



Approved on September 15, 2025, Board Meeting
Early Learning Coalition of Broward County, Inc.
Board Meeting Minutes
June 23, 2025, at 9:30 AM
Virtual Meeting

Members in Attendance	Chair Laurie Sallarulo (virtual); Dawn Liberta; Michael Asseff (virtual); Cindy Arenberg-Seltzer; Ellie Schrot; Sharonda Bailey; Krystie Castillo (virtual); Kirk Englehardt; Amy Hauser; Maria Hernandez (virtual); Carol Hylton; Renee Podolsky (virtual); Dr. Amoy Reid; Traci Schweitzer; Zachary Talbot (virtual); Julie Winburn (virtual)
Members Absent (Excused)	
Members Absent (Unexcused)	
Honorary Members	
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Judith Merritt, COO; Hubert Cesar, CIO; Howard Bakalar, CPO; Melody Martinez, Board Liaison; Lizbeth DelVecchio, Executive Assistant & Special Projects Coordinator; Allison Metsch, Senior Dir. of Education & Quality; Amy Moore, Senior Dir. of Family Services and Customer Services; Ancel Pratt III, Senior Dir. of Communications; Ayme Hamoui, Dir. of Education Program Assessment; Andres Calero, Accountant; Beverly Hung, Dir. of HR; Fabienne St. Louis, Support System Engineer; Gracy Haladjian, Dir. of Family & Customer Services; Kasey LaFrance, Contracts Administration Manager; Magdalena Laino, Quality Assurance Manager; Megan DeGraaf, Purchasing & Procurement Specialist; Roy Persaud, Accountant; Sandra Paul, Senior Dir. of Provider Reimbursement; Sarane Epps, Contract Specialist; Stephanie Landreville, Controller; Daniel Hollenbaugh, AP & Payroll Manager; Alesia Davis, Dir. of Family Services
Others in Attendance	Julie Klahr, Legal Counsel; Jessica Rodriguez; Karen Taveras

Item	Action/Discussion
Welcome & Call to Order	Acting Chair Dawn Liberta called the meeting to order at 9:42 AM. The roll was called, and a quorum was established.
Chair Report	None
CEO Report	CEO Renee Jaffe expressed her appreciation to the board members who attended the Day in K event and to those who generously sponsored it. She also noted that the organization is awaiting an update on the potential collaborative project with the Broward Workshop. A meeting is scheduled in the near future to discuss possible funding opportunities related to this partnership.
Mission Moment Video - State of Childcare & Day in K	CPO Howard Bakalar shared the State of Childcare Event. CEO Renee Jaffe expressed her gratitude to the board and shared that the Day in K event was a great success and a truly positive experience.
Consent Agenda 1. Approve May 12, 2025, Meeting minutes 2. B257CA1 – Ratify Budget Increase Amendment to the Broward County School Readiness Match Funding Agreement 3. B257CA2 – Approve United Way School Readiness Match	A Motion was made by Traci Schweitzer and Seconded by Maria Hernandez to move the Consent Agenda, excluding items # 2 & 3. The Motion was unanimously approved. Motion Passed. A Motion was made by Cindy Arenberg-Seltzer and Seconded by Ellie Schrot to move item #2 in the Consent Agenda. The Motion was unanimously approved. Motion Passed. <u>Abstentions:</u>

<p>Revenue Agreement</p> <p>4. B257CA3 – Approve Children’s Forum Sub-Recipient INCENTIVE\$ Agreement</p> <p>5. B257CA4 – Approve 211 Broward Sole Source Vendor Agreement</p> <p>6. B257CA5 – Authorize Sole Sourced Award and Purchase Order to Teachstone Inc.</p> <p>7. B257CA6 – Approve Goren Cherof Doody & Ezrol PA Agreement for Legal Services</p> <p>8. B257CA7 – Approve Amendment 001 Agreement with Bryant, Miller, Ollive PA to renew Employment Law Related Legal Services</p> <p>9. B257CA8 – Approve Agreements for Specialized Legal Services for Retirement Plan Compliance</p> <p>10. B257CA9 – Approve FY26 Proposed Risk Management Insurance Policy Renewals and Coverage Levels</p> <p>11. B257CA10 – Approve Proposed FY26 Employee Health Benefit Insurance Policy Renewals and Coverage Levels</p> <p>12. B257CA11 – Authorize Chair to Execute Amendment to FY26 Revenue Agreement for Broward Help Me Grow Program</p>	<ul style="list-style-type: none"> Julie Winburn abstained from (Item #2) as she works for Broward County Childcare Licensing. <p>A Motion was made by Cindy Arenberg-Seltzer and Seconded by Carol Hylton to move item #3 in the Consent Agenda. The Motion was unanimously approved. Motion Passed.</p> <p><u>Abstentions:</u></p> <ul style="list-style-type: none"> Maria Hernandez abstained from (Item #3) as she is the CPO of United Way of Broward County.
<p>Nominating Committee</p> <p>1. B257NOM1 – Board Member Candidates</p>	<p><u>New Board Members Applicants</u></p> <p>The Nominating Committee brought forth a Motion to Approve the following ELC board members applicants:</p> <ul style="list-style-type: none"> Jessica Rodriguez Karen Taveras <p>The Motion was unanimously approved. Motion Passed.</p> <p>Jessica Rodriguez and Karen Taveras introduced themselves and provided a brief overview of their professional backgrounds and their work in their respective fields.</p>
<p>Regular Business</p> <p>1. B257RB1 – Approve Board Chair Related Party Transaction for Learners to Earners</p>	<p><u>FY 2025 Estimated Related Party Travel Purchase</u></p> <p>A Motion was made by Traci Schweitzer and Seconded by Carol Hylton to Approve FY 2025 Estimated Related Party Travel Purchase for Laurie Sallarulo to Attend Learners to Earners Conference in Tampa on June 24, 2025. The Motion was unanimously approved. Motion Passed.</p>

2. B257RB2 – Approve Broward School Board Related Party Lease Agreement

3. B257RB3 – Approve FY26 Estimated Related Party Purchases and Agreement

Abstentions:

- Laurie Sallarulo abstained as she is attending the Learners to Earners Conference.

School Board of Broward County Lease Agreement Renewal

A **Motion** was made by Cindy Arenberg-Seltzer and **Seconded** by Amoy Reid to Approve a Related Party Lease Agreement with the School Board of Broward County for Rental Space at Gulf Stream Early Learning Center for Excellence for the period September 5, 2025, through September 4, 2028, pending legal review and DEL prior approval. The **Motion was unanimously approved. Motion Passed.**

Abstentions:

- Sharonda Bailey abstained as she is an Employee of Broward County Public Schools.

FY 2026 Estimated Related Party Purchases and Agreements

Item A

A **Motion** was made by Cindy Arenberg-Seltzer and **Seconded** by Kirk Englehardt to Approve FY 2026 Estimated Related Party Purchases and Agreements Item A. The **Motion was unanimously approved. Motion Passed.**

Item No.	Estimated Amount	Related Party and Affiliated Organization	Activity
a.	\$4,200,000	Sharonda Bailey/Broward County Public Schools	Provider Contracts for VPK Services

Abstentions:

- Sharonda Bailey abstained from (Item A) as she is an Employee of Broward County Public Schools.

Item B

A **Motion** was made by Ellie Schrot and **Seconded** by Traci Schweitzer to Approve FY 2026 Estimated Related Party Purchases and Agreements Item B. The **Motion was unanimously approved. Motion Passed.**

Item No.	Estimated Amount	Related Party and Affiliated Organization	Activity
b.	\$510,000	Amy Hauser / Davie Academy	Provider Contract for SR and/or VPK Services

Abstentions:

- Amy Hauser abstained from (Item B) as she is the Director of Davie Academy.

Item C

A **Motion** was made by Cindy Amoy Reid and **Seconded** by Kirk Englehardt to Approve FY 2026 Estimated Related Party Purchases and Agreements Item C. The **Motion was unanimously approved. Motion Passed.**

Item No.	Estimated Amount	Related Party and Affiliated Organization	Activity
c.	\$387,000	Krystie Castillo / Viva Christian Academy	Provider Contract for SR and/or VPK Services

Abstentions:

- Krystie Castillo abstained from (Item C) as she is the Director and Owner of Vivia Christina Academy.

Item D & E

A **Motion** was made by Kirk Englehardt and **Seconded** by Traci Schweitzer to Approve FY 2026 Estimated Related Party Purchases and Agreements Item D & E. The **Motion was unanimously approved. Motion Passed.**

Item No.	Estimated Amount	Related Party and Affiliated Organization	Activity
d.	\$25,000	Cindy Arenberg Seltzer / Children's Services Council of Broward County	Sponsorship for annual publication of the Broward County Family Resource Guide
e.	\$20,000	Cindy Arenberg Seltzer / Children's Services Council of Broward County	Sponsorship for annual Read for the Record Collaborative book purchase

Abstentions:

- Cindy Arenberg-Seltzer abstained from (Item D & E) as she is the CEO of CSC.

FY 2026 DEL Grant Agreement

A **Motion** was made by Cindy Arenberg-Seltzer and **Seconded** by Carol Hylton to Ratify the Executed FY26 DEL Grant Agreement. The **Motion was unanimously approved. Motion Passed.**

Strategic Plan Year 3 Quarter 3 Results

COO Judith Merritt presented the results to the 5-Year Strategic Plan.

CEO Renee Jaffe noted that at the end of the fiscal year, typically in July or August, the organization conducts a review to identify areas for improvement, emphasizing the importance of not remaining at the status quo. This review process leads to recommendations that are first presented to the Governance Committee and then to the full Board. She also noted that many of the organization's metrics are tracked on an annual or biannual basis.

Carol Hylton congratulated the staff on their progress and added that the work being done looks very strong and promising.

Recommended Vendor for Payroll Processing Services

A **Motion** was made by Traci Schweitzer and **Seconded** by Sharonda Bailey to Approve recommended vendor selection for Payroll Processing Services and Authorize Staff to Finalize and Execute a Software as a Service Agreement, pending legal review. The **Motion was unanimously approved. Motion Passed.**

4. B257RB4 – Authorize Board Chair to Ratify FY26 Grant Agreement

5. B257RB5 – Review Strategic Plan Year 3 Quarter 3 Data

6. B257RB6 – Approve Payroll Services Vendor

Finance Committee

1. B256FIN1 – Approve April 2025 Interim Financial Statements

Approve April 2025 Interim Financial Statements

The CAO Christine Klima went over the April 2025 Financial Statements.

The Finance Committee brought forth a **Motion** to Approve April 2025 Interim Financial

2. B256FIN2 – Approve FY25 Budget Amendment #5	<p>Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant. The Motion was unanimously approved. Motion Passed.</p> <p><u>Preliminary FY 2026 Budget</u></p> <p>The CAO Christine Klima went over the Preliminary FY 2026 Budget.</p> <p>The Finance Committee brought forth a Motion to Approve Recommended Preliminary FY 2026 Budget Framework. The Motion was unanimously approved. Motion Passed.</p>
Program Review Committee Update from Committee Chair	Committee Chair Maria Hernandez reported that the committee met on May 20, 2025, and reviewed all current programs. She shared that everything appears to be running smoothly, with no concerns identified at this time. She also noted that School Readiness enrollment is in a good place, despite the recent near-shutdown of services, and the overall outlook remains positive.
Audit Committee Update from Committee Chair	Nothing to report
Governance Committee Update from Committee Chair	Nothing to report
Ad Hoc Fundraising Update from Committee Chair	Nothing to report
Provider Representatives Update from Provider Representatives	Nothing to report at the moment.
Unfinished Business	None
New Business	None
Matters from the Chair	None
Matters from the Board	None
Matters from the CEO	CEO Renee Jaffe welcomed the new board members and thanked all board members for their support and contributions throughout the fiscal year.
Matters from Committees	None
Matters from our Partners	None
Matters from Committees	None
Public Comments	None
Next Meeting	<u>September 15, 2025, at 9:30 AM</u>
Adjourn	Carol Hylton made a motion to adjourned the meeting at 10:51 AM

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.

Ellie Schrot