

Early Learning Coalition of Broward County, Inc.

Executive Meeting Agenda

Oct 3, 2023, at 1:30 PM

Zoom Meeting

Meeting ID: 876 2326 6359 Passcode: 589947

<https://us06web.zoom.us/j/87623266359?pwd=bHY0RkJSZjRlR1F4WW15VjVja2tjdz09>

Members are reminded of conflict-of-interest provisions. In declaring a conflict, please refrain from voting or discussing and declare the following information: 1) Your name and position on the Board, 2) The nature of the conflict, and 3) Who will gain or lose as a result of the conflict. Please also fill out form 8B prior to the meeting.

PAGE		
1.	Call to Order	Laurie Sallarulo, Chair
2.	Roll Call	Melody Martinez, Board Liaison
3.	Chair Report	Laurie Sallarulo, Chair
4.	CEO Report	3 Renee Jaffe, CEO
5.	Consent Agenda 1. Approve August 29, 2023, Committee meeting minutes 2. EXC242CA1 – Authorize the Board to sign the Fort Lauderdale School Readiness Match Funding Agreement.	5 8 Laurie Sallarulo, Chair
6.	Regular Business 1. EXC242RB1 – Authorize ELC to Request Proposals to provide Child Care Resource & Referral Software Services 2. EXC242RB2 – Authorize ELC to negotiate for Child Care Classroom management and online Learning Technology services	10 12 Christine Klima, CAO
7.	FYI • FYI 1 Contract List • FYI 2 Board Sponsorship Document • FYI 3 Private Sector Board Application Process • FYI 4 Faith-Based Board Application Process • FYI 5 Board Engagement Calendar • FYI 6 FY 23-24 Board Calendar • FYI 7 FY 23-24 Board Committee Member List • FYI 8 FY 23-24 Executive Committee Meeting Attendance • FYI 9 Glossary of Terms	13 14 15 16 17 19 20 21 22
8.	Unfinished Business New Business Matters from the Board Matters from the CEO Matters from the Committee Matters from our Partners Public Comment	
9.	Next ELC Executive Meeting: December 5, 2023, at 1:30 PM	
10.	Adjourn	

Please Note: Agenda is subject to revisions and additions at the discretion of the Chair of the Coalition. Notification will be sent of any such revisions or additions. **Members of the Public:** Please sign up at the entry desk for public comments to be made on any particular agenda items no later than five minutes after the Coalition meeting has been called to order.

“As per [§286.0105, Fla. Stat.](#) Any person who decides to appeal any decision of the Board with respect to any matter considered at this meeting will need a record of the proceedings and for such purpose, may need to ensure that a verbatim record of the proceedings is made which record includes testimony and evidence upon which the appeal is to be based.”

CEO Report

Executive – October 3, 2023

School Readiness Enrollment Update

We've continued suspending enrollment of children from the School Readiness waitlist. This pause affects applications approved on or after June 5, 2023. As of September 22nd, we have 2,396 children on the waitlist. Based on our most up-to-date enrollment data and in anticipation of receiving an additional \$15 million SR allocation, we are planning to begin calling a limited number of children off the waitlist in the first week of October. The goal of our enrollment strategy is to replace at least a portion of the children lost through attrition to prevent a significant decline in our enrollment figures as the fiscal year unfolds.

VPK Update

As of September 22, 2023, we have approved 14,585 VPK school-year applications, and we have 12,110 children who have now enrolled in VPK. To put this number in context, by the end of last year, we approved 15,866 VPK school year applications, and 13,959 students eventually completed their enrollment. This time of year, numbers climb rapidly, as families focus on enrolling their children at VPK sites to start the school year. Also, some VPK classes begin in September, so we don't have their enrollment information yet.

Every year, the Statewide Estimating Conference assembles to forecast the expected percentage and volume of VPK enrollments across Florida, both at the state level and within individual counties. These preliminary projections are typically released at the start of the school year and updated periodically during the year. The Estimating Conference was held two weeks ago, and for the 2023-2024 program year, the Conference's projections for VPK School year participation in Broward County is 13,810 children (66% of eligible 4-year-olds), which remains below the levels seen pre-pandemic, which is also a Statewide pattern. We are optimistic that we will meet the enrollment benchmarks set by the Statewide Estimating Conference.

APRA Discretionary Funds

As reported at the last Board meeting, ELC Broward was waiting for DEL to approve its application for spending its allotted \$19.3 million of the \$305 million available in ARPA Discretionary Funds. These funds are being allocated so ELCs can continue supporting and training the childcare provider workforce, implement activities to improve the quality of care and Kindergarten readiness, and encourage parent engagement through June 30, 2023. DEL has now approved ELC Broward's application, and we are moving forward to implement the trainings/programming/procurement reviewed by the Program Review Committee and Approved at the last Finance Committee and Board meeting. Because of the volume of projects to be implemented with these stimulus funds, this current Executive Committee agenda includes procurements that were not yet ready for board approval at the September meeting.

Division of Early Learning Homelessness Project

As discussed briefly at the last Board meeting, in addition to the \$305 million in ARPA discretionary funding allocated to ELCs, DEL also earmarked an additional \$10 million for a special project to serve unemployed or underemployed homeless parents of children enrolled in School Readiness. These families are identified as homeless through the DCF designated lead agency for homelessness and categorized through a specific billing group in the School Readiness billing system (EFS). The funds are to be used primarily to encourage child care providers to hire homeless parents for \$15 per hour. DEL allocated approximately \$496,000 for Broward's ELC. We are currently exploring different program delivery options.

First Fundraiser – Wine & Cheese Social

ELC Broward is excited to announce its upcoming Wine & Cheese Social on Thursday, October 5th at 6:00 pm. The event will take place at the charming Small Wine Shop in Ft. Lauderdale. This evening serves as a fundraising initiative to foster support for the impactful services/work done at the ELC. An invitation was provided to the full Board both at the Board

meeting and via email from the CEO. ELC Board members are encouraged to attend and invite one or two prospective supporters.

Board Sponsorship Form

The Ad Hoc Fundraising committee has developed a Board Sponsorship form that was shared with Board members at the last Board meeting and subsequently forwarded via email by the COO. Board members can donate funds to continue to provide food and beverages etc. at board-related activities like the Meet, Great, Eat; Lunch and Learns; the Board retreat, etc., or unallowable items to support ELC staff. The form has been included in this packet (FYI 2) along with a QR code for convenience. A huge thank you to Zachary Talbot for making an extremely generous donation to the ELC.

Board Member Recruitment and Committee Opportunities

Per ELC bylaws, with the resignations of Kristina West, Beverly Batson, and Dawn Liberta, we need additional committee members on the Finance, Audit, and Ad Hoc Fundraising Committees. FYI 4 in this packet highlights the vacant opportunities. Additionally, we are seeking nominations for the First Vice Chair/Governance Chair position that Dawn vacated. If you wish to nominate someone or yourself, please send an email to Judith Merritt – jmerritt@elcbroward.org expressing interest/nomination.

We have commenced our recruitment process for the above-mentioned Board vacancies and have included the step-by-step guide for each in the FYI section (FYI 3 and FYI 4) of this packet.

In summary, for our faith-based vacancy we have already advertised the positions and sent out emails to providers asking for nominations. Currently, we have two applicants. We also have one applicant for a private board seat (and per our bylaws, we can have up to 30 total Board members). All three individuals have been vetted and will be invited to attend our upcoming Nominating Committee on October 11 where candidates will have the opportunity to speak to members of the Nominating Committee. Candidate recommendations will be presented to the full Board on October 16.

We are still waiting to hear from DCF as to who will fill Dawn's vacant seat on our Board.

Strategic Plan Update Lunch & Learn

We held a Year One review of the Strategic Plan at the Lunch & Learn on Thursday, September 21, 2023. ELC Senior Staff members provided a deeper dive into the outcomes for each goal and objective including which outcome measures were on track, fell short, and/or which areas require additional attention and/or tweaking going forward into year two.

For Year Two of the Strategic Plan, all goals and objectives will remain intact. However, ELC staff are finalizing updates to outcome measures for year two based on year one outcomes and given the status of the current School Readiness budget, programming changes, and/or other DEL shifts in priorities. Staff will present all updates to the plan at the December Executive Committee and Board meeting.



Early Learning Coalition of Broward County, Inc.
Executive Committee Meeting Minutes
August 29, 2023, at 1:30 PM
Virtual Meeting

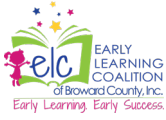
Members in Attendance	Chair, Laurie Sallarulo; Dawn Liberta; Monica King; Cindy Arenberg-Seltzer; Twan Russell; Michael Asseff; Renee Podolsky
Members Absent	Zachary Talbot
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Judith Merritt, COO; Howard Bakalar, CPO; Hubert Cesar, CIO; Melody Martinez, Board Liaison; Lizbeth Juan, Executive Assistant; Reinier Potts, Financial Analyst; Kasey LaFrance, Contracts Administration Manager; Sandra Paul, Senior Director of Provider Reimbursements; Stephanie Landreville, Controller; Allison Metsch, Senior Director of Education & Quality; Ancel Pratt III, Senior Director of Communications; Amy Moore; Sr. Director of Family Services and Provider Relations; Sarane Epps, Contracts Specialist; Roy Persaud; Accountant; Megan DeGraaf, Purchasing and Procurement Specialist
Others in Attendance	Julie Klahr, Legal Counsel; David Millier and Lorena Bravo, with Bryant, Miller, Olive PA; Robert Klausner with Klausner, Kaufman, Jensen & Levinson PA

Item	Action/Discussion
Welcome & Call to Order	Chair Laurie Sallarulo called the meeting to order at 2:30 PM. The roll was called, and a quorum was established.
Chair Report	<p>Chair Laurie Sallarulo shared that Kristina West has resigned from the Board.</p> <p>Cindy Arenberg-Seltzer added that Kristina was great. Her linkage with the FL Chamber Group that was looking at Early Learning was significant. Is anyone else in that Business Leadership Group who might want to sit on our Board?</p> <p>The CEO replied that we are looking into that and that Kristina West is interested in being an Honorary Board member.</p> <p>Chair Laurie Sallarulo shared that she is a member of the Florida Chamber and can help if needed.</p>
CEO Report	The CEO provided an update on ARPA COVID relief dollars.
Consent Agenda	<p>A Motion was made by Monica King to approve the consent agenda excluding items (#2) EX241CA1, and (#3) EX41CA2, Seconded by Twan Russell. The Motion was unanimously approved. Motion Passes.</p>
1. Approve June 6, 2023, Committee meeting minutes	
2. EXC241CA1 – Approve CSC Financially Assisted Child Care Agreement Renewal	
3. EXC241CA2 – Approve CSC Vulnerable Populations Program Agreement Renewal	
4. EXC241CA3 – Approve Broward County School Readiness & Special Needs	

<p>Agreement Renewal</p> <ol style="list-style-type: none"> 5. EXC241CA4 – Approve City of Pompano Beach Match Funding 6. EXC241CA5 – Approve Children’s Forum Sub Recipient Agreement Budget Amendment 7. EXC241CA6 – Approve Scholastic Agreement Renewal 8. EXC241CA7 – Authorize Teachstone Sole Source Award 9. EXC241CA8 – Authorize Contracted CLASS Observers RFQ 10. EXC241CA9 – Authorize Mental Health Kits RFQ 11. EXC241CA10 – Authorize Provider Professional Development Trainer RFP 	<p>A Motion was made by Renee Podolsky to approve the consent agenda items (#2) B241CA1 and (#3) B241CA2, Seconded by Monica King. The Motion was unanimously approved. Motion Passes.</p> <p>Abstentions: The following Board Members abstained from voting on items (#2) EX241CA1 and (#3) EX41CA2 and completed the conflict-of-interest forms.</p> <ul style="list-style-type: none"> • Cindy Arenberg-Seltzer abstains because the funding of these items comes from the government agency that she runs, CSC of Broward County. • Dawn Liberta abstains because she is the Board Chair of CSC of Broward County.
<p>Regular Business</p> <ol style="list-style-type: none"> 1. EXC241RB1 - Ratify Bryant Miller Olive P.A and Klausner Group Contracts 2. EXC241RB2 - Authorize Procurement for Retirement Plan Services 3. EXC241RB3 - Approve CEO Performance Evaluation Results and CEO Performance Pay 	<p>Julie Klahr, Legal Counsel introduced David Miller and Lorena Bravo with Bryant, Miller, Olive PA; also introduced Robert Klausner with Klausner, Kaufman, Jensen & Levinson PA.</p> <p>A Motion was made by Cindy Arenberg-Seltzer and Seconded by Monica King to Ratify the Agreement with Bryant, Miller, Olive PA for FY24 Employment Law Related Legal Services, and Ratify the Agreement with the Klausner, Kaufman, Jensen & Levinson PA for FY24 ERISA Related Legal Services. The Motion was unanimously approved. Motion Passes.</p> <p>A Motion was made by Monica King and seconded by Cindy Arenberg-Seltzer to Approve an Increase to the ELC 403B Retirement Plan Match Policy as Presented, Effective October 1, 2023. The Motion was unanimously approved. Motion Passes.</p> <p>A Motion was made by Cindy Arenberg-Seltzer and seconded by Monica King to Approve the Plan to Procure New Plan Service Providers. The Motion was unanimously approved. Motion Passes.</p> <p>The COO discussed the CEO’s FY 23 Evaluation results. The overall score for the CEO performance rating was 4.3, which exceeds expectations.</p> <p>There was a discussion regarding the CEO evaluation.</p> <p>A Motion was made by Monica King and seconded by Cindy Arenberg-Seltzer to Approve the following:</p>

<p>4. EXC241RB4 - Review Strategic Plan Year 1</p>	<ol style="list-style-type: none"> 1. Recommend Approval of CEO Evaluation Results to the Full Board 2. Recommend Performance Pay to the Full Board 3. Recommend Approval of CEO to 30th percentile of \$210,155, which includes a potential to earn a \$10,000 Bonus Pay. <p>Cindy Arenberg-Seltzer withdrew her second after clarifying that the CEO should be guaranteed the 30th percentile, plus the bonus.</p> <p>Monica King withdrew her Motion.</p> <p>A new Motion was made by Cindy Arenberg-Seltzer to, recommend CEO Evaluation to the Board, recommend performance pay as well as bring the CEO's base salary to \$210,155 which puts her at the 30th percentile, effective July 1, 2023, with the opportunity for the CEO to earn an additional \$10,000 bonus based on her performance evaluation, so long as it falls below the salary CAP at that time and seconded by Dawn Liberta.</p> <p>The motion was unanimously approved. Motion Passes</p> <p>The COO went over the approved ELC 5-year Strategic Plan.</p> <p>No Board action is required.</p>
Unfinished Business	None
New Business	None
Matters from the Chair	None
Public Comments	There was no discussion.
Next Meeting	<u>October 03, 2023, at 1:30 PM</u>
Adjourn	Acting Chair Dawn Liberta adjourned the Meeting at 3:42 PM.

These minutes contain the action items of the Board meeting of the Early Learning Coalition of Broward. They do not include all of the Committee's discussions or comments on each matter or issue raised during the meeting. A tape recording of the meeting is held in the Coalition office. Corrections from the Committee will be taken before approval at the next meeting.



ITEM/MEETING	EXC242CA1 / Executive Committee
DATE:	October 3, 2023
SUBJECT:	City of Fort Lauderdale School Readiness Match Funding Agreement October 1, 2023 to September 30, 2024.
FOR ACTION:	Yes
RECOMMENDED ACTION:	Authorize Board Chair to sign the City of Fort Lauderdale School Readiness Match Funding Agreement for the period October 1, 2023 to September 30, 2024 pending legal review
FINANCIAL IMPACT:	<p>\$50,000 FY2024 Revenue Budget (Oct- Jun)</p> <p>\$25,000 FY2025 Revenue Budget (Jul-Sep)</p> <p>\$75,000 All Years</p>
ELC STAFF LEAD	C. Klima

Background

Under a specific appropriation in the Florida fiscal year 2023-2024 budget, all 31 Early Learning Coalitions throughout the state compete for funding from a \$30 million statewide School Readiness Program match pool. Awards are based on the documented match commitments received from local government or private funders from each early learning coalition. For FY2024 Broward was awarded approximately \$5.5 million from this pool based on commitments from more than 20 County and Municipal funding sources.

The City of Fort Lauderdale has provided matching funds for the School Readiness program for many years and has more children enrolled than any other Broward County municipality. In FY23 more than 15% (3,000) of the more than 20,000 unduplicated children served were residents of Fort Lauderdale.

Current Status

The City of Fort Lauderdale has increased their contribution by 50% from \$50,000 in FY23 to \$75,000 in FY24 to become the largest municipal match funder of the SR Program in Broward County. The Commissioners made the change after Coalition staff began encouraging cities to align their support with the proportionate share of their residents’ receiving services. Fort Lauderdale approved the \$25,000 increase during their final budget hearing on September 13, 2023 and the Coalition expects to receive the Agreement draft within the next few weeks. The Coalition Board Chair must sign the agreement (pending legal review) prior to submission to the City Commission for final approval in October or November. The Agreement term runs from October 1, 2023 through September 30, 2024.

Recommend Action:

Authorize the Board Chair to sign the City of Fort Lauderdale School Readiness Match Funding Agreement for the period October 1, 2023, to September 30, 2024, pending legal review

Supporting Documentation:

Contract Fact Sheet

CONTRACT FACT SHEET

The information provided in this document identifies the major contract components including cost; scope of work; deliverables and goals. The document is being provided for ease of review but is not the approved contract. A copy of the full contract is available upon request.

CONTRACT NAME: City of Fort Lauderdale
FY 2024 Not for Profit Grant Participation Agreement

CONTRACT NUMBER: N/A Pending

POINT OF CONTACT: Charmaine M. Crawford
Senior Assistant to the Director
City of Fort Lauderdale, Office of Management and Budget
954-729-6993
CCrawford@fortlauderdale.gov

PROCUREMENT: Revenue Generating Contract

CONTRACT TYPE: Local Municipality Match Funding

BUDGET AMOUNT: \$75,000

METHOD OF PAYMENT: Revenue generating contract for which the ELC is reimbursed for childcare expenses

PAYMENT SCHEDULE: Funds will be distributed on a reimbursement basis, usually within 30 days of invoicing.

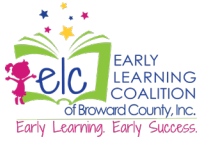
TERM: October 1, 2023 through September 30, 2024

ANTICIPATED NUMBER OF PARTICIPANTS: 1,331 children

SCOPE OF WORK: Funding will be used as a match to draw down federal funds for subsidized childcare services for children living in the City of Fort Lauderdale.

DELIVERABLES: Reimbursements to Child Care Providers for Services to School Readiness Income Eligible Children assigned to each funding source.

PERFORMANCE MEASURES: None specified



MEETING	EXC242RB1 / Executive Committee
DATE:	October 3, 2023
SUBJECT:	Request for Proposals for Child Care Resource & Referral Software as a Service
FOR ACTION:	YES
RECOMMENDED ACTION:	Authorize staff to release a Request for Proposals (RFP) and select a vendor to provide Child Care Resource & Referral Software as a Service under the ARPA Discretionary Funding Plan
FINANCIAL IMPACT:	Not to Exceed \$500,000 for up to 2.5 years
ELC STAFF LEAD	C. Klima

Background:

In September 2023 DEL approved the Coalition’s expenditure plan for FY2024 ARPA Discretionary Funding including a proposal to procure Child Care Resource & Referral Software for up to \$500,000 for up to 2.5 years

Under the DEL Grant Agreement for School Readiness, the Coalition provides Child Care Resource and Referral services (CCR&R) to all Broward families, regardless of income, to help them identify and select the best child care and early education options to fit their needs such as special education services, specific hours of operation, or location near a parent’s work or school. However, due to limitations of the DEL’s statewide Provider Portal, parents are currently only able to request these searches by telephone, where the Coalition’s Customer Service staff conduct the search on the parent’s behalf and sends out the result via email when the report is ready. During peak hours, the DEL system can take up to an hour to generate search results.

Current Status:

Using up to \$500,000 in ARPA Discretionary Funding over 2.5 years (pending DEL prior approval for the arrangement) staff propose to procure software to add online search capacity to enhance the Coalition’s CCR&R search process so that busy parents can enter their own search criteria, receive their search results quickly and receive follow up services from Coalition CCR&R Counselors at their convenience.

A draft summary description and solicitation plan for the RFP is attached. Detailed requirements and instructions to applicants will be released pending Board Approval on October 17, 2023. Staff anticipate bringing a draft agreement with the selected vendor to the December 2023 Committee and Board cycle for final approval.

Recommended action:

Authorize staff to release a Request for Proposals (RFP) and select a vendor to provide Child Care Resource & Referral Software as a Service under the ARPA Discretionary Funding Plan

Supporting Documents

Draft RFP Summary Description and Solicitation Plan

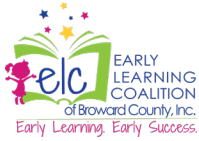
A. Programmatic Purpose of the RFP

The COALITION seeks a vendor that offers a pre-built yet customizable CCR&R software system as a service that provides an online search option to parents looking for child care providers. The successful vendor’s platform will enhance the COALITION’s existing telephone-based referral services and return results in a format that meets Florida Department of Education, Division of Early Learning School Readiness Program requirements. The successful vendor’s cloud-based platform must offer customized child care provider searches based on location, setting type, age group, curriculum, and other relevant criteria. The platform will return search results from data collected by the COALITION via a Florida Department of Education, Division of Early Learning statewide system that will be periodically exported and updated to the successful vendor’s platform. The platform must be capable of collecting user contact information and search criteria and facilitate telephone or email follow-up from COALITION CCR&R certified staff. The platform must also be capable of directing parents to information about choosing quality child care and other related content provided by the COALITION.

1. Timeline

Dates advertised/Available	October 17, 2023
Deadline for receipt of written questions	November 8, 2023
Deadline for electronic submission of proposals (no exceptions)	November 10, 2023, 5:00 EST
Interviews and product demonstration, if applicable	TBD Week of November 12-17, 2023
Award Notice Posted	December 11, 2023

DRAFT



MEETING	EXC24RB2 / Executive Committee
DATE:	October 3, 2023
SUBJECT:	Invitation to Negotiate for Child Care Classroom Management and Online Learning Technology Services
FOR ACTION:	YES
RECOMMENDED ACTION:	Authorize staff to release an Invitation to Negotiate for Child Care Classroom Management and Online Learning Technology Services under the ARPA Discretionary Funding Plan
FINANCIAL IMPACT:	Not to Exceed \$500,000 for up to 2.5 years
ELC STAFF LEAD	C. Klima

Background:

In September 2023 DEL approved the Coalition’s expenditure plan for FY2024 ARPA Discretionary Funding including a proposal to procure Child Care Classroom Management and Online Learning Technology Services for up to \$500,000 for up to 2.5 years.

The program purpose of the ITN is to help educators and parents prepare children for kindergarten and to help educators improve classroom function and CLASS Scores. The Coalition wishes to prioritize providing learning technology solutions to child care providers with lower-than-expected average FAST score improvements between the first & second (PM1-PM2) or second & third (PM2-PM3) measurement periods during a school year.

Current Status:

Using up to \$500,000 in ARPA Discretionary Funding over 2.5 years (pending DEL prior approval for the arrangement) staff propose to procure technology with one or more of the following components:

1. Cloud-based, Interactive Online learning Platform for Child, Parent and Educator Users that measurably improves child readiness for kindergarten that fosters partnerships between parents and educators.
2. Cloud-based Child Care Classroom Management for Educator Users that measurably improves classroom function and helps educator users prepare children for kindergarten.

Proposals must be founded on clear and proven child development theories and include analytical outcome and progress data.

Detailed requirements and instructions to applicants will be released pending Board Approval on October 17, 2023. Staff anticipate bringing a draft agreement with the selected vendor to the December 2023 Committee and Board cycle for final approval.

Recommended action:

Authorize staff to release a Request for Proposals (RFP) and select a vendor to provide Child Care Classroom Management and Online Learning Technology Services under the ARPA Discretionary Funding Plan

Supporting Documents

None

ELC Broward Contract List 2023-2024

Funder or Vendor Name	Amount	Purpose	Type	Term	Status
Division of Early Learning	\$150,739,951	<i>School Readiness, VPK, PDG & Stimulus</i>	Revenue	7/1/23-6/30/24	Active
Broward County	\$2,342,795	<i>SR Match & Special Needs</i>	Revenue	10/1/22- 9/30/27	Active
Children's Services Council	\$3,503,028	<i>Financially Assisted Child Care</i>	Revenue	10/1/22-9/30/23	Active
Children's Services Council	\$3,503,028	<i>Financially Assisted Child Care</i>	Revenue	10/1/23-9/30/24	Pending
Children's Services Council	\$2,373,317	<i>Vulnerable Populations</i>	Revenue	10/1/22-9/30/23	Active
Children's Services Council	\$3,348,317	<i>Vulnerbale Populations</i>	Revenue	10/1/23-9/30/24	Pending
City of Fort Lauderdale	\$50,000	<i>SR Match Funds</i>	Revenue	10/1/22-9/30/23	Active
City of Hollywood	\$10,000	<i>SR Match Funds</i>	Revenue	10/1/22-9/30/23	Active
City of Pompano Beach	\$21,500	<i>SR Match Funds</i>	Revenue	10/1/22-9/30/23	Active
City of Pompano Beach	\$21,500	<i>SR Match Funds</i>	Revenue	10/1/23-9/30/24	Pending
City of Deerfield Beach	\$15,000	<i>SR Match Funds</i>	Revenue	10/1/22-9/30/23	Active
United Way	\$130,000	<i>SR Match Funds</i>	Revenue	7/1/23-6/30/24	Active
University of Florida	\$90,000	<i>Training Courses for providers</i>	Revenue	9/1/22-8/31/23	Active
Children's Forum	\$575,000	<i>INCENTIVES[®] Program</i>	Subrecipient	7/1/23-6/30/24	Active
First Call for Help/211	\$461,092	<i>Community Referral Services</i>	Subrecipient	7/1/23-6/30/24	Active
Accessible Comm for the Deaf	\$1,300	<i>Interpretation Services</i>	Vendor	8/13/18 Ongoing	Active
AT&T	\$93,900	<i>Cell Phones and Hot Spots</i>	State Term PO	7/1/23-6/30/24	Ongoing
BlueJean Software, Inc.	\$33,000	<i>Hosting and Support Services</i>	Vendor	7/1/23-6/30/24	Active
Bryan, Miller, Olive, Attorneys	\$35,000	<i>Labor and employment legal services</i>	Vendor	7/15/23-6/30/24	Active
Causetech DBA Achieve	\$9,463	<i>Website Hosting</i>	Vendor	7/1/23-6/30/24	Active
Carmen Nicholas	\$33,500	<i>Independent CLASS Observer</i>	Vendor	7/1/23-6/30/24	Active
Comcast	\$6,724	<i>Internet</i>	Vendor	7/1/23-6/30/24	Active
Crown Center	\$416,078	<i>Office Lease (est. annual cost)</i>	Lease	2/1/19-1/31/29	Active
FL Dept of Law Enforcement	\$1,863/yr	<i>LiveScan Service (est. annual cost)</i>	Vendor	10/29/18-Ongoing	Active
Goren, Cherof,Doody,Ezrol, PA	\$100,000	<i>Legal Services</i>	Vendor	8/1/23-6/30/24	Active
Intermedia.net, Inc.	\$22,800	<i>Office 365 & Support</i>	Vendor	8/4/2021-Ongoing	Active
Keefe McCullough, LLP	\$42,600	<i>External Audit Preparation</i>	Vendor	7/1/23-6/30/24	Active
Klausner, Kaufman, Jensen, Levinson	\$25,000	<i>Retirement plan legal services</i>	Vendor	7/1/23-6/30/24	Active
One Beat	\$20,000	<i>CPR Training for Providers</i>	Vendor	7/1/23-6/30/24	Active
Revation Systems, Inc.	\$261,113.04	<i>Telecommunications Services</i>	Vendor	9/15/21-9/30/24	Active
School Board Broward County	\$12,605.51/yr	<i>Gulfstream Early Learning Ctr</i>	Lease	9/5/22-9/4/25	Active
Sharp	\$14,353.12	<i>Copier and Printer Rental</i>	State Term PO	11/1/20-9/1/25	Active
Teaching Strategies Gold	\$12,950	<i>Child Assessment Software</i>	Vendor	7/1/23-6/30/24	Active
Trusaic	\$6,500	<i>Monthly Fee for up to 500 W2's</i>	Vendor	6/1/23-6/30/24	Active
Webauthor	\$75,000	<i>CRM Software</i>	Vendor	7/1/23-6/30/24	Active
Brown & Brown	\$0	<i>Information Sharing Agreement</i>	MOU	8/1/20-7/31/26	Active
Broward County	\$0	<i>Crisis Intervention & Support</i>	MOU	11/18/20-11/17/25	Active
Child Abuse Prevention -CAPTA	\$0	<i>Interagency Referrals Cooperation</i>	MOU	9/1/21-8/31/26	Active
School Board Broward County	\$0	<i>Community Partnership</i>	MOU	1/20/2021-6/1/2045	Active
Seventeenth Circuit Court	\$0	<i>Cooperation Agreement</i>	MOU	6/23/20-Ongoing	Active
University of Florida	\$0	<i>Data Use Agreement</i>	MOU	1/1/19-Ongoing	Active
Women in Distress	\$0	<i>Community Partnership</i>	MOU	6/2/21-6/1/24	Active

BOARD MEMBER SPONSORSHIP FORM



ELC Board Donations and Sponsorship Opportunities
Please indicate the areas and amount you would like to sponsor below.

Board/Committee Refreshments

- Meet & Greet (Avg. Per Event: **\$80**)
- Lunch & Learn (Avg. Per Event: **\$50**)
- Committee Meetings (Avg. Per Event: **\$40**)
- Board Retreat (Avg. Per Event: **\$300**)
- General Board Engagement Activities (Avg. Per Event: **\$50**)

ELC Unfunded Events

- Table Sponsorships for Award Ceremonies (Annual Avg: **\$3000**)
- Staff Recognition: Awards, Staff Appreciation, & Birthdays (Annual Avg: **\$2500**)
- Provider/Staff Training Food and Refreshments
(Annual Avg. is dependent on amount of trainings: **\$5,000-\$16,000**)
- ELC Promotional/ Giveaways for Outreach Events (Annual Avg: **\$500**)

General Donation to ELC Broward

- Unrestricted Funding

Name/Org:

Please enter the total amount of donations:

How will you be paying? *For Cash/Check Donations, please see Lizbeth DeVecchio after the meeting. Checks can also be mailed to ELC Broward. Attn: Christine Klima*

Cash

Check

Card Payment

All donations are appreciated!

TO DONATE PLEASE SCAN THE QR CODE OR VISIT:

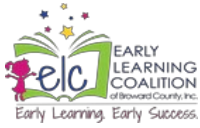
www.elcbroward.org/donate



Board Recruitment and Applicant Process for Private Sector Vacancies

To recruit and select private business members for the Early Learning Coalition Board of Directors, the following process will be followed:

- 1) For private sector openings, ELC will create an announcement/flyer to include:
 - a. A general description of the opening and board member criteria
 - b. Copy of the ELC Board member role and responsibilities*
 - c. Access to the ELC Board member application
- 2) The announcement shall be:
 - a. Posted on the ELC website for a minimum of 15 days.
 - b. Posted on all ELC social media platforms
 - c. Shared with all ELC Board members via email and social media (where appropriate). The expectation is that all board members will share the opportunity with their respective networks.
 - d. Emailed to ELC community partners.
- 3) The CEO and board members should identify and seek out potential candidates.
- 4) Interested individuals will complete the required application form and submit it (along with a copy of a short biography) to Melody Martinez (mmartinez@elcbroward.org)
- 5) After receiving the nominations, staff will review and ensure candidates meet minimum criteria and are eligible to serve.
- 6) The Nominating Committee will review potential candidates and determine the next steps for viable candidates, which may include interviews and gathering additional information about a candidate. The review and any additional steps shall be at the discretion of the Nominating Committee.
- 7) The Nominating Committee forwards vetted candidates to the Board for approval.
- 8) The board of directors will vote on the nominated applicant(s).



Early Learning Coalition of Broward County
Child Care Provider Nominating Process for Board of Directors
Approved by Board on February 14, 2022

The Child Care Provider applicant must be an Owner or Director. At least 10% of the applicants' early childcare center enrollment must be comprised of subsidized children (and/or VPK children). Please review the entire application prior to completing.

Process

To select child care providers to the Early Learning Coalition Board of Directors, the following process will be followed:

1. The ELC will post the open seat for a minimum of ten (10) business days. At a minimum, the notice will be posted on the ELC's website and via social media. Additionally, ELC will send an email notification to all child care providers with the announcement with the request for nominations.
2. Interested child-care providers will complete the required application form, provide a bio and email to the ELC.
3. After receipt of the application, ELC staff will review to ensure candidate meets criteria as outlined in the application.
4. The list of interested candidates will be published so that the provider community can provide comments and feedback prior to nominating committee meeting.
5. The Nominating Committee are presented with all eligible candidate applications (and their supporting application documents) along with the feedback from the community providers.
6. The Nominating Committee will decide whether to either interview some/all candidates and then make a recommendation to the Board.
7. The ELC Board of Directors will vote on the nominated provider.



Legend:
Bolded Items: Recently Added/Updated
Grayed Out: Past Events

Board Engagement Calendar FY 23-24

Childcare Small Business Site Visits

***Please Reach out to Lizbeth DelVecchio at Ldelvecchio@elcbroward.org if you would like to RSVP for a site visit.**

Date	Childcare Center Name	Address	Time
<i>Sep. 13, 2023</i>	<i>Delmar Arts Academy at the Y</i>	<i>1409 NW 6th St, Fort Lauderdale, FL 33311</i>	<i>9:30 AM - 11:00 AM</i>
<i>Oct. 10, 2023</i>	<i>My Little Family Center</i>	<i>18433 Pines Blvd. Pembroke Pines, FL 33029</i>	<i>9:30 AM - 11:00 AM</i>
<i>Nov. 8, 2023</i>	<i>Preschool Kids Planet</i>	<i>328 E Hillsboro Blvd, Deerfield Beach, FL 33441</i>	<i>9:30 AM - 11:00 AM</i>
<i>Dec. 12, 2023</i>	<i>City of Miramar Preschool</i>	<i>TBA</i>	<i>9:30 AM - 11:00 AM</i>
<i>Jan. 30, 2024</i>	<i>TBA</i>	<i>TBA</i>	<i>9:30 AM - 11:00 AM</i>
<i>Feb. 20, 2024</i>	<i>TBA</i>	<i>TBA</i>	<i>9:30 AM - 11:00 AM</i>
<i>Mar. 13, 2024</i>	<i>TBA</i>	<i>TBA</i>	<i>9:30 AM - 11:00 AM</i>
<i>Apr. 10, 2024</i>	<i>TBA</i>	<i>TBA</i>	<i>9:30 AM - 11:00 AM</i>
<i>May. 8, 2024</i>	<i>TBA</i>	<i>TBA</i>	<i>9:30 AM - 11:00 AM</i>
<i>Jun. 25, 2024</i>	<i>TBA</i>	<i>TBA</i>	<i>9:30 AM - 11:00 AM</i>
<i>Jul. 11, 2024</i>	<i>TBA</i>	<i>TBA</i>	<i>9:30 AM - 11:00 AM</i>

Small Wine Shop Fundraiser

***Please Reach out to Lizbeth DelVecchio at Ldelvecchio@elcbroward.org if you would like to RSVP for a site visit.**

Date	Location	Time
Oct. 5, 2023	Small Wine Shop, 410 N Andrews Ave, Fort Lauderdale, FL 33301	6:00 PM – 8:30 PM

ELC Board Meet, Greet, & Eat Social

ELC Broward: 1475 W. Cypress Creek Rd., Suite 301, Fort Lauderdale, FL 33309

Date	Location	Time
<i>Sep. 11, 2023</i>	<i>Early Learning Coalition of Broward County, Training Room A/B</i>	<i>8:30 AM – 9:30 AM</i>
TBA	TBA	TBA
TBA	TBA	TBA
TBA	TBA	TBA
TBA	TBA	TBA
TBA	TBA	TBA
TBA	TBA	TBA

ELC Lunch & Learn Workshops *Optional*

ELC Broward: 1475 W. Cypress Creek Rd., Suite 301, Fort Lauderdale, FL 33309

Date	Topic	Location	Time
<i>Sep. 21, 2023</i>	<i>Strategic Plan</i>	<i>Early Learning Coalition of Broward County, Training Room A/B</i>	<i>12:00 PM – 1:00 PM</i>
TBA	TBA	TBA	TBA
TBA	TBA	TBA	TBA
TBA	TBA	TBA	TBA
TBA	TBA	TBA	TBA
TBA	TBA	TBA	TBA

Monthly PLAN Meetings

ELC Broward: 1475 W. Cypress Creek Rd., Suite 301, Fort Lauderdale, FL 33309

Date	Location	Time
Sep. 20, 2023	Early Learning Coalition of Broward County, Training Room A/B	10:00 AM - 11:00 AM
Oct. 18, 2023	Early Learning Coalition of Broward County, Training Room A/B (cancelled)	10:00 AM - 11:00 AM
Nov. 15, 2023	Early Learning Coalition of Broward County, Training Room A/B	10:00 AM - 11:00 AM
Dec. 20, 2023	Early Learning Coalition of Broward County, Training Room A/B	10:00 AM - 11:00 AM
Jan. 17, 2024	Early Learning Coalition of Broward County, Training Room A/B	10:00 AM - 11:00 AM
Feb. 21, 2024	Early Learning Coalition of Broward County, Training Room A/B	10:00 AM - 11:00 AM
Mar. 20, 2024	Early Learning Coalition of Broward County, Training Room A/B	10:00 AM - 11:00 AM
Apr. 17, 2024	Early Learning Coalition of Broward County, Training Room A/B	10:00 AM - 11:00 AM
May 15, 2024	Early Learning Coalition of Broward County, Training Room A/B	10:00 AM - 11:00 AM
Jun. 19, 2024	Early Learning Coalition of Broward County, Training Room A/B	10:00 AM - 11:00 AM

Legislative Meetings

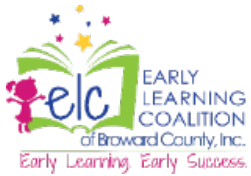
***Please Reach out to Lizbeth DelVecchio at Ldelvecchio@elcbroward.org if you would like to RSVP for a legislative meeting.**

Date	Individual	Location	Time
TBA	TBA	TBA	TBA
TBA	TBA	TBA	TBA
TBA	TBA	TBA	TBA
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Notable Early Learning Conferences

Please Reach out to Melody Martinez at Mmartinez@elcbroward.org if you would like assistance organizing accommodations

Dates	Conference Name	Location	Registration Info
Sep. 19-20, 2023	Zero to Three Learn Conference	Minneapolis Convention Center- Minneapolis, MN	Click to Register
Oct. 5-8, 2023	Council for Professional Recognition CDA - Early Educators Leadership Conference (Leading Career Pathways to Equity)	Renaissance Orlando at SeaWorld- Orlando, FL	Click to Register
Oct. 11-15, 2023	Florida Association for the Education of Young Children (FLAEYC)	Moni Orlando Resort- Orlando, FL	Click to Register
Nov. 15-18, 2023	NAEYC Annual Conference	Nashville, TN	Click to Register
Nov. 28-Dec. 1, 2023	Division for Early Childhood's 39 th Annual International Conference on Young Children with Disabilities and their Families	Hilton Minneapolis- Minneapolis, MN	Click to Register
Jan. 22-25, 2023	National Head Start Winter Leadership Institute	Crystal City, VA	Click to Register
Mar. 7-9, 2024	Southern Early Childhood Association Conference	Crown Plaza Atlanta Perimeter – Atlanta, GA	Click to Register
Mar. 7-10, 2024	American Montessori Society – The Montessori Event	Gaylord Palms Resort and Convention Center – Orlando, FL	Click to Register
Mar. 8-9, 2024	Rocky Mountain Early Childhood Conference	Denver Marriott Tech Center – Denver, CO	Click to Register
Mar. 11-12, 2024	International Conference on Play-Based Learning and Early Childhood Curriculum	Miami, FL	Click to Register
Mar. 14-16, 2024	Virginia Association for the Education of Young Children (vaeyc)	Roanoke, VA	Click to Register
Apr. 3-4 2024	InterAct CLASS Summit	San Diego, CA	Click to Register
Apr. 15-19, 2024	National Training Institute on Effective Practices: Addressing Challenging Behavior (NTI) Conference	Tampa Marriott Water Street – Tampa, FL	Click to Register
Apr. 15-18, 2024	National Head Start Conference	Oregon Convention Center – Portland, OR	Click to Register
May. 19-22, 2024	Child Care Aware 2024 Symposium	Arlington, VA	Click to Register
Jun. 26-30, 2024	FL Family Child Care Home Association Annual Conference	Clearwater Beach, FL	Click to Register



ELC of Broward County

FY 2023-2024 Board/Committee Meetings Calendar

July 2023						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
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27	28	29	30	31		

September 2023						
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October 2023						
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29	30	31				

November 2023						
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December 2023						
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31						

January 2024						
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February 2024						
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March 2024						
Su	Mo	Tu	W	Th	Fr	Sa
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31						

April 2024						
Su	M	Tu	W	Th	Fr	Sa
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28	29	30				

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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June 2024						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Board Mondays/9:30 am

- Sep 11, 23
- Oct 16, 23
- Dec 11, 23
- Feb 12, 24
- Mar 11, 24
- May 6, 24 (RETREAT 9am)
- Jun 17, 24

Finance/Executive Tuesdays/1:30 pm

- Aug 29, 23
- Oct 3, 23
- Dec 5, 23
- Jan 23, 24
- Feb 27, 24
- Apr 30, 24
- Jun 4, 24

Governance Mondays

- Feb 26, 24, 11 am
- Apr 22, 24

Nominating Wednesdays

- Oct 11, 23, 12:00 pm
- Jan 24, 24
- Apr 17, 24

Audit Wednesdays

- Aug 30, 23, 2:30 pm
- Jan 31, 24

Program Review

- Aug 28, 23, 2:00 pm
- Dec 14, 23
- Mar 28, 24
- Jun 6, 24

Ad-Hoc Fundraising:

- Aug 30, 2023, 12:30 pm
- Feb 12, 2024, 12:00 pm

ELC Offices closed for holidays on:

July 4; Sep 4; Nov 10, 23, 24; Dec 25; Jan 1, 15; Feb 19; May 27

Federal Holidays:

- Oct 9 Columbus
- June 19 Juneteenth
- Oct 14 Columbus

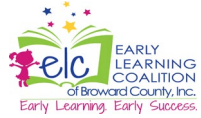
Holidays:

- Sep 25 Yom Kippur
- Sep 30 Sukkot
- Dec 8 Hanukkah Start
- Dec 15 Hannukah Ends
- Dec 26 Kwanzaa
- Feb 14 Ash Wed/Lent
- Mar 19 Spring Break week
- Mar 29 Good Friday
- April 23 Passover Starts

ELC of Broward County

Committee Membership 2023-2024

COMMITTEE	Member Name	Seat	By Laws
EXECUTIVE 4 needed for a Quorum	<i>Members consist of the Chair, First Vice-Chair, Second Vice-Chair, Secretary, Treasurer, Immediate Past Chair (if applicable) and each of the chairs of the Standing Committees)</i>		
Officer 1	Laurie Sallarulo	Chair	effective 04/2014 - Governor appointment
Officer 2		First Vice Chair/Governance	
Officer 3	Twan Russell	Second Vice Chair	effective June 2020 - Again in 2022
Officer 4	Monica King	Secretary/PRC Chair	effective June 2020 - Again in 2022
Officer 5	Cindy Arenberg Seltzer	Treasurer	effective June 2020 - Again in 2022
	Michael Asseff	Nominating Com. Chair	effective June 2020 - Again in 2022
	Renee Podolsky	Audit Com. Chair	effective June 2022
FINANCE 4 needed for a Quorum	<i>Members appointed by the Chair. Reports directly to the Board and shall consist of at least (5) five Members EXCLUDING CHAIR. No Term Limits</i>		
	Cindy Arenberg Seltzer	Chair	
	Maria Hernandez	Member	effective 07/01/23
		Member	
	Renee Podolsky	Member	
	Twan Russell	Member	
	Laurie Sallarulo	Member	
	Zachary Talbot	Member	effective June, 2020
PROGRAM REVIEW 5 needed for a Quorum	<i>Members appointed by the Chair. Ad Hoc members with particular expertise may be appointed to assist in the given particular area of program . Reports directly to the Board and shall consist of at least (3) members EXCLUDING CHAIR. No Term Limits</i>		
	Monica King	Chair	effective 07/01/22
	Cindy Arenberg-Seltzer	Member	effective 07/01/22
	Richard Campillo	Member	effective 07/01/18
	Melody McDonald	Member	effective 10/06/22
	Renee Podolsky	Member	effective 05/10/23
	Laurie Salarullo	Member	effective 07/01/18
	Ellie Schrot	Member	effective 05/17/23
AUDIT 3 needed for a Quorum	<i>Members elected by Board. Consists of at least (5) five Members including Chair. Ad Hoc Members may be appointed to assist in accounting or financial management experience. No more than (1) one Member of the Finance Committee shall be a Member of the Audit Committee and in no event shall the chair of the Finance Committee be a Member of the Audit Committee. No Term Limits</i>		
	Renee Podolsky	Chair	effective 07/01/22
	Michael Asseff	Member	
		Member	
	Monica King	Member	effective 04/07/17
		Member	effective 12/09/16
GOVERNANCE 4 needed for a Quorum	<i>Members Elected by Board. Consists of at least (5) five Members, EXCLUDING CHAIR. First Vice Chair shall serve as chair of the Governance Committee. No Term Limits</i>		
		Chair	
	Michael Asseff	Member	effective 06/2020
	Kirk Englehardt	Member	effective 09/13/21
	Carol Hylton	Member	effective 02/2021
	Laurie Sallarulo	Member	effective 09/15/22
	Renee Podolsky	Member	effective 10/06/22
	Amoy Reid	Member	effective 10/06/22
NOMINATING 4 needed for a Quorum	<i>Members Elected by Board. Consists of at least (3) three Members who are not Officers of the Coalition . No Term Limits</i>		
	Michael Asseff	Chair	effective 06/30/20
	Sharonda Davis-Bailey	Member	effective 04/27/22
	Amoy Reid	Member	effective 12/19/19
	Twan Russell	Member (Officer)	
	Laurie Salarullo	Member (Board Chair)	
	Julie Winburn	Member	effective 05/2022
AD HOC FUNDRAISING 3 needed for a Quorum Re-established 8/2022 Report to Executive Comm		Chair	
	Michael Asseff	Co-Chair	effective 02/13/20 confirmed 08/29/22 Co-Chair effective 05/10/23
	Amoy Reid	Member	effective 02/13/20 confirmed 08/10/22
	Zachary Talbot	Member	effective 08/30/22
	Kirk Englehardt	Member	effective 09/20/22



**Early Learning Coalition of Broward County
Finance & Executive Committee Attendance Chart FY 2023-2024**

QUORUM # NEEDED: 4

	FINANCE	Position	Term Started	Term Exp	Aug-29	Oct-03	Nov-28	Jan-23	Feb-27	Apr-30	Jun-04	TOTAL FY ABSENCES
1	Cindy Arenberg Seltzer	Chair	Jun-20	Jun-24	V							0
2	Maria Hernandez	Member	Jul-23		ABS							1
3	Dawn Liberta	Member	Sep-21		V							0
4	Renee Podolsky	Member			V							0
5	Twan Russell	Member			V							0
6	Laurie Sallarulo	Member			V							0
7	Zachary Talbot	Member	Jun-20		V							0

QUORUM # NEEDED: 4

	EXECUTIVE	Position	Term Started	Term Exp	Aug-29	Oct-03	Nov-28	Jan-23	Feb-27	Apr-30	Jun-04	TOTAL FY ABSENCES
1	Laurie Sallarulo	Chair	Apr-14		V							0
2	Dawn Liberta	First Vice Chair/Governance	Jun-20	Jun-24	V							0
3	Twan Russell	Second Vice Chair	Jun-20	Jun-24	V							0
4	Monica King	Secretary/PRC Chair	Jun-20	Jun-24	V							0
5	Cindy Arenberg Seltzer	Treasurer	Jun-20	Jun-24	V							0
6	Michael Asseff	Nominating Chair			V							0
7	Renee Podolsky	Audit Chair	Jun-22		V							0

Members who left During FY 23 - 24 Term	Position	Term Started	Last Day									
V= Virtual Meeting												
X= Present at meeting												
ABS= Absent from Meeting												
P= phone attendance												
FM= First Meeting												
LM= Last Meeting												
Shaded areas - no meeting scheduled												
O:\Board\Board- Committee & Board Meetings\Board\FY 2023-2024												

Except for Chair an Officers term is for two years

No officer may hold the same elected position for more than (2) term of two years

FYI - ELC Broward Glossary of Terms (August 2019)

Rev. 7/2019Subject	Acronym	Definition
Ages and Stages Questionnaire®	ASQ	A developmental and social-emotional screening for children from one month to 5 ½ years. Highly reliable and valid, ASQ looks at strengths and trouble spots, educates parents about developmental milestones, and incorporates parents' expert knowledge about their children.
Association of Early Learning Coalitions	AELC	The Association of Early Learning Coalitions (AELC) is an organization comprised of 31 Early Learning Coalitions throughout the State of Florida. The AELC supports the role of the Early Learning Coalitions to develop and administer a comprehensive school readiness program and voluntary pre-kindergarten program that prepares preschool children to succeed in school and in life. Each Early Learning Coalition's service area is as unique as the population it serves, with some Coalitions serving a single county while others are serving two to seven counties.
Billing Group	BG	<p>An eligibility category that aligns with Chapter 411, Florida Statutes, which describes the different groups or defined categories of children served; a category of direct service costs. The following defines the various billing groups:</p> <p>BG1 – At Risk Populations: School readiness services for a child in a family that is: referred for investigation by the Broward Sheriff's Office (BSO); under the supervision of ChildNet (in home, foster care or relative/no relative placement); in the custody of a parent who is homeless, as verified in law; in the custody of a parent who is the victim of domestic violence, residing in a certified DCF shelter or; actively participating in a diversion program as required by law.</p> <p>BG3 – Temporary Assistance for Needy Families (TANF), also referred to as Temporary Cash Assistance (TCA) Families who are receiving TCA, and subject to the federal work requirements.</p> <p>BG3R – Relative Caregiver Child who is in receipt of the Relative Caregiver (RCG) payment, who is adjudicated by a Florida court and placed in the home of a relative through ChildNet.</p> <p>BG5 – Transitional Child Care (TCC) Family that is transitioning from the receipt of TCA (from a workforce program) into employment, as defined by law.</p> <p>BG8 – Income Eligible Family that is economically disadvantaged. Parent must meet income and work requirements, which include employment, educational activities or disability.</p> <p>CSC – Children's Services Council Vulnerable Populations Program Eligibility mirrors the Income Eligible (BG8) criteria. Other conditions may be set by CSC, on an as needed (case-by-case) basis.</p>
Categories Exempt from Licensing		Certain religious affiliated and non-public schools may be exempt from licensure but must register with Broward County and receive approval prior to operating. Programs for children grades six and above and summer day camps for elementary school aged children are exempt from licensure.
Center-Based Child Care Provider		A provider licensed or authorized as license-exempt to provide care and education of children in a nonresidential setting for fewer than 24-hours a day per child.
Child Assessment		<p>An individual assessment performed on each child for the purpose of measuring the child's growth in specific developmental domains. Child care providers who perform this detailed assessment can be reimbursed at a higher rate per child.</p> <p>Teaching Strategies Gold (TSG) is one of three ongoing assessment tools that is approved by OEL for child care providers to receive a Quality Performance Incentive Differential. TSG helps teachers observe children during regular everyday activities, plan for their development and assess their needs. Training is needed to become a reliable observer in the tool.</p>
Child Care Development Fund	CCDF	The federal Child Care and Development Fund (CCDF) is an aggregate of several funding sources that is distributed in block grants by the federal government to the states and territories. The majority of the funds are to be used to provide child care services to families who meet certain income and need criteria. A portion of the funding (at least 4 percent of the block grant amount) is to be used for activities to improve the quality of child care. Another portion (not to exceed 5 percent of the block grant amount) is to be used to pay for costs of administering the CCDF. The purpose of the CCDF is to increase the availability, affordability, and quality of child care services.
Child Care Development Plan		Every two years, states and territories receiving CCDF funds must prepare and submit to the federal government a plan detailing how these funds will be allocated and expended.

Child Care Licensing		The child care licensing program is a component of the services provided by Department of Children and Families. The program is accountable for the statewide licensure of Florida's child care facilities, specialized child care facilities for the care of mildly ill children, large family child care homes and licensure or registration of family day care homes. The purpose of the program is to ensure a healthy and safe environment for the children in child care settings and to improve the quality of their care through regulation and consultation. The department ensures that licensing requirements are met through on-going inspections of child care facilities and homes, thus preventing the continued operation of substandard child care programs
Child Care Resource and Referral Program	CCR&R	The Child Care Resource and Referral Network is dedicated to helping families find answers to their questions regarding how to identify quality child care and early education programs. The CCR&R program also conducts a search for providers that meet the specific needs of the family; the CCR&R program also provides information and community resources that may benefit the entire family.
Children's Services Council	CSC	A Children's Services Council is a local government body that oversees funding for programs and services that improve the lives of children and their families. Chapter 125 of Florida Statutes governs the creation and operation of a Children's Services Council, commonly referred to as a CSC. Florida is the only state in the nation that empowers communities to create a local government with the sole purpose of investing in the well-being of families.
Child Development Associate	CDA	A nationally recognized early childhood professional credential awarded to individuals who successfully complete the nationally established requirements of the CDA program to work with young children.
Classroom Assessment Scoring System™	CLASS	The Classroom Assessment Scoring System™ (CLASS™) is an observational tool that provides a common lens and language focused on classroom interactions that boost student learning. This tool is used as the basis for the State of Florida's Quality Rating System, and CLASS scores are used to calculate payment differentials for child care facilities serving subsidized children.
Continuing Education Units	CEUs	A measure used to track continuing education; in general, a CEU is defined as 10 clock hours of participation in a recognized continuing education program with qualified instruction and sponsorship through an accrediting CEU body.
Enhanced Field System Modernization	EFS Mod	The billing system currently in use for early learning programs.
Environment Rating Scales	ERS	The Early Childhood Environment Rating Scales are designed to assess process quality in an early childhood or school age care group. Process quality consists of the various interactions that go on in a classroom between staff and children, staff, parents, and other adults, among the children themselves, and the interactions children have with the many materials and activities in the environment, as well as those features, such as space, schedule and materials that support these interactions. Process quality is assessed primarily through observation and has been found to be more predictive of child outcomes than structural indicators such as staff to child ratio, group size, cost of care, and even type of care, for example child care center or family child care home (Whitebook, Howes & Phillips, 1995). There are four environment rating scales, each designed for a different segment of the early childhood field: (ECERS-R) The Early Childhood Environment Rating Scale-Revised (ITERS-R) The Infant/Toddler Environment Rating Scale-Revised (FCCERS-R) The Family Child Care Environment Rating Scale-Revised (SACERS) The School-Age Care Environment Rating Scale
Federal Poverty Guidelines	FPL	The set minimum amount of gross income that a family needs for food, clothing, transportation, shelter and other necessities. In the United States, this level is determined by the Department of Health and Human Services. FPL varies according to family size. The number is adjusted for inflation and reported annually in the form of poverty guidelines. Public assistance programs, such as Medicaid in the U.S., define eligibility income limits as some percentage of FPL. The poverty guidelines are typically issued every February and correspond to the year in which they are issued.
Florida Child Care Professional Credential	FCCPC	Florida Child Care Professional Credential (FCCPC)," pursuant to Section 402.305(3)(b), F.S., is a department approved training program that consists of a minimum of 120 hours of early childhood instruction, 480 contact hours with children ages birth through eight (8) and at least two (2) methods of formal assessment that offers two (2) areas of certification; "Birth Through Five (formerly the department approved CDA Equivalency training programs)" and "School-Age (formerly the Florida School-Age Certification)."
Florida Kindergarten Readiness Screener	FLKRS	The Florida Kindergarten Readiness Screener (FLKRS) is administered to assess the readiness of each child for kindergarten. The FLKRS assessment is the Star Early Literacy®, which is an online, adaptive instrument that students complete independently in approximately 15-20 minutes. The assessment covers 3 main domains: Word Knowledge and Skills, Comprehension Strategies and Constructing meaning, and Numbers and Operations.

Florida Administrative Code	FAC	The Florida Administrative Code is the official compilation of the administrative rules and regulations of state agencies.
Florida Child Care Professional Credential	FCCPC	Florida Child Care Professional Credential (FCCPC)," pursuant to Section 402.305(3)(b), F.S., is a DCF approved training program that consists of a minimum of 120 hours of early childhood instruction, 480 contact hours with children ages birth through eight (8) and at least two (2) methods of formal assessment that offers two (2) areas of certification; "Birth Through Five (formerly the department approved CDA Equivalency training programs)" and "School-Age (formerly the Florida School-Age Certification)."
Florida Department of Children and Families	DCF	A state agency of Florida. The Department provides social services to children, adults, refugees, domestic violence victims, human trafficking victims, the homeless community, child care providers, disabled people, and the elderly.
Florida Department of Economic Opportunity	DEO	A state agency of Florida. The Department promotes economic opportunities for Floridians through workforce, community, and economic development strategies.
Florida Department of Education	DOE	A state agency of Florida. The Department governs public education and manages funding and testing for local educational agencies (school boards).
Florida Department of Health	DOH	A cabinet level agency of the state government, headed by a state surgeon general who reports to the governor. The Department is responsible for protecting the public health and safety of the residents and visitors of the state of Florida.
Florida Office of Early Learning	OEL	The Office of Early Learning is the lead agency for the administration of state and federal child care funds and partners with 31 Early Learning Coalitions, the Redlands Christian Migrant Association, and others to deliver a comprehensive early learning system of services statewide.
Florida Sunshine Law		The "Sunshine Amendment," adopted by Florida voters through a constitutional initiative in 1976 as Article II, Section 8, Florida Constitution, contains standards of ethical conduct and disclosures applicable to public officers and employees; it also requires the Legislature to adopt the code of ethics (see Code of Ethics definition above).
Gold Seal		In 1996, the Florida Legislature established the Gold Seal Quality Care program to acknowledge child care facilities and family day care homes that are accredited by nationally recognized agencies and whose standards reflect quality in the level of care and supervision provided to children. In addition, the Legislature established provisions for Gold Seal providers participating in the subsidized child care program, a.k.a. school readiness and early Learning, to receive a higher reimbursement per child, than providers not receiving a Gold Seal designation. In 1999, the Legislature revised the program to provide tax incentives through the Department of Revenue or county tax appraiser for participating in the Gold Seal Quality Care Program. Since then, the Legislature has revised the maximum amount of the reimbursement. Currently, the rate differential cannot exceed 20% above the reimbursement rate established by the local early learning coalition, a.k.a. the local school readiness coalition.
Home Instruction for Parents of Preschool Youngsters	HIPPY	Home Instruction for Parents of Preschool Youngsters (HIPPY) is an evidenced-based program that works with families in the home to support parents in their critical role as their child's first and most important teacher.
Inclusion		The principle of enabling all children, regardless of their diverse abilities, to actively participate in natural environments in their communities, including early care and education settings.
Inclusion/Warm Services		These services educate and assist childcare providers with any special needs concerns regarding the children they are serving, particularly children with disabilities and other special health care needs. These services also provide training and consultation on issues such as managing challenging behaviors, understanding the American with Disabilities Act, screening and assessment of children with special needs, and adapting home and school environments.
Individual Education Plan	IEP	The plan for individualizing the education of a child over age three with a disability that includes measurable goals and documentation of the child's progress.
Individual Family Service Plan	IFSP	A plan for special services for young children (under three) with disabilities and their families that includes individualized supports and services that will enhance the child's development.
Infant and Toddler Program		The provision of activities to foster brain development in infants and toddlers.
Informal Child Care		Any legal but non-regulated child care, subject to health and safety requirements, that is provided by a relative or non-relative in the child's home or other location.
Licensed Family Child Care Home	FCCH	An individual that provides child care for fewer than 24 hours a day per child, as sole caregiver, in a private residence other than the child's home and meets the state and/or local family child care licensing requirements.
Licensed Large Family Child Care Provider		Two or more people that provide child care for fewer than 24 hours a day per child in a private residence other than the child's home and meet the state and/or local licensing requirements for large family child care homes.

Match		Refers to a statutorily specified percentage of program or project costs that must be contributed by an entity in order to be eligible for State or Federal funding; the value of third-party in-kind contributions and that portion of project or program costs not borne by the State or Federal government
Market Rate		The price that a child care provider charges for daily, weekly, or monthly child care services.
Office of Child Care	OCC	The Office of Child Care (OCC) supports low-income working families by providing access to affordable, high-quality early care and afterschool programs. OCC administers the Child Care and Development Fund (CCDF) and works with state, territory and tribal governments to provide support for children and their families juggling work schedules and struggling to find child care programs that will fit their needs and that will prepare children to succeed in school. The Office of Child Care was established in September 2010 and replaces the former Child Care Bureau. The Office of Child Care partners with states, territories, and tribes to administer the Child Care and Development Fund (CCDF) program.
Other Cost Accumulator	OCA	OCA is a cost accounting system to maintain the collection of costs in an organized and systematic manner.
Professional Development Initiative	PD	A continuum of learning and support activities designed to prepare individuals for work with and on behalf of young children and their families, as well as ongoing experiences to enhance this work, leading to improvements in knowledge, skills, practices, and dispositions.
Performance Funding Project	FPF	In 2014, the Florida Legislature created the Early Learning Performance Funding Project (ELPFP). It was designed to provide performance based funding for School Readiness providers that demonstrate improved: program quality, teacher-child interactions and/or child outcomes. The ELPFP has demonstrated a significant and positive effect on early childhood program quality and child outcomes among at-risk children and the teachers who support them.
Quality Initiatives	QI	Activities that enhance early learning environments and experiences.
Quality Improvement Plan	QIP	A plan created for providers that do not meet the quality threshold as set by rule 6M-4.741 Program Assessment Threshold Requirements for the School Readiness Program. The plan includes 1 to 2 targeted strategies.
Quality Rating and Improvement System	QRIS	A systematic approach to assessing, supporting, improving, and communicating the level of quality in an early care and education setting. The State of Florida currently utilizes CLASS scores as its only measurement of quality in this system, and assesses whether a child care provider can contract with an ELC to provide care to subsidized children on this. The QRIS system also uses CLASS scores to reimburse child care providers on a scale. Child care providers with higher CLASS scores receive higher reimbursement rates.
Registered Family Child Care Provider		An individual that provides child care for fewer than 24 hours a day per child, as sole caregiver, in a private residence other than the child's home and meets the state and/or local registered family child care requirements.
Religious Exemption		A child care facility which is an integral part of church or parochial schools conducting regularly scheduled classes, courses of study, or educational programs accredited by, or by a member of, an organization which publishes and requires compliance with its standards for health, safety, and sanitation. Such facilities shall meet minimum requirements of the applicable local governing body as to health, sanitation, and safety and shall meet the screening requirements pursuant to ss. 402.305 and 402.3055. Failure by a facility to comply with such screening requirements shall result in the loss of the facility's exemption from licensure.
School-Age Child Care Provider		A provider licensed or authorized as license-exempt to provide care and education of children who are at least 5 years of age by Sept 1 of the beginning of the school year and who attends kindergarten through grade 5.
School Readiness Program		The School Readiness Act, Chapter 411.01 of the Florida Statutes, School readiness programs are to be full-day, year-round to the maximum extent possible, to enable parents to work and become financially self-sufficient.
Teacher Education and Compensation Helps	T.E.A.C.H.	A scholarship program, which provides educational scholarships and financial incentives to caregivers and administrators of early childhood programs, family day care homes, and large family child care homes.
Temporary Assistance for Needy Families	TANF	Temporary Assistance for Needy Families (TANF) is one of the federal assistance programs. It began on July 1, 1997, and succeeded the Aid to Families with Dependent Children (AFDC) program, providing cash assistance to indigent American families with dependent children. This cash benefit is often referred to simply as "welfare." TANF was created by the <u>Personal Responsibility and Work Opportunity Act</u> instituted in 1996. The Act provides temporary financial assistance while aiming to get people off of that assistance, primarily through employment. The reform granted states wide discretion of how to distribute TANF entitlements.
Utilization Report		This is a management tool that is system which provides year to date expenditures of dollars by category. This data allows for funding projections, based on actual, projected and historical data, to determine if spending is on target or if adjustments may be needed.

Voluntary Prekindergarten Program	VPK	A constitutional amendment passed by Florida's voters in Nov. 2002, required a voluntary prekindergarten program for all four-year-old children. VPK is a program designed to prepare four-year-olds for kindergarten and build the foundation for their educational success. The program allows a parent to enroll his or her eligible child (four years old by September 1 and residing in Florida) in a free VPK program. The program is voluntary for children and providers.
Wait List		"Waiting list" means a list of children waiting for potential enrollment in the school readiness program once funding is available. The list is a record of the names of parent(s), the names and dates of birth of their children, waiting list date and anticipated eligibility and priority category for seeking school readiness services.