



EARLY LEARNING COALITION OF
BREVARD COUNTY, INC
PO BOX 560692
ROCKLEDGE, FL 32956-0692
PHONE: 321-637-1800
FAX: 321-637-7244

**Board of Directors Meeting
Tuesday, February 15, 2022
2671 W Eau Gallie Blvd.
4:00 p.m.
Agenda**

- | | |
|--|---------------------------|
| I. Call to Order and Pledge of Allegiance | Alan Bergman, Board Chair |
| II. Mission Moment - Ascension Catholic School | |
| III. Public Comment | |
| IV. Chairman's Update | ACTION ITEM |
| V. Board meeting minutes, January 18, 2022 | Laura Gambino, CEO |
| VI. Informational Reports | Laura Gambino, CEO |
| 1. Executive Director's Report | Amaris Rosario, CFO |
| 2. Policy and Governance | |
| 3. Finance Report | |
| VII. New Business | |
| VIII. Adjourn | |

Next Board Meeting - Tuesday, April 19, 2022 (cancelled March 15, 2022 [Spring Break])



PROUDLY SUPPORTED BY:





Early Learning Coalition Of Brevard County, Inc.

Minutes: Board of Directors Special Meeting
 Date/Time: Tuesday, January 18, 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, Priscilla DeNino, Vince Donato, Khaled Jarrah, Terri Barlow, Caitlin Rice, Althea Puzio, Dee Helbig, Phil Scarpelli, Robin Buckmaster, Linda Halpin (TEAMS), Linda Graham (TEAMS), Bill Drexler (TEAMS), Patrick Culhane (TEAMS)

Excused Absent: Henry Perez, Jana Bauer, Audrey Wanich

Staff Present: Laura Gambino, Jeannie Williams, Harriet Paredes, Amaris Rosario, Eneida Colon, Kisha Hunter, Jodi Ammons

Guest/Public:

Called to Order: Alan Bergman called the meeting to order and quorum was established 4:12 p.m. Pledge of Allegiance took place.

Agenda Item	Summary/Discussion	Action/Follow-up
Public Comment	None	
Chairman’s Update	<p>Board Chair would all to know there are 4 free At Home COVID 19 test kits available by visiting: COVIDtests.gov</p> <p>ELC BREVARD BOARD CHAIR STATEMENT – JAN 18TH, 2022 <u>HR Audit</u> The HR Audit conducted by The Krizner Group has been reviewed with Executive Director and myself. It does appear that the prior administration including the director of HR and director of operations engaged in mismanagement regarding employee benefits including PTO, PTO payouts and overtime. The changes were not brought before the Board of Directors.</p> <p>This report is for informational purposes only at this time. The Executive Director has requested in the past that we consider fiscal controls audit from DEL as independent review and supplement to the report.</p> <p><u>Executive Director Evaluation</u> As Chair, I met with the Executive Director on December 14th, 2021 and reviewed performance and agency goals for 2021. Initial evaluation was outstanding with my initial approval of 5% increase of salary, continuance of 10% contribution to retirement fund and a recommendation to move forward with a three-year employment agreement beginning January 2022. I have received the online evaluation completed by the</p>	No Action

	<p>Executive/Finance Committee and share those results here and open the meeting for discussion. The results from the evaluation are attached for discussion.</p> <p>Khaled Jarrah expresses concern over changing the title of Executive Director to title of CEO and asks how many coalitions have CEO's and how many have Executive Directors?</p>	
Minutes	November 19, 2021, Board Minutes	Caitlin Rice makes the motion to approve the minutes. Phil Scarpelli seconded. The motion passed unanimously.
Toy Drive Recap	Eneida Colon gave a recap of the Toy Drive's success	No Action
Executive Director	<p><u>State Board of Education and Division of Early Learning Updates</u></p> <ul style="list-style-type: none"> • OEL Executive Director update calls – bi-weekly • Florida Chamber of Commerce Business Alliance for Early Learning • Florida Chamber of Commerce Future Forum – Orlando, Oct 25-27 • Space Coast League of Cities – Meeting Dec 13th in Cocoa <p><u>Coalition Update:</u></p> <ul style="list-style-type: none"> • OEL additional CARES funding potential (CRRSAA) for Coronavirus Response and Relief Supplemental Appropriations Act is in process. American Rescue Plan (ARP) funding being monitored for statewide award amounts for childcare relief and childcare stabilization assistance with estimated \$2.3 billion being distributed to providers over 2021-2023 time period. UPDATE: Award issued November 10th amount of \$6,413,368. Application process for providers begin Nov 16th and in process. • Local Matching funding with CDBG grants with Brevard County and City of Melbourne. Grant funding cycle for 2022-2023. • Finance update: Monthly finance report is attached. Mid-year budget update to the Executive/Finance committee in January. • Legislative Activity – House Bill (HB) 419/7011 being developed with focus on VPK accountability, monitoring, CCRR customer service, coalition governance. Statute and Rule final hearings being held October 20th in Orlando. Legislative session committee meetings have begun. Chair of Pre-K12 Appropriations is Rep. Randy Fine and focus on funding this upcoming year is VPK credentialing, instructor support and literacy/reading rates. 	

	<ul style="list-style-type: none"> • Program Monitoring Audit FY 20.21. UPDATE: DEL monitoring ongoing and initial observations and findings are being reviewed and responses by November 24th. • Independent Audit with Verdaja, DeArmas and Trujillo commences with opening audit meeting on November 18th. • Convening the Nominating Committee for prospective Board members to include ex-officio, DCF Regional Administrator and Governor Appointed private sector seats per grant requirements. <p>Community Activities and meeting:</p> <ul style="list-style-type: none"> • TOY DRIVE DECEMBER 11TH – 14TH • Fund Development Event – FEBRUARY 3RD • Children’s Literacy Week – January 31st – February 4th • United Way Thrive by Five Initiative and Partnership • Business Leadership Institute in partnership with Orange County ELC - #5 participants and provider who is serving as a mentor! 	
Finance Report	Amaris Rosario – gives finance report – see attached Talks about Workplace initiative as the next NOA to be coming out.	No Action
	Vince Donato talks about his visit to United Against Poverty in Vero FL. United Against Poverty’s mission is to serve those in poverty by providing crisis care, case management, transformative education, food and household subsidy, employment training and placement, personal empowerment training and active referrals to other collaborative social service providers. He met with Matthew Tanner, Executive Director.	
Adjournment	Meeting was adjourned at 5:10	Khaled Jarrah makes a motion for adjournment. Caitlin Rice seconds the motion. The motion passed unanimously.

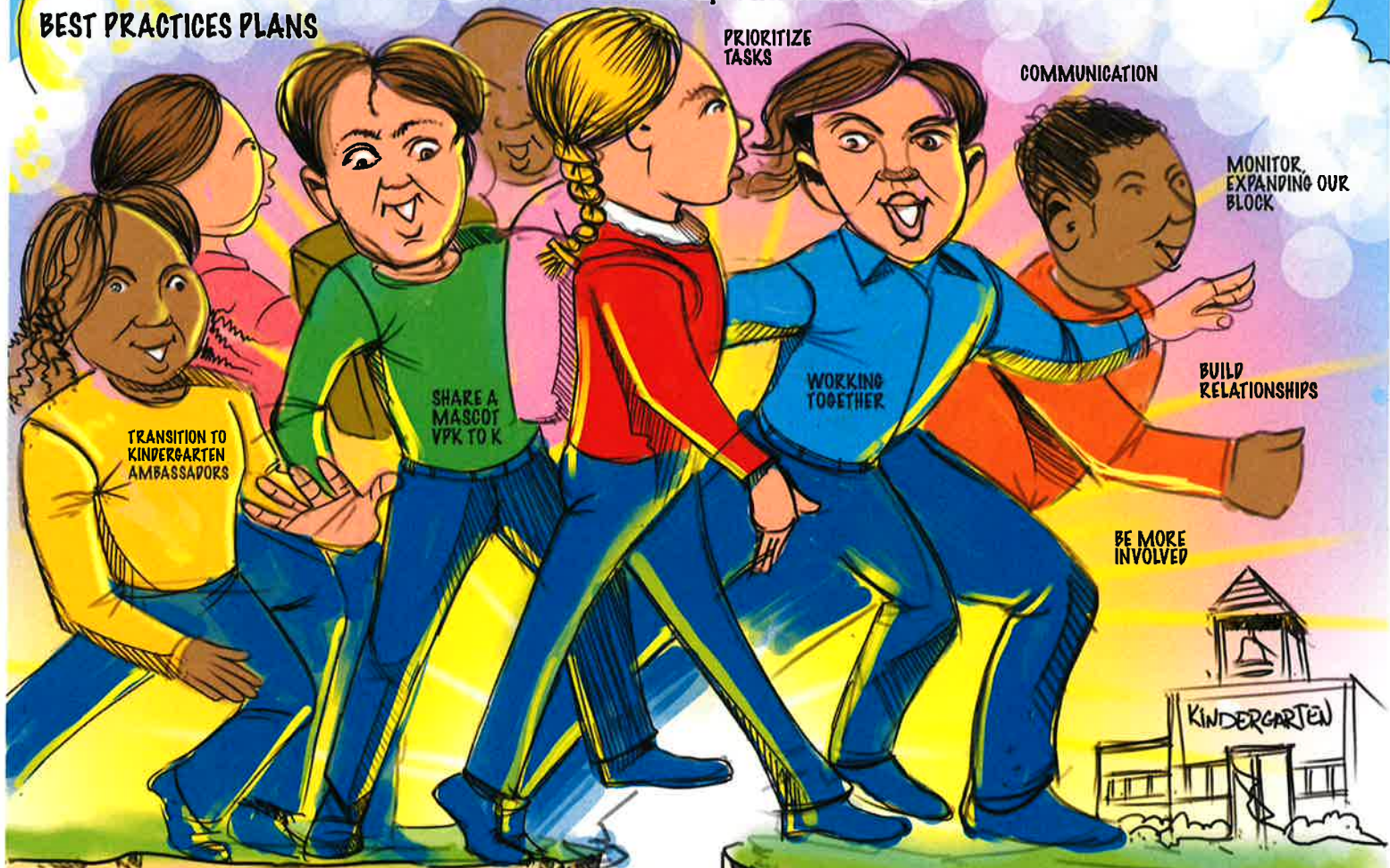
January 18, 2022 Board minutes were approved at the February 15, 2022 meeting:



Florida Transition to Kindergarten Virtual Summits 2022

Advanced/Intermediate Implementation Level

BEST PRACTICES PLANS



PRE-K

TOP STRATEGIES FOR A SUCCESSFUL TRANSITION

- # 1 Establish relationships with key stakeholders**
 - Focus on solutions rather than admire the problem; know what's realistic to change within your abilities.
 - Talk to other departments how work intersects/affects one another; identify shared goals and best use of resources.
 - Learning about the goals of our community partners and families and working towards common/shared goals.
- # 2 Identify Strengths and Areas of Improvement**
 - Interaction with private providers from local school district/kindergarten staff.
 - One-day orientation district-wide for all rising kindergarten children.
 - T2K Ambassador teams, providing TA and resources.
- # 3 Adopt a Best Practices Plan**
 - Invite private providers to workshops with kindergarten teachers and family engagement events.
 - Transition form of PreK student to kindergarten teacher.
 - Articulation meetings between PreK and kindergarten teachers from all community organizations.
 - Visit kindergarten schools to see the new environment with families.

K

- # 4 Provide Access to Information**
 - Connect with private providers and provide them with technical assistance and professional development.
 - Articulation meetings between principals and center directors.
- # 5 Establish and Maintain Supportive Relationships**
 - Kindergarten teachers go to PreK sites to share information with parents, with childcare provided.
 - Open culture, communication, and transparency, making parents and kids feel wanted at the sites and that they belong.
 - PreK teachers meet with kindergarten teachers to discuss any gaps or lacking skills and to prep students for school procedures.
- # 6 Ensure Alignment Between Environments**
 - Bridges the gap with ELC/ school district, VPK teachers share out alignment between kindergarten and VPK standards (crosswalk) and curriculum, tour VPK/ kindergarten classrooms.
 - Kindergarten Roundup - connect with school district/aftercare, cafeteria, video link with access to families, VPK programs share, mass announcement on website, click on videos to get more info.
 - Transition forms VPK to K-academic milestones, how child learns best, parent consent, S/E, shared with kindergarten teacher and school site admin. **GOING ELECTRONIC THIS YEAR**

School Readiness

Category of Spending	Fiscal Year 21-22 Award as of November 30, 2021	Actuals	%	Fiscal Year 21-22 Award as of December 31, 2021	Actuals	Current %	Budget/Restrictions
Award Amount	\$ 27,453,373			\$ 27,453,373			
Direct Services Cost	\$ 23,052,818	\$ 8,044,911	84.24%	\$ 23,052,818	\$ 9,734,562	83.95%	Minimum 78%
Non-Slot Dollars:							
Admin Cost	\$ 1,366,360	\$ 512,472	5.37%	\$ 1,366,360	\$ 605,646	5.22%	Maximum 5%
Non-Direct Cost	1,303,257	430,502	4.51%	1,303,257	534,440	4.61%	
Quality Cost	1,730,938	562,278	5.89%	1,730,938	721,480	6.22%	Minimum 4%
Total Non-Slot Dollars	\$ 4,400,555	\$ 1,505,252	15.76%	\$ 4,400,555	\$ 1,861,566	16.05%	Maximum 22%

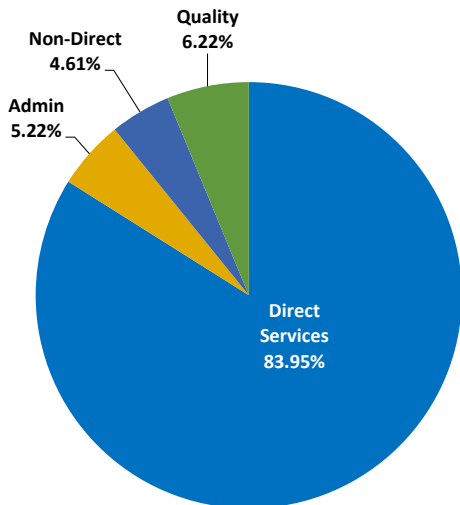
VPK *

Category of Spending	Fiscal Year 21-22 Award as of November 30, 2021	Actuals	%	Fiscal Year 21-22 Award as of November 30, 2021	Actuals	Current %	Budget/Restrictions
Award Amount	\$ 11,556,550			\$ 11,556,550			
Direct Services Cost	\$ 11,112,067	\$ 3,984,496	96.54%	\$ 11,112,067	\$ 4,816,327	96.62%	Minimum 96%
Non-Slot Dollars:							
Admin Cost	\$ 288,340	\$ 90,126	2.18%	\$ 288,340	\$ 110,749	2.22%	Maximum 4%
Enrollment Cost	67,622	\$ 17,669	0.43%	67,622	\$ 17,859	0.36%	
Monitoring Cost	88,521	\$ 34,963	0.85%	88,521	\$ 40,055	0.80%	
Total Non-Slot Dollars	\$ 444,483	\$ 142,757	3.46%	\$ 444,483	\$ 168,664	3.38%	

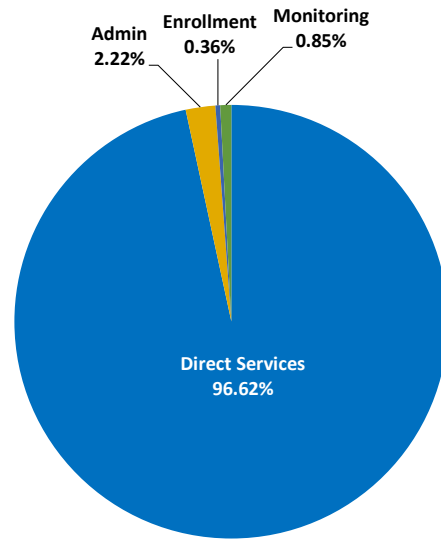
*VPK begins in August

PDG Grant Services	\$ 267,800	\$ 2,300	0.86%	\$ 267,800	\$ 182,411	68.11%	Minimum 100%
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School Readiness - December 2021

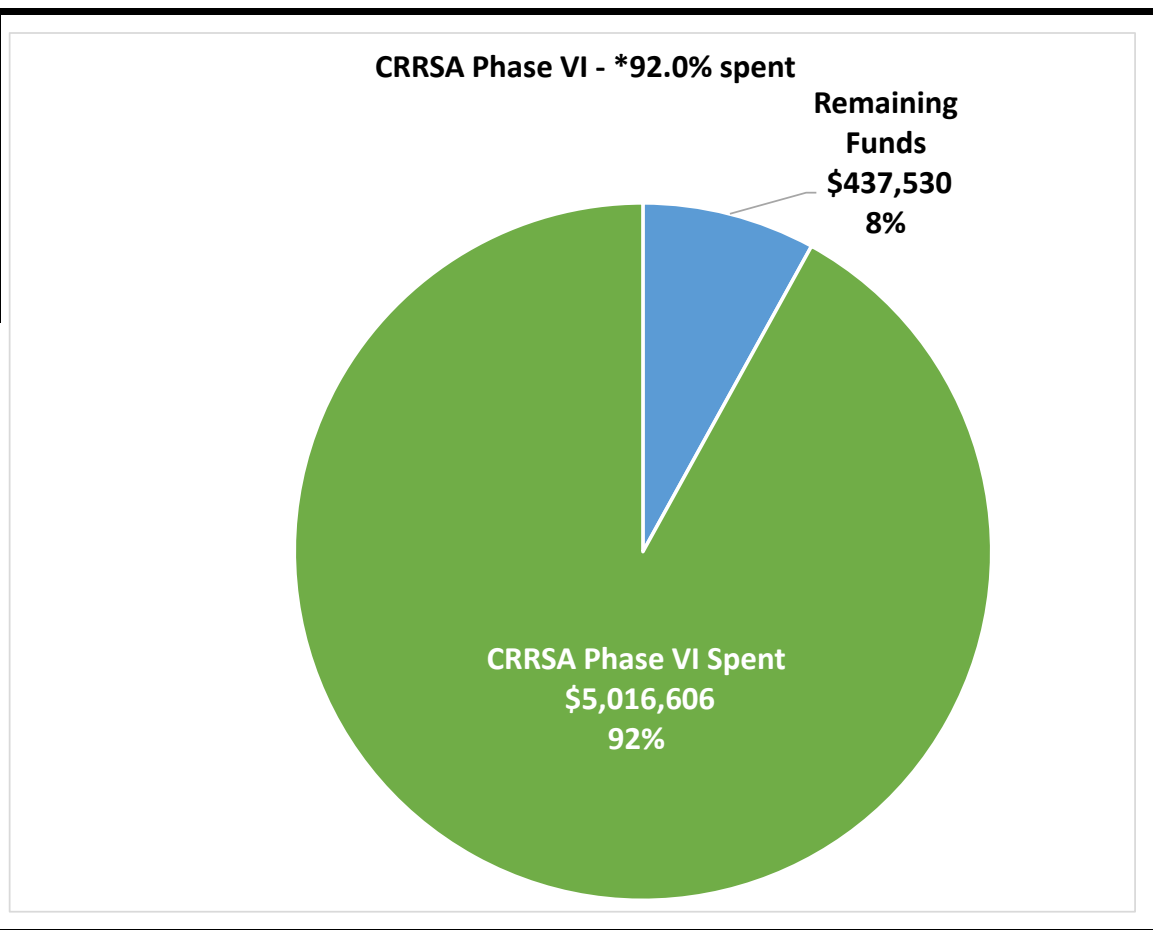


VPK - December 2021





	Amount
Phase VI budget	\$ 5,454,136
1st Round	-4,122,262
2nd Round	-291,290
3rd Round	-449,384
4th Round	-88,594
5th Round	-55,676
6th Round	-9,400
Remaining Funds	\$ 437,530



Statement from Board Chair - Board Meeting February 15, 2022

As part of our program and fiscal monitoring reports, Laura and staff have developed a Policy and Governance plan to review, update and verify all policies and procedures for the Coalition. As part of this large undertaking, we have a Policy Development and Approval Process for review today. In addition, we have several policies that need approval that are directly impacted with records retention and documentation relevant to the potential office moving. Please see the attached. I would like a motion for approval of the initial Policy Development and Approval Process.

I have also had a meeting with Laura regarding the Financial Audit that is ongoing and we expect a full report and Financial statements by April from the auditing firm of Verdaja, De Armas and Trujillo.

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