



# Early Learning Coalition

## Of Brevard County, Inc.

Minutes: Board of Directors Meeting  
 Date/Time: Tuesday, June 14, 2022, 4p.m.  
 Location: Early Learning Coalition of Brevard, Conference Room, 2671 w Eau Gallie Blvd. Suite 102, Melbourne FL 32937

Members Present: Alan Bergman, Caitlin Rice, Terri Barlow, Priscilla DeNino, Phil Scarpelli, Traci Klinkbeil, Robin Buckmaster, Linda Halpin, Jana Bauer, Althea Puzio (virtual), Dee Helbig

Excused Absent: Khaled Jarrah, Bill Drexler, Vince Donato, Audrey Wanich, Linda Graham, Patrick Culhane

Staff Present: Laura Gambino, Jeannie Williams, Harriet Paredes, Amaris Rosario, Jodi Ammons

Guest/Public: Tree House Academy, Mayor Michael Blake

Agenda Item	Summary/Discussion	Action/Follow-up
Called to Order:	Alan Bergman called the meeting to order and the Pledge of Allegiance took place at 4:05 p.m.	
Mission Moment	Presentation by Treehouse Academy	No Action
Public Comment	None	
Board Chair Report	Introduction and welcome to Mayor Michael Blake, City of Cocoa  Minutes May 17, 2022  Policy and Governance Update	No Action  Robin Buckmaster makes the motion to approve the minutes. Terri Barlow seconded. The motion passed unanimously  No Action
<b>CEO Report</b>	<p><b><u>State Board of Education and Division of Early Learning Updates</u></b></p> <ul style="list-style-type: none"> <li>• DEL Executive Director update calls – bi-weekly</li> <li>• Association of Early Learning Coalitions (AELC) – monthly</li> <li>• Finance Director/DEL Collaborative Calls</li> <li>• Division of Early Learning Rule Workshops</li> </ul> <p><b><u>ELCB Coalition Update:</u></b></p> <ul style="list-style-type: none"> <li>• Policy and Governance updates will start on April 22<sup>nd</sup> and be sent to the Board in “batches”. Total number of policies is #150, however, the batches will be broken into small groups as ACTION ITEMS and NO ACTION/REVIEW ONLY. Estimated to have project run from April 22 – July 30, 2022. <b>UPDATE:</b> Policy Packet #3 Operations; for review only out June 15.</li> <li>• The United Way award letter was issued and ELC Brevard was awarded the same amount as prior year; the award</li> </ul>	

total is \$267,000. The Employer campaign for ELCB staff will be at the kickoff event over the summer.

- ARPA Discretionary funding expected for 2022-2023 is being reviewed by DEL and expected funding award within the first quarter of 2022-2023. Current staffing is dedicated to the monitoring process for the current ARPA funding round of approximately \$8.4 million. The payments to providers are in installments with monitoring being conducted by ELC staff.
- Rockledge Lease update – letter of intent due from landlord by June 30<sup>th</sup>. Finance/Executive Committee review and approval at June 14<sup>th</sup> meeting with final negotiations and legal review by month end. Partnership with Family Promise for additional ELCB outreach and family engagement space has been confirmed. Expected renewal for the small space/rent reduction by October 1<sup>st</sup>.
- ELC Brevard Provider Rate Increase was approved by the Division of Early Learning as presented from the May meeting. Effective date is July 1<sup>st</sup> and will impact levels of care from toddler to school age.
- Annual Provider Conference will be held Saturday September 17<sup>th</sup> from 9am- 4pm at The Oaks Movie Theater. Keynote speaker will be the 2020 National Teacher of the Year, Tabatha Robsproy. We will begin asking for sponsors and expect a SOLD OUT event. Inviting the Commissioner of Education from State of Florida and DEL Matt Mears to attend.
- Workforce Needs Initiative grant has been approved for additional funding opportunity with DEL. Funding will continue to support workforce and employment recruitment/retention efforts for child care and education professionals. **UPDATE:** funds will be reverted and reappropriated by DEL at this current fiscal year (2021-2022) ending balance.
- Review of new Customer Relationship Management system (CRM) called WebAuthor has been completed. WebAuthor is a fully integrated customer management system that is cloud-based that streamlines ALL ELCB operations. The greatest advantage to this software platform is the ease of data and research resources to assist all functions of ELCB operations. **ACTION:** CEO to move ahead with initial agreement with WebAuthor for six month phase agreement with option to contract for annual agreement at same rate. Total for initial six month agreement is \$24,000.

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- CEO Proposal for the Annual Retirement contribution to all staff. Attached proposal outlined two options for all staff. CEO requested the Exec/Finance approve Option #2 with special consideration of additional financial and DEL award increases, changing post-pandemic operational environment and all staff working additional tasks and functions. In addition, the operational budget for administrative salaries and benefits was under projected budget. A third “positive” for the increase in bonus and contribution is the value of retaining employees during high labor market environment. **ACTION**
- ELCB is contracting with The Children’s Forum for CLASS observation and assessments for the 2022-2023. Budgetary item.
- Early Learning Outcomes – Closing the Gap Data Report. The Classroom Assessment Scoring System (CLASS) is a quality improvement system for teaching. CLASS not only defines teaching quality through the lens of interactions, but it also provides the ability to measure and improve the interactions that matter most for student outcomes. It provides opportunity for continuous improvement that is data-driven and focused on what matters most for student outcomes, interactions. DEL working on continuous improvement efforts based on CLASS scores by county. ELC Brevard CLASS Coaching update report attached; curriculum for providers for quality Learning Beyond Paper and MarcoPolo Learning (demo scheduled for June).
- Division of Early Learning is beginning an effort to improve the Governor Appointee positions for all ELC's. The process has traditionally taken a long time leaving many Coalitions with vacancies in Board Chair roles as well as gap in the Governor Appointee Private Sector seats. DEL has contacted all the ELC's for feedback and input on local efforts.
- ELC Brevard Local Outreach
  - Space Coast League of Cities Monthly Meetings, Second Monday each month
  - Unity in Community, Family Engagement #140+ Family Outreach
  - Brevard County Home Show May 14-15 with 98.5 The Beach
  - Florida Chamber of Commerce Foundation, Prosperity Summit, May 25th
  - Florida Chamber Learners to Earners Conference, June 28th

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	<ul style="list-style-type: none"> <li>○ Confirmed Education Update from State Representative Randy Fine, May 17<sup>th</sup>.</li> <li>• Rule Updates <ul style="list-style-type: none"> <li>6M-4.500 – Child Attendance and Provider Reimbursements</li> <li>6M-4.735 Early Learning Professional Development Standards and Career Pathways</li> <li>6M-8.702 Removal from Voluntary Prekindergarten Education Program Eligibility</li> <li>6M-9.120 Early Learning Coalition Performance Standards and Evaluations</li> </ul> </li> </ul>	
New Business	<p>CEO noted no meeting in July</p> <p>CEO asked for volunteers for New Board Member committee. Priscilla DeNino, Caitlin Rice and Phil Scarpelli volunteered.</p>	
Finance Report	<p>Monthly Budget Report</p> <p>Preliminary Budget approval FY 2022-2023</p>	<p>Caitlin Rice makes a motion to approve the FY 22-23 preliminary budget. Phil Scarpelli seconded the motion. The motion passed unanimously.</p>
Adjournment	<p>Meeting was adjourned at 5:20</p>	<p>Phil Scarpelli makes a motion for adjournment. Caitlin Rice seconds the motion. The motion passed unanimously.</p>

June 14, 2022 Board minutes were approved at the August 16, 2022 meeting: