance Committee so I will need board approval
    - Motion to approve resolution by H. Carruther.
    - Motion seconded by M. Bruno.
    - Motion was unanimously passed.
  
  - The EFS Modernization – F. Hicks discussed the current challenges the ELC is facing:



- Incomplete data migration impacting current School Readiness clients and wait-list applicants (wrong parents, providers, children, fees, etc. were imported from EFS Legacy.)
- Restrictive rules for eligibility entry in EFS Mod causes multiple system errors.
- Inconsistent e-mail notifications to parents and providers advising of processed or terminated cases.
- Attendance module is not fully functioning for providers.
- Parents and Coalition staff are unable to directly modify e-mail accounts for families and must send service tickets to OEL
- Certain processed eligibility cases disappear from the system.
- In some instances, parents are unable to sign eligibility certificates to acknowledge enrollments.
- Out-of-county and in-county transfer module is not fully functioning.
- Inability to generate internal compliance reports in Tableau to monitor data accuracy.
- Coalition, Provider, and Parent Portals are run at slow speed.
- Heightened level of frustration and complaints by system users (parents, providers, and staff.)
- Backlog of over 1300 cases to re-enter in EFS Mod once functionality returns.
- OEL acknowledges backlog of hundreds of service desk tickets for 30 coalitions.
- ELC of Miami-Dade/Monroe has been unable to pull children from the waiting list.
- Increased concerns from Coalitions throughout the state about their ability to fully utilize their 2018-2019 budgets.
- Providers are unable to verify rosters of enrolled children.
- Double work for staff to enter information into two parallel systems (EFS Legacy and EFS Mod.)
- Lack of internal quality control due to non-functioning reports.
- Coalition staff is now forced to track parents down to complete electronic acknowledgements (backlog of over 2000 cases in EFS Mod.)
- Parents and providers are unable to process transfers in EFS Mod.
- R. Beasley suggested that a letter be sent to the Office of Early Learning stating that disallowances be waived during this time period and that a target date of Sept 15 should be set or the ELC will return to the old system.
  - Motion to approve the letter to OEL by R. Beasley.
  - Motion seconded by J. Schaechter.
  - Motion was unanimously passed.

#### V. Programs, Policy and Strategy Committee Report

Judy Shcaechter

- J. Schaechter stated that the Programs, Policy and Strategy Committee Meeting met on September and reviewed the EHS Federal Food Program.
- J. Schaechter stated that they reviewed the Next Steps to Create an Evidence Based Program Review Task Force comprised of ELCMDM staff, board and stakeholders.
  - Task Force will develop a definition, guiding principles and review process for evidence based program review.
  - Present to the ELMDM Programs Committee and Board of Directors for approval.
  - Evidence Based Program Review begins.
    - Evidence Base Review Process Task Force-Recruiting



- Guiding Principles- In process
- Definition Development – In process
  - Process Development
- Understanding exactly what aspects of the program will be examined for evidence base
- Establishing a research protocol for the literature review (process of gathering research on topic/program)
- Tool/Service Model
  - Is there a tool on which the program is built?
  - Is the tool a validated measure?
  - Practice
  - Does the program deliver tool and/or services using evidence based practices?
  - Implementation
  - Are the tool or services delivered using evidence based practice or fidelity to the service model?
- J. Schaechter stated that they reviewed the EHS Transition

## VI. Nominating Committee Meeting Report

**Alan Eckstein**

- A. Eckstein stated that the Nominating Committee met on August 23<sup>rd</sup> the Nominating interviewed three very qualified candidates who would be filling Shaleen Fagundo's position on the board (for profit child care center). While all three were very impressive candidates one stood out to us which was Jennifer Roig.
  - Motion to approve nomination by B. Eadie.
  - Motion seconded by H. Carruthers.
  - Motion was unanimously passed.

## I. CEO Report

**Evelio Torres**

[http://www.elcmdm.org/about\\_us/Board/minutes/Board/CEO%20report/CEOR09042018.pdf](http://www.elcmdm.org/about_us/Board/minutes/Board/CEO%20report/CEOR09042018.pdf)

## II. Public Comments

**Adrian Alfonso**

## III. Adjourn

**Adrian Alfonso**

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										0
Axford, Theresa		A	TP										1
Beasley, Roderick E.		P	P										0
Bruno, Matthew		TP	P										0
Carruthers, Heather		P	P										0
Chant, Loreen		P	P										0
Diaz, Marisol		P	P										0
Eadie, Robert		P	P										0
Eckstein, Alan		P	P										0
Fagundo, Shaleen		P	P										0
Ferradaz, Gilda		P	P										0
Gassman, Philip		A	A										2
Haj, James		P	P										0
Kemp, Maurice		A	P										1
Montes, Gladys		A	P										1
Rodriguez, Abilio		P	P										0
Schaechter, Judy		P	P										0
Soto, Alexander		P	P										0
Schwartz, Gerald K.		A	P										1
Slavens, Aaron		P	P										0
Strachan, Iris		TP	P										0
<b>TOTAL PRESENT</b>	<b>0</b>	<b>16</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL EXCUSED</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL ABSENT</b>	<b>0</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

<b>Legend</b>
P= Present
TP= Telephone
A= Absent
E= Excused
Rep= Representative on behalf of



Main Office  
2555 Ponce de Leon Blvd., Suite 500, Coral Gables, FL 33134  
Tel: (305) 646-7220 Fax: (786) 433-3227 Web: [www.elcmdm.org](http://www.elcmdm.org)

## 2018 – 2019 Board of Directors

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Alexander Soto, MBA

Iris Strachan

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Evelio C. Torres

### Founding Chair

David Lawrence Jr.

September 18, 2018

Rodney MacKinnon  
Executive Director  
Florida Office of Early Learning  
250 Marriott Drive  
Tallahassee, FL 32399

Dear Mr. MacKinnon:

This letter is sent on behalf of the Board of Directors (Board) of the Early Learning Coalition of Miami-Dade/Monroe. The board sincerely appreciates your ongoing support to our Early Learning Coalition and the improvements made to Florida's Early Learning system under your leadership.

At our September meeting, the Board discussed the state data system that ELCs depend on to serve families and providers and to assist board members in fulfilling their fiduciary and oversight responsibility. The board voted to send this letter detailing our main concerns and requesting a reply with a proposed resolution.

We are aware that there have been major challenges with the launch of the state-wide data system. Our understanding is that the system is not functioning as it should and this is having a deleterious effect on the operations of our coalition.

In particular, the following is a partial list of ongoing concerns:

- Non-functioning waitlist feature, which requires redundant, manual processes in order to enroll new children into the school readiness program;
- Inability to accurately process provider attendance and make payments based on actuals, instead of using data from June;
- Payments based on June attendance data creates a situation where coalition staff and providers will need to spend months reconciling the reimbursements;
- Negative impact to the coalition budget as a result of increased labor costs due to overtime needed to process reconciliations;
- The costs incurred to implement manual processes for eligibility;

The Board is requesting that the Office of Early Learning (OEL) provide the coalition written assurances that waivers will be granted for any audit findings or disallowances that occur as a result of the identified concerns, as well as others that are related to problems with the implementation of the new data system.



As the problems with the system have been in existence since July 1<sup>st</sup>, it seems that a deadline of October 1<sup>st</sup> is reasonable for an expected resolution. If the problems cannot be resolved by this date, then we respectfully ask you to provide OEL's Plan B. Information we have been given suggests that a return to the legacy Enhanced Field System (EFS) is a plausible option until the new system is operating fully. The longer we go without reactivating the legacy system the more difficult it will be to activate it without a major data gap.

Thank you for your time and we await your response to the Board's concerns.

Sincerely,



Adrian Alfonso  
Chair, Early Learning Coalition of Miami-Dade/Monroe



Early education. Lifelong success.

#### Quick Links

[Early Learning Coalition Program Information and Updates](#)

[Early Childhood Resources](#)

[Miami-Dade Public Library](#)

[Healthy Recipes](#)

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Connect With Us!



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President's Message



Dear Friends:

Our Monroe Early Childhood Conference and Resiliency Summit scheduled for September 21 and 22, 2018 at the Key West Marriott are fast approaching. Dr. Earl Suttle, Founder/CEO of Leadership Success International, LLC will be our opening keynote speaker and Dr. Mimi Graham, Director of the Florida State University Center for Prevention and Early Intervention Policy, will be our lunch keynote speaker.

The conference will feature presenters who are experts in diverse areas including early childhood education, resiliency and much more. Sessions will be offered in both English and Spanish. To register for the conference click on [Monroe County Conference Registration](#).

This month we also salute those of Hispanic and Latino Heritage during the observance of National Hispanic Heritage Month from September 15th to October 15th.

As always, we thank you for your partnership and encourage you to follow us on [Facebook](#) , [Twitter](#) and [Instagram](#) for up-to-date information on our programs and events.

Sincerely,

A handwritten signature in black ink, appearing to read "Evelio C. Torres".

Evelio C. Torres  
President & CEO

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## Office of Early Learning Family Portal

The Office of Early Learning deployed a new state-wide computer system for School Readiness and VPK. The program affects how families interface with the system. The Office of Early Learning has released two training videos to assist your families accessing the portals.

The link for the Family Portal

Logon is <https://youtu.be/AgW07HE8Fbw> and VPK Family Application for Families is <https://youtu.be/q11Fdl0aCHg> .

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## Would You Like FREE Books For Your 3-Year-Old Child?

It's simple to get FREE books:

The Read to Learn Book Club is a free monthly book club for all 3-year-olds in Miami-Dade County. All children are eligible to receive a free book every month, with a supplemental Early Learning guide, delivered to their home during their third year.

**CLICK HERE TO REGISTER YOUR CHILD**

You just need to register your child by clicking above. A Read to Learn Book Club Family Support Specialist will assist you to provide an orientation of the program and help you with the registration.

The Read to Learn Book Club is funded and administered by The Children's Trust, Miami-Dade Family Learning Partnership and the Early Learning Coalition of Miami-Dade/Monroe. For any additional questions, please contact the Miami-Dade Family Learning Partnership at 305.891.7323.



The Children's Trust Read to Learn Book Club is brought to you in collaboration with:



MIAMI-DADE  
FAMILY LEARNING  
PARTNERSHIP

## September is Baby Safety

**Month.** Baby Safety Month is devoted to educating parents and caregivers on the importance of properly choosing and using the best age-appropriate products as well as emphasizing safe practices to ensure the health and safety of all children.



For example the top five tips to protect your baby are:

1. A firm mattress and fitted sheet are all you need in your baby's crib. Remove blankets and toys.
2. Learn to use your child's care seat the right way.
3. Make sure you have both a working smoke alarm and a carbon monoxide alarm on every level of your home, and in all sleeping areas. Test the alarms to make sure they work.
4. Place your baby's crib and other furniture away from windows and blinds. Your baby is safer without any strings or cords within reach.
5. Set your water heater to 120F to avoid scalds.

### **Where's Baby? Look Before You Lock!**

For more tips for older children go to [Safe Kids](#).

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## Florida Early Care and Education Recognition Program

**Does your child's early care and education center promote best practices in nutrition, beverages, infant feeding, physical activity and screen time?**



### About the recognition program

The goal of the Florida Early Care and Education (ECE) Recognition Program is to encourage early child care programs to take proactive, voluntary steps to improve program practices and policies related to nutrition, healthy beverages, physical activity, reduced screen time, and infant feeding.

### Who can apply

The Recognition Program is open to early care and education centers that are licensed in the state of Florida.

### Reasons to encourage ECE centers to earn recognition

- Helps establish healthy habits in children
- Ensures children are consuming quality foods and beverages
- Ensures children are engaging in an adequate amount of physical activity
- Supports breastfeeding
- Prevents childhood obesity
- Reduces the risk of developing chronic diseases later in life

Email: [info@fleceaward.org](mailto:info@fleceaward.org)  
 Website: <http://fleceaward.org/>

## Nutrition

ECE programs can improve the nutritional habits of children by offering quality foods. For example, programs may offer fruits, vegetables, grains, proteins, and dairy to provide the nutrients growing children need.



## Healthy Beverages

Child care providers can promote healthy beverage choices to children by eliminating fruit juices with added sugar or sodas. Providers can offer water, milk, or 100% fruit juice instead.



## Infant Feeding

Child care providers can support breastfeeding by offering a private, comfortable place to breastfeed or pump. Additionally, centers can ensure there is space to store expressed milk; understand safe storage/handling of breast milk; work to feed babies on demand; and work to normalize breastfeeding.



## Physical Activity

Child care centers can achieve the health benefits associated with physical activity by increasing indoor and outdoor active play to 120 minutes every day; by encouraging parents to support physical activity efforts at home; and by supporting the staff through professional development.



## Screen Time

For children ages 2-5, child care centers can limit screen time to 1 hour per day and no screen time for children under 2, which will lead to more active play time. Centers can also communicate with parents about the value of unstructured playtime for a child's developing brain compared to the use of electronic media.



## Contact Details

### Address

600 Sandtree Drive, Suite 101  
Palm Beach Gardens, FL 33403

### Email

[info@fleceaward.org](mailto:info@fleceaward.org)

### Website

<http://fleceaward.org/>



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## Talking is Teaching: Talk, Read, Sing for Toddlers

The Miami-Dade Public Library conducts literacy activities for toddlers and their caregivers using the Talking is Teaching: Talk, Read, Sing for Toddlers program. Click on the link to access more information, [Talking is Teaching](#).

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## The Library for Children courtesy of Miami-Dade Public Library System

The Miami-Dade Public Library has a great website for children. You can access for homework help, e-books, games and parenting resources. Click on [MDCPL Resources](#) for access.

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## Celebrate National Hispanic Heritage Month September 15 to October 15, 2018

National Hispanic Heritage Month will be celebrated nationally, from September 15 to October 15, 2018. Hispanic History Month is an official celebration of American citizens whose ancestry can be traced back to Spain, Mexico, Central and South American and the Caribbean.

There are a variety of activities happening around Miami-Dade County.

Below are suggested links:

Coral Gables Hispanic Cultural Festival - [Coral Gables](#)

Hispanic Heritage Celebration at Mall of the Americas - [Mall of the Americas](#)

Miami Dade Public Library Special Events - [Miami-Dade Public Library](#)

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**Healthy Snack**  
**courtesy of the UMASS Extension Nutrition Education**  
**Program**

[Ants on a Log](#)

Cooking with children is a fun and interactive experience for families. Ants on a Log is an easy and fun recipe to get children to eat vegetables and fruit. You can substitute cream cheese for peanut butter if your child has a peanut allergy. Click on the link to begin your cooking adventure [Ants on a Log](#)

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Miami-Dade: 2555 Ponce de Leon Blvd, Suite 500, Coral Gables, FL 33134 305-646-7220  
Monroe: 1111 12 St, Suite 206, Key West, FL 33040 305-296-5557



## AUGUST 2018 BTA AMEX -

Trans. Date	AMEX Description	Amount	ELC Description	Dist Code PAYROLL CODE
<b>08/01/18</b>	<b>AMERICAN AIRLINES 800-433-7300 TX</b>	<b>\$ (294.41)</b>	Airfare for Cecilia N. to attend Poverty Simulation Atlanta, GA July 22-24 (trip cancelled due to airline requested refund)	<b>520EHO</b>
<b>08/01/18</b>	<b>AMERICAN AIRLINES 800-433-7300 TX</b>	<b>\$ (294.41)</b>	Airfare for Belkis T. to attend Poverty Simulation Atlanta, GA July 22-24 (trip cancelled due to airline requested refund)	<b>520EHO</b>
<b>08/01/18</b>	<b>AMERICAN AIRLINES 800-433-7300 TX</b>	<b>\$ (294.41)</b>	Airfare for Tatiana L. to attend Poverty Simulation Atlanta, GA July 22-24 (trip cancelled due to airline requested refund)	<b>520EHO</b>

**\$ (883.23)**

Quarterly Breakdown - Airfare, Hotel, Car Rental	
Total Airfare August	\$ (883.23)
Total Hotel August	\$ -
Total car rental & tolls August	\$ -

**\$ (883.23)**



## Early Learning Coalition Review Hearing Committee

September 27, 2018

Rising Star Academy, Inc. – DCF License No. C11MD2003

17560 NW 27<sup>th</sup> Avenue, Ste. #109, Opa-Locka, FL 33056

**Action Requested:** The Executive Leadership Team recommends termination of the School Readiness (SR) and Voluntary Pre-Kindergarten (VPK) Contract for the 2018-2019 FY and revocation of eligibility for a period of five (5) years subject to provider testimony and verification of supporting documentation submitted by provider.

## Background

### Rising Star Academy, Inc

- License Capacity: 71
- Care Level offered: Infant – School Age
- Children enrolled for SR: 56
- Children enrolled for VPK: N/A
- Number of providers within the same zip code offering the same services: 34
- Accreditations/Gold Seal: No
- Provider has been contracted with the ELC since: 2016
- 2017-2018 reimbursements: Approximately \$203,108.71

### Issues

Provider is currently on a Corrective Action Plan (CAP), and has received a class 2 Violation in the same standards.

- 07/16/18 Class 2 Violation: Non-Compliance Description  
04-01 A ratio of [1] staff for [6] children is required. There were [1] staff for [8] children observed. (Section 3, numbers 1 – 9) [SR]
- This is the 4<sup>th</sup> violation in standard 04-01. The provider was previously placed on a CAP last fiscal year for receiving 3 Class 2 Violations in the same standard.

### Comments:

- Please see the attached Notice of CAP letter and CAP received from the provider.



## Early Learning Coalition Review Hearing Committee

September 27, 2018

Babyville Preschool Learning Center– 50054  
2050 NW 27<sup>th</sup> Street, Oakland Park Florida, 33311

**Action Requested:** The Executive Leadership Team recommends termination of the School Readiness (SR) and Voluntary Pre-Kindergarten (VPK) Contract for the 2018-2019 FY and revocation of eligibility for a period of five (5) years subject to provider testimony and verification of supporting documentation submitted by provider.

## Background

### Babyville Preschool Learning Center

- License Capacity: 61
- Care Level offered: Infant Care- School Age
- Children enrolled for SR: 58
- Children enrolled for VPK: 0
- Number of providers within the same zip code offering the same services: 1
- Accreditations/Gold Seal: N/A
- Provider has been contracted with the ELC since: 2015
- 2016-2017 reimbursements: \$4,717.20 (Provider had 0 enrollments therefore \$0 were paid for the 2017-2018 fiscal year).

### Issues

Provider received 3 class 1 violations in different standards.

According to the ELC Broward, and our Broward crosswalk all 3 violations are considered class 1 violations for both counties.

Class 1 Violations: 05/23/2018

- 10-2 Discipline method Used was Cruel, Harsh, or Unusual.
- 12-4 Toxins/Chemicals/Cleaning Supplies-Child Interacted.
- 47-6 Licensed capacity Exceeded.

Comments:

- Provider has a Probationary License valid 07/01/2018-12/31/2018

**Please see attached comments.**

## Issues

### Continuation to page 1:

#### **10-2 Discipline method Used was Cruel, Harsh, or Unusual:**

10-02 2.8(A) and (F)(1-9), Handbook: The child care facility shall adopt a discipline policy consistent with Section 402.305(12), F.S., including standards that prohibit children from being subjected to discipline which is severe, humiliating, frightening, or associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited. The following discipline techniques shall be prohibited in the child care facility: the use of corporal punishment/including, but not limited to: hitting, spanking, shaking, slapping, twisting, pulling, squeezing, or biting; demanding excessive physical exercise, excessive rest, or strenuous or bizarre postures; compelling a child to eat or have in his/her mouth soap, food, spices, or foreign substances; exposing a child to extremes temperature; rough or harsh handling of children, including but not limited to: lifting or jerking by one or both arms; pushing; forcing or restricting movement; lifting or moving by grasping clothing; covering a child's head; isolating a child in an adjacent room, hallway, closet, darkened area, play area, or any other area where the child cannot be seen or supervised; binding, tying or restrict movement, or taping the mouth; using or withholding food or beverages as a punishment; toilet learning/training methods that punish, demean, or humiliate a child; any form of emotional abuse, including rejecting, terrorizing, extended ignoring, isolating, or corrupting a child; any abuse or maltreatment of a child; abusive, profane, or sarcastic language or verbal abuse, threats, or derogatory remarks in front of the child or about the child or child's family; placing a child in a crib/portable crib for a time-out or for disciplinary reasons. A method of discipline was used that was cruel, harsh or unusual. (Section 9, number 6) [SR]

**Comment from DCF:** A teacher was seen on video pointing her finger in a child's face then picking the same child up by the shirt and tossing her to the ground away from the dining table. The teacher was also seen picking the child back up and carrying her by the front of her shirt and then hitting the child with an open hand prior to tossing the child down her cot. The video shows the teacher bending over and swinging her hand at the child's face again. This standard is being marked as completed at the time of inspection in that staff member in question is no longer working at the facility.

#### **12-4 Toxins/Chemicals/Cleaning Supplies-Child Interacted:**

12-04 Sec. 7-5.01(f), Ordinance: Medicines, cleaning supplies, flammables, and other potentially poisonous supplies shall be stored and locked in a place out of a child's reach and in such a manner as to ensure the safety of the children. All surfaces or items accessible to children shall be free of toxic materials, and pose no threat to the health and safety of the children or personnel. Lead-based paints are prohibited. 3.2(A), Handbook: All areas and surfaces accessible to children must be free from toxic substances, bio contaminants, and hazardous materials/equipment/tools, including power tools, plastic bags, matches, candles, lighters, etc. A child/children was in physical possession of [blankets and cots that an injured child had just bled on], which presents an immediate danger to the child(ren) in care that could or does cause serious physical or emotional harm. (Section 10, number 4) [SR]

**Comment from DCF:** Children were observed on video playing with the blanket, sheet, and cot of an injured child who had been bleeding on the materials just moments prior. One child was throwing the blanket in the air and spinning it in circles over and on other children, one child was seen touching the sheet and cot and another child was observed putting the cot on top of his body. The teacher did not interact with the children during this time. This standard is being marked as completed at the time of inspection in that the teacher is no longer working for the provider.

## Issues

### **Continuation to page 2:**

**47-6 Licensed capacity Exceeded:** 47-06 Sec. 7-11.01(f), Ordinance: The child care facility and its programs shall not exceed the licensed capacity designated on the license at any given time, including any before- and after-school programs offered by the facility. 3.4.1(C), Handbook: The total number of children in care on-site and while on field trips may never exceed the facility's licensed capacity. The facility has exceeded the capacity designated on the license. (Section 1, number 2) [SR]

**Comment from DCF:** On day 3 of the inspection, Licensing observed 62 children and the facility is only licensed for 61. Several other children also left the school prior to the final count. This standard is being marked as completed at the time of inspection in that it was the end of the day and children were steadily being picked up by their parents while Licensing was present.



# Minutes

## Monroe County Advisory Committee Meeting Minutes of September 20, 2018 Meeting

Monroe County School District Board Room  
241 Trumbo Road, Key West, FL

Via Conference Call in number 1-415-655-0003/pass code 737 327 765

### Monroe County Advisory Committee Attendees:

Alan Eckstein (ELC Monroe Board Member, Chair), Heather Carruthers (ELC Monroe Board Member, Commissioner Monroe County District Three)

Via Phone Conference: Sue Ellen Bennett (Director, St. James Children's Center)

### Staff Attendees:

Evelio Torres (President and CEO, Early Learning Coalition), Angelo Parrino (Chief Operating Officer, Early Learning Coalition), Sandra Gonzalez (Senior VP of School Readiness and Voluntary Pre-Kindergarten (VPK), Pamela Hollingsworth (Sr. VP of Strategic Initiative & Program Development), Laurie Dunn (Monroe County Supervisor, Early Learning Coalition-Monroe), Arelis Gutierrez (Program Specialist, Early Learning Coalition-Monroe), Christine Picanso (Quality Improvement Specialist, Early Learning Coalition-Monroe), Sandra Marrero (Family Support Supervisor, Early Learning Coalition), Juan Castillo (Director of Budget, Early Learning Coalition)

### General Attendees:

Mitzi Cater (Licensing Counselor, Department of Children and Families), Jennifer Walker (Education & Disabilities Manager for Head Start, Monroe County School Board), Marla Russell (Early Childhood Coordinator/Supervisor, Monroe County School District), Leidys Leon (Director, Temple Christian Preschool), Mark Porter (Superintendent, Monroe County Schools), Stephanie L. Gehres, (Deputy Director of Operations, Florida Office of Early Learning), Reginal William (Program Integrity Manager), Erin Smelzter (Director School Readiness Program & Policy, Florida Office of Early Learning), Beth Barrett (CEO Wesley House Family Services), Jerlyn Mathews (Director, Sunbeam Christian Academy), Desiree Reddick Head (Office of Childcare) Judith Avendano (Accounting Clerk, Monroe County Schools), Tony Chaidez (Regional Manager, Lakeshores Learning)

Via Phone Conference: Nilda Bernaldez (Director, Burton Memorial CDC), Jorge Barrios (Director, Dolphin Montessori South) Rob Porcaro (Chief Operating Officer, Easter Seals, Florida) Michele Morgan (Provider Services Specialist, Early Learning Coalition-Monroe), Christine Patterson (Director Inez Martin Child Development Center)

## I. Welcome & Introductions

Alan Eckstein, Esq. Chair

- Committee Chair, Alan Eckstein welcomed the committee members and attendees.
- Chair Eckstein asked everyone to introduce themselves.
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<b>II. Approval of Agenda</b>	<b>Alan Eckstein, Esq. Chair</b>
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- Chair Eckstein called for the approval of the agenda.
  - Motion to approve the agenda made by Heather Carruthers; seconded by Sue Ellen Bennett. Motion approved.

<b>III. Approval of Meeting Minutes</b>	<b>Alan Eckstein, Esq. Chair</b>
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- Chair Eckstein called for the approval of the minutes from the May 2nd, 2018 Monroe County Advisory Committee Meeting.
  - Motion to approve the minutes made by Sue Ellen Bennett; seconded by Rob Porcaro Motion approved.

<b>IV. Introduction of OEL Attendees</b>	<b>Evelio Torres, President &amp; CEO</b>
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<b>V. ELC Update</b>	<b>Evelio Torres, President &amp; CEO</b>
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- Evelio started by thanking Monroe County Superintendent Mark Porter for attending the meeting and for the partnership that the county has with our Coalition and their support.
- Evelio introduced representatives from the Office of Early Learning that attended the meeting and toured the hurricane damaged providers from the Upper Keys to Key West. They got to see first-hand how the county came together to help rebuild and met those that are still working on rebuilding. They were able to answer questions from providers and went over programs available to help them.
- Evelio opened the floor for the provider questions - Sue Ellen used this time to thank the visitors for coming by and stated that she appreciated how they got to see the centers for themselves and witness the staff hard at work.
- Jorge Barrios also took this time to thank ELC and the OEL Office for their visit and all the help they received after the hurricane.
- Evelio discussed how he pushed to get legislation change to allow agencies the ability to give out gift cards to those in need after a natural disaster. Federal and State Statutes changes need to be made which allow some flexibility after a natural disaster. This gives families the ability to purchase items based on their needs. For example, agencies like Save the Children donated about \$750K for restoration after the hurricane, most of which made its way to Monroe County. We will continue to have conversations about this and work with OEL in hopes of bringing changes this legislative session.
- **Monroe County Recovery, Enrollment, Activities - Laurie Dunn, Monroe County Supervisor**
  - Enrollment
    - Currently the number of children in the VPK program is **550**, representing a **net increase of 82 children** when compared to **468** for same time last year.
    - 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.
  - Quality Counts/PFP
    - The Performance Funding Project currently has 9 providers actively participating, with 2 dedicated staff that will be helping out and supporting the training. Those are Christine Picanso and Amber Keller.



- Outreach Activities
  - All centers affected by the hurricane are up and running; the last one being Barbara Demming's Home Child Care. She has had her inspection at the new facility and the contract completed this week. She is ready to go and is just waiting on the playground materials.
- Supports and Trainings
  - Recently three Monroe staff attended the FLAEYC conference in Orlando.
  - Participated in the Goodwill Ambassador Program in June. Michele Morgan was our representative visiting providers in the Florida Keys.
  - Attended the 22<sup>nd</sup> Annual Kids Show at HOB and handed out VPK flyers, gave out information on our services, handed out books and book bags. Brought kinetic sand for the children to play with.
  - Resiliency Summit will be Friday, September 21<sup>st</sup> followed by the ELC Conference on Saturday the 22<sup>nd</sup>. Conference theme is "Building A Strong Foundation". At this time we are about 80% filled.
  - We will once again participate in Wesley House Holiday Helpers Program. The program helps school readiness families during the holidays. They set up stores at different locations around the keys. Families can use the vouchers to buy toys at these locations. We've put together a flyer with information on our upcoming toy drive taking place on October 5<sup>th</sup>. All new unwrapped toys and cash donations will go those designated stores.
  - Next outreach activity will be Children's Day at Bay View Park in Key West on October 28. We will once again have the water table and insta-snow for the kids to play.
  - We had the Florida Core Competency and Creative Curriculum Training in July.
  - Competency testing is offered every two months in order for providers to complete their training in a timely manner
  - PDI staff is currently cooperating with the Monroe staff to develop a monthly training plan to meet the needs of all our providers in the county. Training will be provided in English and Spanish.
  - Monroe staff is also taking part in class observer training. Christine just attended the infant training and Michele the toddler training, which Amber and Christine will be attending as well.
- Teen Parent
  - We currently have 2 teen parent in Key West and 2 in Key Largo.
- Grants/Conferences/Meetings
  - Working on developing a quarterly director's meetings where we can all get together and see who needs what. This group is also trying to form a substitute pool due the many providers running short on staff.
- New Monroe Staff
  - Wilhelmina Martin just came on board and will be working at the Marathon office 2 days a week. We are fully staffed at this point.

## VI. Monroe County Updates

- **Child Care Provider Update – Sue Ellen Bennett, Provider Representative**
  - Providers are reporting mostly that things are going good. It's been a busy and fast passed year. Enrollments are increasing and things are getting back to normal. There has been some frustration with the new portal and getting things up and running. Providers are still having to go into both new



and old portal to get things done. They do see things are getting better and appreciate all the hard work to get the new portal running and have confidence that it will be completed soon.

- Several providers have signed up to the PFP funding.
  - Providers were sad to see the Quality Improvement Program go because everyone was happy with this program.
  - Several concerns voiced by providers is that teachers are already taking classes through Teach which, has wonderful training but limits their time, now have extra requirements from the new professional development program. It's something that they've all wanted for a long time and they are glad to see happening but it's a struggle to put it all into place. The MMCI classes are 5, 4 hour face to face classes, they don't see how that happening at this point. Providers are preferring to do as much online classes as possible which, work well with their time frames and classes they are already taking. It's a challenge trying to meet all bench marks and requirements of the new funding program.
  - Directors are happy that Laurie is working on putting together the quarterly directors meeting and thank her for working on this. This has been something that many directors have been wanting to put together.
  - There is a new center opening up in Islamorada called Islamorada Childcare. They are working on getting all inspections completed but have come across a few hurdles due to the building needing to be retrofitted and made suitable for a childcare site. Everyone is hopping to have this completed as soon as possible since this will be the only center in this area.
  - Sue Ellen's teachers attended the FLAAYC Conference as well. They were only able to attend by raising money since there are no allocated funds for these type of trainings due to budget constraints. Any time providers are able to send their teacher to these types of conferences, it does not only allow them educational growth, it also allows them to meet others in their profession from different places. It allows them to come together and build solidarity.
- **Provider Debriefing– Share Status, Needs & Challenges of Providers**
    - No needs or challenges given other than what the Provider Representative reported.
  - **District Head Start/VPK Update – Marla Russell, Early Childhood Coordinator/Supervisor**
    - Head Start enrollment numbers are the same as in January 2018.
    - The average child enrolled in Head Start is 3 years' old
    - VPK enrollment is at 59% capacity.
    - ESE VPK is at 70%
    - They also participated in the 22<sup>nd</sup> Annual Kids Show
  - **DCF Licensing Update – Mitzi Cater, Family Services Counselor**
    - Mitzi said she has been offering technical assistance with the new DCF rules.
    - There must be 6" of mulch and/or sand around all swings and slides in the playground area to prevent or minimize trauma when a child falls.
    - All childcare provider's staff needs to be CPR/First Aide Certified by 2019
    - A Food Permission Form now needs to be filled out by parents for special occasions like Birthdays and other events that involve food. They will elect if their child takes part or not and list any food allergies.
    - There is a Rilya Wilson Act form that parents need to fill out if they have children that are being affected by this law.
    - There is a new training coming out on distracted adults that leave children in hot cars. Have parents sign a form and have training twice a year.
    - Working on some school readiness inspections but not able to complete them all until she is given permission from Tallahassee. Completed about 7 or 8, which include both centers and childcare homes.
    - Evelio Torres cited that he has spoken with Samantha Wass at DCF, who stated that, they are waiting for all information to be uploaded in order to give Mitzi the authority to go out and inspect them.
    - Miami Dade College Childcare testing in Marathon. At this time only half of those who register are showing up to take the test. The majority of those who don't are not calling to cancel the testing. Due



to this ongoing issue, MDC is wanting to cut back on the days they are offering the test for the Keys. Providers need to speak with their teachers and reiterate the importance of keeping their scheduled dates and/or making sure that they call to cancel the appointment. This allows the college the option to schedule another person in their place. If MDC pulls the testing from Marathon, teacher will have to travel 1 to 3 hours to Miami and take the test there. It took great effort to bring the testing down to Monroe.

## VII. Public Comments

- **Mark Porter – Superintendent / Monroe County Schools**
  - Wanted to share some of the things they are observing and seeing this early in the school year. We are certainly far from done from the impacts of the storm. In terms of the employees, the county saw more employees leave the area on July 1<sup>st</sup> than traditionally. School enrollment is down anywhere from 132 to 135 students across the county. Most of that drop was in the Island of Key West at its entirety. The other keys are mostly at the numbers projected. The schools around the area impacted by the hurricane have not had great enrollment impact.
  - VPK enrollment was also mostly impacted at the Key West schools with, Poinciana, Gerald Adams and HOB Elementary being down 50 students. In the case of Gerald Adams Elementary, it's believed the impact is from the mobile home parks that were closed which led to loss of housing in Stock Island.
  - Mr. Porter would like to see if the Early Learning Program had same loss of enrollment impact in that area as well.
  - Mr. Porter reiterated that the Island of Key West was where they saw the most significant loss of enrollment impact.
  - The county will try to run reports that will help them see if student moved out of the county or moved within the county.
  - Enrollment shifts within the county were seen after the hurricane and some of the enrollment impacts might be attributed to that.
  - This information is more anecdotal and the county has not dug deep to gather more data.
- **Evelio Torres – President and CEO, Early Learning Coalition**
  - Housing continues to be a major issue in the area
  - The county should be seeing some governmental funding to help this area.
  - There will be a program opening in the Marathon area for all Florida Keys area homeowners to apply for grants to renovate their hurricane-damaged homes. There are about 460 homeowners that have filled out applications for these grants and are ready to move ahead.
  - There is also the tiny homes experiment going on which will bring housing to the keys.
- **Stephanie L. Gehres - Deputy Director of Operations, Florida Office of Early Learning**
  - Wanted to thank the providers for their patience with the portal. They should have the portal fully working soon.
- **Sue Ellen Bennett - Director, St. James Children's Center**
  - Hiring new staff is also an issue for the providers whose hiring pool is very limited and sometimes have to select from applicants with no credentials. It makes it hard to replace the staff and leaves those positions open for a prolonged time.
  - At a recent county meeting Sue Ellen attended, it was mentioned to be the same with other positions for the county of Monroe. Due to the lack of workforce the County jail in Marathon is having to send those arrested to either Key West or Islamorada.
  - We also seem to have a shortage of police and sheriffs around the county.
- **Heather Carruthers - ELC Monroe Board Member, Commissioner Monroe County District Three**
  - The county has approved a budget increase in wages of 9% to police and sheriff staff.
- **Beth A. Barrett - Wesley House Chief Operations Officer**
  - They had the encountered the same within their organization. Employees tried to make the best of it and fought hard to stay but they saw loss in workforce in May and June due to cost of living and housing.



- **Mark Porter – Superintendent / Monroe County Schools**
  - The county has had to hire paraprofessionals with no degree or certification and invest in getting them certified and advancing their education. They have the same obstacles where there is no available training to help grow the employees they have.
  - It's been difficult to hire out of the area and relocate them to the county.
  - They have to find ways to retrain and retain their employees.
  - At this time, they have been able to fill their positions but not all are quality teachers. Principals have had to work hard to fill the positions. It was a struggle to fill the high demand areas like math, science and ESE classes.

<b>VIII. Adjourn</b>	<b>Alan Eckstein, Esq., Chair</b>
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- Chair Eckstein adjourned the meeting at 2:57pm.

DRAFT