



**Executive Committee
Committee Meeting
Monday, January 9, 2023; 4 P.M.
Meeting ID: 841 9923 8538
Passcode: 989524**

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|------|---|-----------------------|
| I. | Welcome & Introductions | Matthew Bruno |
| II. | Approval of Minutes | Matthew Bruno |
| | A. Motion to approve December 5, 2022 Minutes. | |
| III. | Resolutions | Angelo Parrino |
| | <ul style="list-style-type: none">• 01092023-01 RFP Grassroots Outreach
Authorize the President and CEO to release a Request for Proposal (RFP) for Grassroots Outreach Services. This resolution also requests authorization and approval for the President and CEO to negotiate and execute a contract with the selected vendor.• 01092023-02 PS CLASS Training and Materials
Action Requested: Authorize the President and CEO to release a Public Solicitation to secure a vendor to provide educational online and/or in-person training and materials directly related to the Classroom Assessment Scoring System (CLASS®) for the ARPA Round II Workforce Initiatives. This resolution also requests authorization and approval for the President and CEO to negotiate and execute a contract with the selected vendor. | |
| IV. | Public Comment | Matthew Bruno |
| V. | Adjourn | Matthew Bruno |

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.



**Executive Committee
Committee Meeting
December 5, 2022; 10:00 A.M.
Monroe County School Boardroom
241 Trumbo Road, Key West FL 33030
Meeting ID: 865 9865 6902
Passcode: 709668**

MINUTES

Committee Attendees: Matthew Bruno; Loreen Chant; Daniel Armstrong; Iris Strachan

Staff Attendees: Pamela Hollingsworth; Alex Sanchez; Victor Caballero; Fiorella A Christie; Michelle Meilan; Sandra Gonzalez; Evelio Torres; Mercy Castiglione; Angel Parrino; Lisney Badillo; Belkis Torres; Lissandra Curbelo; Ahmed Mitwalli; Matthew Zaldivar; Casie Haines; Vanessa Aguilera-Viera; Ileana Vallejo; Cindy Cabrera; Alex Sanchez; Dr. Anabel Espinosa

General Attendees: Bob de la Fuente; Sue Ellen Bennett.

I. Welcome & Introductions **Matthew Bruno**

- A. M. Bruno called the meeting to order and welcomed everyone.
- B. K. Gregory called roll and quorum was established with four (4) voting members

II. Approval of Minutes **Matthew Bruno**

- A. Motion to approve October 18, 2022 Minutes.
 - o Motion to approve by D. Armstrong
 - o Motion seconded by L. Chant
 - o Motion unanimously passed.

III. Making a Difference **Dr. Anabel Espinosa**

- A. Dr. Anabel Espinosa and Laurie Dunn provided stories highlighting supports offered to children and families

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IV. Advocacy Update

Evelio Torres

- A. E. Torres Provided important Legislative updates. The work continues with the Funding Allocation. It is reported that Miami -Dade and Monroe will be impacted but it is important for us to retain our dollars.
- B. Legislative Session is March 7, 2023 to May 5, 2023.
- C. We continue increase awareness of the challenges our partners face.
- D. There is a Monroe County Resolution in which Monroe County Mayor, David Rice supports. Resolution was shared during the Executive Committee meeting.

V. Monroe Needs Assessment was reported by Laurie Dunn

Laurie Dunn

- A. Monroe School District efforts were provided by Laurie Dunn.
- B. Monroe Community events were provided by Laurie Dunn.
- C. Suellen Bennett reported Monroe Providers are doing well but many are still short staffed

VI. Resolutions from Finance Committee

Loreen Chant

- **12052022-01** Quality Materials Amendment
Authorize the President and CEO to negotiate and execute amendments with our vendors for Quality Materials.
 - Motion to approve the Resolution M. Bruno
 - Motion seconded by I. Strachan
 - Motion unanimously passed.
 - Dr. Armstrong recused himself. Conflict of Interest Form completed.
- **12052022-02** Temporary Hire Agency (Award)
Approval of the Evaluation Committee's rejection recommendation for Request for Proposal (RFP) #ELCMDM2022-08 (Temporary Employment and Direct Hire Agency Services).
- **12052022-03** RFP Quality Materials
Authorize the President and CEO to release a Request for Proposal (RFP) for Quality Materials for Miami-Dade and Monroe Counties. This resolution also requests authorization and approval for the President and CEO to negotiate and execute contracts with the selected vendors recommended by the Evaluation Committee and reviewed by the Board Council.
- **12052022-04** RFP Curriculum Materials

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Authorize the President and CEO to release a Request for Proposal (RFP) for Curriculum Materials for Miami-Dade and Monroe Counties. This resolution also requests authorization and approval for the President and CEO to negotiate and execute contracts with the selected vendors recommended by the Evaluation Committee and reviewed by the Board Council.

- Motion to approve the three Resolutions in a block vote Dr. Armstrong
- Motion seconded by M. Bruno
- Motion unanimously passed.

VII. Public Comment **Matthew Bruno**

- No public comments were made.

VIII. Adjourn **Matthew Bruno**

DRAFT



Early Learning Coalition Executive Committee Meeting

January 9, 2023

Resolution: 01092023-01

Action Requested: Authorize the President and CEO to release a Request for Proposal (RFP) for Grassroots Outreach Services. This resolution also requests authorization and approval for the President and CEO to negotiate and execute a contract with the selected vendor.

Fiscal Impact: An approximate amount of \$140,000.00 per fiscal year, which is subject to the availability of funding.

Funding Source(s): U.S. Department of Health and Human Services Administration for Children and Families, Florida Department of Education Division of Early Learning, The Children's Trust, Monroe County Public Schools.

Strategic Goal:

- Neediest Children
- Youngest Children
- Educate All

- Providers
- Funding
- ELC Operations

RESOLUTION: 01092023-01

AUTHORIZE THE PRESIDENT AND CEO TO RELEASE A REQUEST FOR PROPOSAL (RFP) FOR GRASSROOTS OUTREACH SERVICES. THIS RESOLUTION ALSO REQUESTS AUTHORIZATION AND APPROVAL FOR THE PRESIDENT AND CEO TO NEGOTIATE AND EXECUTE A CONTRACT WITH THE SELECTED VENDOR.

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

WHEREAS, the Executive Committee recommends approving this action;

NOW, THEREFORE, be it resolved that the Executive Committee shall present this action to the Executive Committee which is empowered to act in the Board's place in the absence of a Board meeting.

Background:

Resolution 10032022-02 authorized the President and CEO to release a Request for Proposal (RFP) for Grassroots Outreach Services for \$75,000. This resolution replaces the previous one, requesting authorization to release an RFP for Grassroots Outreach Services and to negotiate and execute a contract with the selected vendor for an increased amount of \$140,000. The Early Learning Coalition of Miami-Dade/Monroe requires the services of a company who understands the local market and has experience in outreach services to targeted communities to conduct grassroots outreach in Miami-Dade and Monroe counties. This includes handing out postcards, flyers and other material to homes, local businesses, agencies and other establishments in targeted communities. The main focus of the scope is to look for in-person opportunities to increase enrollment in target zip codes and target families. Current services are for literature drops/maintenance at approximately 70 businesses, 4 events per month, and 3 ambassadors. To justify new rate, services will be increased to literature drops/maintenance at approximately 100 locations, 6 events per month or training for Early Learning Coalition staff, and 5 ambassadors (additional 2 for south locations).



Early Learning Coalition Executive Committee Meeting

January 9, 2023

Resolution: 01092023-02

Action Requested: Authorize the President and CEO to release a Public Solicitation to secure a vendor to provide educational online and/or in-person training and materials directly related to the Classroom Assessment Scoring System (CLASS®) for the ARPA Round II Workforce Initiatives. This resolution also requests authorization and approval for the President and CEO to negotiate and execute a contract with the selected vendor.

Fiscal Impact: An approximate amount of \$7,500,000, which is subject to the availability of funding.

Funding Source(s): Florida Department of Education Division of Early Learning.

Strategic Goal:

<input checked="" type="checkbox"/> Neediest Children	<input checked="" type="checkbox"/> Providers
<input checked="" type="checkbox"/> Youngest Children	<input type="checkbox"/> Funding
<input checked="" type="checkbox"/> Educate All	<input type="checkbox"/> ELC Operations

RESOLUTION: 01092023-02

AUTHORIZE THE PRESIDENT AND CEO TO RELEASE A PUBLIC SOLICITATION TO SECURE A VENDOR TO PROVIDE EDUCATIONAL ONLINE AND/OR IN-PERSON TRAINING AND MATERIALS DIRECTLY RELATED TO THE CLASSROOM ASSESSMENT SCORING SYSTEM (CLASS®) FOR THE ARPA ROUND II WORKFORCE INITIATIVES. THIS RESOLUTION ALSO REQUESTS AUTHORIZATION AND APPROVAL FOR THE PRESIDENT AND CEO TO NEGOTIATE AND EXECUTE A CONTRACT WITH THE SELECTED VENDOR.

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

WHEREAS, the Executive Committee recommends approving this action;

NOW, THEREFORE, be it resolved that the Executive Committee shall present this action to the Executive Committee which is empowered to act in the Board's place in the absence of a Board meeting.

Background:

The 'Build a World Class Workforce' program is an initiative of the Florida Department of Education Division of Early Learning and is designed to recruit, retain and train early care staff by encouraging continued education of childcare practitioners (in centers and family childcare homes). This program makes available recruitment, retention and training bonuses for early care and education staff hired after July 1, 2022.

By increasing staff recruitment and retention, and promoting additional professional development, the bonus program provides children with strong teacher-child interactions, stable relationships and better-educated teachers, directors and staff.

The Early Learning Coalition is requesting authorization to release a Public Solicitation in search of a vendor to provide educational online and/or in-person training and materials directly related to the Classroom Assessment Scoring System (CLASS®).

CLASS® is a tool for observing and assessing the quality of interactions among teachers and children in classrooms. It measures the emotional, organizational and instructional supports, engaged support for learning, emotional and behavioral support, and responsive caregiving teachers provide that contribute to children's social development and academic achievement. The observation-based tool assesses interactions between teachers and children for a variety of purposes, including teacher professional development, monitoring and evaluation, and research.

Department of Education, Division of Early Learning (DEL) Guidance

- Teachstone is the only provider.
- The DEL contract does not cover all of the services needed by the Early Learning Coalitions (ELCs). DEL has instructed all ELCs to contract individually.
- There is no piggy-back clause in the DEL contract, so the intent was for local-level purchasing.
- The Early Learning Coalition recently received state purchasing rule updates from DEL.
- Instructions are as follows:
 - Post Notice of Intent to Procure – 15 business days.
 - Evaluate replies/negotiation period.
 - After the evaluation/negotiation period – Post Notice of Intent to Award, for 3 business days.