



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 <ol style="list-style-type: none"> 1. Approve April 29, 2025, Committee meeting minutes 2. EXC257CA1 – Authorize Board Chair to Execute FY26 Grant Agreement 3. EXC257CA2 – Ratify Budget Increase Amendment to the Broward County School Readiness Match Funding Agreement 4. EXC257CA3 – Approve United Way School Readiness Match Revenue Agreement 5. EXC257CA4 – Approve Children's Forum Sub Recipient INCENTIVES Agreement 6. EXC257CA5 – Approve 211 Broward Sole Source Vendor 	<p>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.</p> <p>A Motion was made by Ellie Schrot and Seconded by Dawn Liberta to move item #2 from 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.</p> <p>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.</p> <p>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.</p>

3. EXC257RB3 – Approve FY 26 Estimated Related Party Purchases and Agreements	<p><u>FY 2026 Estimated Related Party Purchases and Agreements</u></p> <p>A Motion was made by Dawn Liberta and Seconded by Ellie Schrot to Approve FY 2026 Estimated Related Party Purchases and Agreements. The Motion was unanimously approved. Motion Passed.</p> <table><tr><th>Item No.</th><th>Estimated Amount</th><th>Related Party and Affiliated Organization</th><th>Activity</th></tr><tr><td>a.</td><td>\$4,200,000</td><td>Sharonda Bailey/Broward County Public Schools</td><td>Provider Contracts for VPK Services</td></tr><tr><td>b.</td><td>\$510,000</td><td>Amy Hauser / Davie Academy</td><td>Provider Contract for SR and/or VPK Services</td></tr><tr><td>c.</td><td>\$387,000</td><td>Kristie Castillo / Viva Christian Academy</td><td>Provider Contract for SR and/or VPK Services</td></tr><tr><td>d.</td><td>\$25,000</td><td>Cindy Arenberg Seltzer / Children’s Services Council of Broward County</td><td>Sponsorship for annual publication of the Broward County Family Resource Guide</td></tr><tr><td>e.</td><td>\$20,000</td><td>Cindy Arenberg Seltzer / Children’s Services Council of Broward County</td><td>Sponsorship for annual Read for the Record Collaborative book purchase</td></tr></table> <p><u>Abstentions:</u></p> <ul style="list-style-type: none">• Cindy Arenberg-Seltzer abstained from (Item D & E) as she is the CEO of CSC.	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
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Unfinished Business	None																								
New Business	None																								
Matters from the CEO	None																								
Matters from the Committee	None																								
Public Comments	There was no discussion.																								
Next Meeting	<u>September 9, 2025</u>																								
Adjourn	Meeting adjourned at 2:18 PM by Dawn Liberta																								

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.