EARLY LEARNING COALITION of Broward County, Inc. Early Learning. Early Success.

Approved on September 9, 2025, Executive Committee Meeting

Early Learning Coalition of Broward County, Inc.

Executive Committee Meeting Minutes
(Immediately following the Finance meeting)
June 3, 2025, at 1:30 PM

Virtual Meeting

Members in Attendance	Chair, Laurie Sallarulo; Dawn Liberta; Michael Asseff; Ellie Schrot; Cindy Arenberg-Seltzer; Dr. Amoy Reid; Renee Podolsky			
Members Absent (Excused)				
Members Absent (Unexcused)				
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Judith Merritt, COO; Howard Bakalar, CPO; Hubert Cesar, CIO; Melody Martinez, Board Liaison & Executive Assistant; Allison Metsch, Sr. Director of Education & Quality; Amy Moore, Sr. Director of Family Services & Customer Services; Ancel Pratt III, Sr. Director of Communications & Outreach; Andres Calero, Accountant; Beverly Hung, Director of HR; Daniel Hollenbaugh, AP and Payroll Manager; Kasey LaFrance, Contracts Administration Manager; Megan DeGraaf, Purchasing & Procurement Specialist; Reinier Potts, Financial Analyst; Roy Persaud, Accountant; Sandra Paul, Sr. Dir. of Provider Reimbursement; Sarane Epps, Contract Specialist			
Others in Attendance	Julie Klahr, Legal Counsel			

Item	Action/Discussion				
Welcome & Call to Order	Chair Laurie Sallarulo called the meeting to order at 2:03 PM. The roll was called, and a quorum was established.				
Chair Report	Chair Laurie Sallarulo reminded all Board Members that "A Day in K" will take place tomorrow at MODS and expressed hope of seeing Board Members in attendance.				
CEO Report	CEO Renee Jaffe provided a summary of the CEO Report.				
Consent Agenda					
 Approve April 29, 2025, Committee meeting minutes EXC257CA1 – Authorize Board Chair to Execute FY26 Grant Agreement EXC257CA2 – Ratify Budget Increase Amendment to the 	Chief Administrative Officer (CAO) Christine Klima requested two changes to the agenda. First, to add a voting item under Regular Business for the <i>Help Me Grow</i> contract, which was unintentionally omitted from Regular Business in the Agenda. Second, to move the Grant Agreement item from the Consent Agenda to Regular Business due to new information that requires an updated motion. A Motion was made by Ellie Schrot and Seconded by Dawn Liberta to move item #2 from				
Broward County School Readiness Match Funding Agreement	the consent agenda and be placed to regular business, and to add the Help Me Grow contract to Regular Business on the Agenda. The Motion was unanimously approved. Motion Passed.				
 4. EXC257CA3 – Approve United Way School Readiness Match Revenue Agreement 5. EXC257CA4 – Approve 	A Motion was made by Cindy Arenberg-Seltzer and Seconded by Amoy Reid to approve the Consent Agenda, excluding Item #2. The Motion was unanimously approved. Motion Passed.				
Children's Forum Sub Recipient INCENTIVE\$ Agreement 6. EXC257CA5 – Approve 211 Broward Sole Source Vendor	A Motion was made by Cindy Arenberg-Seltzer and Seconded by Dawn Liberta to Authorize the Board Chair to execute the finalized FY 2026 DEL Grant Agreement when it becomes available, pending legal review. The Motion was unanimously approved. Motion Passed.				

Agreement

- 7. EXC257CA6 Authorize Sole Sourced Award and Purchase Order to Teachstone Inc.
- 8. EXC257CA7 Approve Goren Cherof Doody & Ezrol PA Agreement for Legal Services
- 9. EXC257CA8 Approve
 Amendment 001 Agreements
 with Bryant, Miller, Ollive PA
 to renew Employment Law
 Related Legal Services
- EXC257CA9 Approve
 Agreements for Specialized
 Legal Services for Retirement
 Plan Compliance
- 11. EXC257CA10 Approve FY26
 Proposed Risk Management
 Insurance Policy Renewals
 and Coverage Levels
- 12. EXC257CA11 Approve
 Proposed FY26 Employee
 Health Benefit Insurance
 Policy Renewals and Coverage
 Levels
- 13. EXC257CA12 Authorize Staff bring Payroll Services Vendor directly to the Board

A **Motion** was made by Ellie Schrot and **Seconded** by Amoy Reid to Authorize the Chair to execute an Amendment to FY26 Revenue Agreement with the Children's Forum for the Broward Help Me Grow Program when it becomes available, pending legal review. The **Motion was unanimously approved. Motion Passed.**

Regular Business

 EXC257RB1 – Approve Board Chair Related Party Transaction for Learners to Earners

FY 2025 Estimated Related Party Travel Purchase

Since the voting item involved a related party matter concerning Chair Laurie Sallarulo, First Vice Chair Dawn Liberta called for a motion.

A **Motion** was made by Ellie Schrot and **Seconded** by Amoy Reid 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.**

Abstentions:

• Laurie Sallarulo abstained, as she is the Related Party attending the Learners to Earners Conference.

 EXC257RB2 – Approve Broward School Board Related Party Lease Agreement

School Board of Broward County Lease Agreement Renewal

A **Motion** was made by Cindy Arenberg-Seltzer and **Seconded** by Ellie Schrot 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.**

3. EXC257RB3 – Approve FY 26	FY 2026 Estimated Related Party Purchases and Agreements						
Estimated Related Party							
Purchases and Agreements	A Motion was made by Dawn Liberta and Seconded by Ellie Schrot to Approve FY 20						
	Estimated Related Party Purchases and Agreements. The Motion was unanimous 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			
	b.	\$510,000	Amy Hauser / Davie Academy	Provider Contract for SR and/or VPK Services			
	C.	\$387,000	Kristie Castillo / Viva Christian Academy	Provider Contract for SR and/or VPK Services			
	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.						
Unfinished Business	None						
New Business	None						
Matters from the CEO	None						
Matters from the Committee	None						

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.

Meeting adjourned at 2:18 PM by Dawn Liberta

There was no discussion.

September 9, 2025

Public Comments

Next Meeting

Adjourn