

Early Learning Coalition of Broward County, Inc.

Executive Meeting Agenda

April 30, 2024, at 1:30 PM

Zoom Meeting

Meeting ID: 876 2326 6359 Passcode: 589947

<https://us06web.zoom.us/j/87623266359?pwd=bHY0RkU5ZjR1F4WW15VjVja2tjdz09>

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	2 Renee Jaffe, CEO
5.	Consent Agenda 1. Approve February 27, 2024, Committee meeting minutes 2. EXC246CA1 – Approve RFP for Payroll Processing, Tax Services & HR 3. EXC246CA2 – Approve Budget Amendment for Bertelsen Education Agreement 4. EXC246CA3 – Approve Teachstone Sole Source 5. EXC246CA4 – Approve Procurement of VOIP Phone Software as a Service 6. EXC246CA5 – Approve INCENTIVE\$ Broward CF Sole Source	5 7 8 10 11 12 Laurie Sallarulo, Chair
6.	Regular Business 1. EXC246RB1 – Approve CCR&R Services 211 Modification	18 Christine Klima, CAO
7.	FYI • FYI-1 Contract List • FYI-2 2024 Legislative Early Learning Budget Highlights • FYI-3 Board Engagement Calendar • FYI-4 2023/2024 Board Calendar • FYI-5 Board Committee Member List 23/24 • FYI-6 FY 23-24 Executive Committee Meeting Attendance • FYI-7 Glossary of Terms	20 22 23 25 26 27 28
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: June 4, 2024, 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 Committee – April 30, 2024

School Readiness Enrollment Update

Since resuming enrollments in October 2023, we have enrolled 3,121 children. Our strategy will be to enroll enough children to offset monthly attrition and manage expenditures to serve as many children as possible. As of April 24, 2024, we have 1,221 children on the waitlist, with an approximate three week wait between being put on the waitlist and being called off the waitlist.

VPK Update

As of April 24th, we have approved 15,289 VPK school-year applications (FY 23-24), and we have 13,583 children who have now enrolled in VPK. To put this number in context, by the end of last year (FY 22-23), we approved 15,866 VPK school year applications, and 13,959 students eventually completed their enrollment. On January 9, 2024, the Florida Statewide Estimating Conference updated the projected number of VPK participants to 13,157 for the 23-24 school year (and 394 for Summer VPK), which would account for 61.94% of Broward four-year-olds, which continues to be below the levels observed before the pandemic. This trend is reflective of a statewide pattern.

On January 1, 2024, DEL opened the application process for the program year 2024-2025. As of April 24th, we have approved 8,223 VPK school year applications (FY 24-25). By contrast, during the same period for FY 22-23, we approved 7,986 school-year applications.

Legislative Session 2024 Wrap Up

The 2024 Legislation session is now over. The Governor is in the process of reviewing/signing passed bills and budgets, including the early learning budget (which must be signed before July 1, 2024). Overall, this was a good year for early learning with many bills and funding increases being a priority for many legislators and State leadership. Unfortunately, the increase in SR eligibility threshold and the special needs did not pass (but got far in the process). However, a new funding methodology for determining each Coalitions SR base funding for FY 24/25 that included the proportionate share of FTE enrollments as well as provider rates, resulting in a \$12 million increase to our current base allocation for Broward (for FY 23/24). Unfortunately, County population and Coalition Waitlist numbers were not included in establishing the base funding (despite strong advocacy efforts), but a separate funding pool was allocated for children on the SR Waitlist (see below) that we are optimistic we will receive a portion of that.

Below are some of the early learning highlights from this session however please see the full list included in the FYI section of this packet:

School Readiness:

- While the overall budget for School Readiness will remain flat for FY24/25 separate funding was allocated for the following:
 - \$12M increase to ELC Broward's Base Funding (for childcare slots).
 - \$20M to be allocated amongst Coalitions to decrease waitlists statewide.
 - \$40M to be allocated amongst Coalitions to ensure ELCs have sufficient funds for eligible children.
 - \$46M to increase Provider reimbursement rates – *See below for information on rate increases for Broward.*
 - \$60M for “hold harmless” allocations to specific Coalitions - *Broward did not get funding from this pool.*
 - \$23 million for a new program called SR Plus for children already in SR whose family income increases beyond the current eligibility threshold and allows. This will allow them to remain in the program until they reach 200% of the State Median Income (SMI) but with higher fees – This provides a more gradual off-ramp for SR services to avoid a fiscal cliff.

VPK:

- 3% increase in VPK student base allocation (BSA) for the school year and summer programs
- 1% increase in VPK Admin funding for Coalitions (from 4% to 5%)

Provider Rate Increase

Effective July 1, 2023 the State became the sole authority for setting School Readiness provider reimbursement rates for each Coalition. Effective July 1, 2024, the State will implement its first rate increase since this process change took effect. Surprisingly, the most significant increase for Broward was for School Age rates. Full time school age base rates in particular went up by almost 12%, while part time went up by 3%. Full time Infant rates went up by 6% and toddler rates increased by a fraction (less than 1%). DEL will allocate funding to cover the cost of these increases with funds designated by the legislature for FY 2025. Overall, Broward's average reimbursement rates for non-school aged children are approximately 76% of Broward's Federal targets (on average) largely due to our decision to raise rates ourselves as much as possible across the board before the authority to do so shifted to the State. By comparison, full time non-school aged base rates for other large South Florida Coalitions averages at about 70% of their federal targets.

Chancellor Visit

On Thursday, April 11th and Friday, April 12th ELC Broward was fortunate to have a visit from the Division of Early Learning's (DEL) Chancellor, Cari Miller. During her time in Broward, she visited 3 childcare programs, attended a dinner with ELC staff and Board members, a Child Care provider meeting, our New Educator Boot Camp graduation, and an ELC senior staff meeting where we were able to highlight the great and innovative work being done in Broward.

Those who participated felt that the visit was extremely successful. Cari thanked us for an amazing visit and stated she "truly enjoyed visiting providers and having an opportunity to gather with them to share some DEL happenings. I also greatly enjoyed learning more about the staff and work going on in Broward. It couldn't have been a better visit."

Thank you to the many Board members who attended one or more of these activities.

Day in K

ELC Broward will be hosting "A Day in K" at the Museum of Discovery and Science (MODS) June 11th, beginning at 5 pm. With support from the Children's Services Council and the Broward County School District, we expect to be welcoming over one thousand soon-to-be Kindergarteners/families to a fun-filled evening full of valuable information and resources. Families can learn about everything from bus stops to available afterschool activities, while their children enjoy the museum. Fliers will be sent to all VPK families in the next two weeks, and MODS will also be advertising the event. A copy of the flier is included in this packet, and board members have received a calendar invitation.

New Educator Boot Camp

The week of April 8th, the ELC's Education Team held its 2nd New Educator Boot Camp. Boot Camp is for new educators, employed at a Broward childcare center for less than a year. Each day the team facilitates intensive, interactive, and informative content for a rich weeklong workshop experience. We cover topics ranging from Health & Safety, CLASS, and Challenging Behaviors. On the 5th day, we invite each participant's director or owner to attend a celebration in which all the educators highlight what they learned. Thanks to ARPA dollars, each educator receives a \$1,000 stipend for the week and the school receives \$1200 to cover any extra staffing and travel expenses to cover the week. This past Boot Camp overlapped with Chancellor Cari Miller's visit. We were able to showcase this new and innovative event.

CDA Graduation

On March 15th, 126 graduates of the ELC's CDA Academy marched across the stage at First Presbyterian Church in Hollywood. CDA stands for Child Development Associate and receiving a CDA is the first and most important professional childcare certification for most educators. To receive a CDA, students must attend 120 hours of educational training, and they must put together a portfolio that demonstrates their comprehension and application of what they have learned.

Proud family members watched as the graduates, dressed in cap and gowns, received their certificates from Dr. Calvin Moore, the CEO of the Council for Professional Recognition, which administers the national CDA program, who flew in from Washington DC for this event. After the graduation ceremony, families were treated to dinner, thanks to a generous sponsorship from the Kiwanis (thanks, Kirk)!

Top Workplace

For the third year in a row ELC Broward has received the Top Workplace Award. The Awards ceremony will take place on May 8, 2024 and we are pleased to announce that Zach Talbot has kindly (once again) donated the monies for the 10 seat awards dinner table and the Top Workplace Banner.

Board Retreat Update

As you are aware, we are not having a Full Board Retreat on May 6, 2024, instead we are having a “mini retreat”, which includes a special Meet and Mingle breakfast followed by a (hopefully abridged) Board meeting. Then there will be a brief presentation on the Board Survey results, and finally an informative presentation from the Florida Chamber Foundation on the impact of childcare on Florida’s Workforce Productivity and the State’s Economy. We are strongly encouraging Board members to attend in person so the meet and mingle is useful in getting to know fellow board members better and more easily participate in the conversations related to the presentations. For those who are unable to attend in person, a virtual option will be provided.



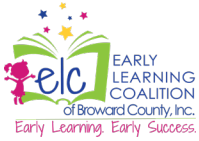
Early Learning Coalition of Broward County, Inc.
Executive Committee Meeting Minutes
February 27, 2024, at 1:30 PM
Virtual Meeting

Members in Attendance	Chair, Laurie Sallarulo; Dawn Liberta; Twan Russell; Monica King; Cindy Arenberg-Seltzer; Michael Asseff; Renee Podolsky
Members Absent	
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Judith Merritt, COO; Howard Bakalar, CPO; Hubert Cesar, CIO; Melody Martinez, Board Liaison & Executive Assistant; Lizbeth DelVecchio, Executive Assistant & Special Projects Coordinator; Allison Metsch, Senior Director of Education & Quality; Amy Moore, Senior Director of Family Services and Customer Services; Ancel Pratt III, Senior Director of Communications; Megan DeGraaf, Purchasing & Procurement Specialist; Reinier Potts, Financial Analyst; Kasey LaFrance, Contracts Administration Manager; Sarane Epps, Contrast Specialist; Sandra Paul, Senior Director of Provider Reimbursements; Ancel Pratt III, Senior Director of Communications; Samantha Dempsey, Accountant; Roy Persaud, Accountant;
Others in Attendance	Julie Klahr, Legal Counsel; Traci Schweitzer

Item	Action/Discussion
Welcome & Call to Order	Chair Laurie Sallarulo called the meeting to order at 1:56 PM. The roll was called, and a quorum was established.
Chair Report	Chair Laurie Sallarulo welcomed committee members and announced that Traci Schweitzer will be Co-Chairing with Michael Asseff on the Ad Hoc Fundraising Committee.
CEO Report	The CEO Informed Board members that they are currently in Tallahassee and had a chance to sit in conferencing sessions today. More information to come.
Consent Agenda 1. Approve January 23, 2024, Committee meeting minutes 2. EXC245CA1 – Approve RFQ for Employee Benefits Broker 3. EXC245CA2 – Approve RFQ for Risk Management Broker 4. EXC245CA3 – Approve FY25 RFP for customer Relations Management SaaS 5. EXC245CA4 – Approve FY25 RFP for Bookworms Supply & Shipping Services 6. EXC245CA5 – Approve FY25 RFP for First Aid-CPR Training 7. EXC245CA6 – Approve FY25 RFP for Executive Coaching 8. EXC245CA7 – Approve MODEL Classroom Vendor Selection	A Motion was made by Cindy Arenberg-Seltzer and Seconded by Michael Asseff to move the Consent Agenda. The Motion was unanimously approved. Motion Passes.

<p>Regular Business</p> <p>1. EXC245RB1 – Approve United Way Sponsorship Related Party Agreement</p> <p>2. EXC245RB2 – approve Mid-Year CEO Evaluation Merit Increase</p> <p>ADDENDUM</p> <p>Regular Business</p> <p>3. EXC245RB3 – Approve Healthy Start Coalition Related Party Transaction</p>	<p><u>2024 Related Party Purchase</u></p> <p>A Motion was made by Monica King and Seconded by Cindy Arenberg-Seltzer to Approve FY24 Related Party Purchase for United Way Behavior Health Conference sponsorship. The Motion was unanimously approved. Motion Passes.</p> <p><u>FY24 CEO Mid-Year Compensation Bonus</u></p> <p>The COO went over the CEO's Mid-Year compensation bonus results. The scoring was calculated based on feedback from all members who have served on the board for 6 months or longer. Three board members were excluded from the survey as they had not been on the board for six months. CEO scored a 4, which puts her at a \$2K Bonus.</p> <p>A Motion was made by Michael Asseff and Seconded by Monica King to Approve the CEO's Mid-Year Compensation Bonus of \$2000. The Motion was unanimously approved. Motion Passes.</p> <p>CAO discussed the starter book "This Little Piggy" as part of the Baby Book Worms program and distributions. There was a discussion regarding the distributions and beneficiaries, as well as the wording. Julie Klahr, Legal Counsel expressed that she will look into how it can be worded and bring to the board.</p> <p>The CEO and Legal Council will work on clarifying the language of the motion.</p> <p>Cindy Arenberg-Seltzer recommended a new motion. To direct staff to work with the Legal counsel on how we can get books in the hands of newborns and bring it directly to the board without having to bring to the Executive Committee again. Seconded by Michal Asseff. The Motion was unanimously approved. Motion Passes.</p>
Unfinished Business	None
New Business	None
Matters from the Chair	None
Public Comments	There was no discussion.
Next Meeting	April 30, 2024, at 1:30 PM
Adjourn	Meeting adjourned at 2:50 PM by Michael Asseff

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:	EXC246CA1 / Executive Committee
DATE:	April 30, 2024
SUBJECT:	FY25 Outsourced Payroll Processing and Related Services Procurement
FOR ACTION:	YES
RECOMMENDED ACTION:	Authorize staff to release a Request for Proposals (RFP) for FY25 Outsourced Payroll Processing and Related Services
FINANCIAL IMPACT:	TBD with FY25 Preliminary Budget. Estimate for Payroll Processing Only: \$45,000-\$65,000 Estimate for Payroll + HR Management: \$75,000-\$100,000
ELC STAFF LEAD	C. Klima

Background:

The Coalition has used its current outsource payroll processing vendor since the Coalition began conducting financial management without a fiscal agent in 2006. At the time, the Coalition had a very small staff and the cost of these services was nominal. In the 18 years that have passed since then, the Coalition has expanded to approximately 220 employees and the annual cost for payroll services has reached the State of Florida’s \$35,000 threshold that triggers a requirement for formal procurement. A new public procurement must be completed to finalize a new agreement cycle and manage a potential vendor transition by October 1, 2024.

The Coalition currently uses outsourced payroll processing services for employee employment and pay data and tracking, payroll, deduction and tax calculation, payroll tax filings and troubleshooting, and other employee activity and cost data management. The Coalition will seek a vendor that allows the Coalition to continue receiving high quality payroll processing services through the following operational capabilities:

- Overall service reliability, security, user-friendliness, and system flexibility
- Customizable employee data interfaces with workflows for internal or external users
- Robust time and attendance tracking capability
- Versatile cost allocation assignment capability
- Flexible, customizable, external export, import or API utilities that interface with other Coalition data systems
- Robust self-service pay, deduction, time off and salary administration policy interfaces
- Geo-location and mobile device-friendly features
- Robust vendor product technical support and staff training resources
- Flexible, customizable reports, including self-service reports available to employees.
- Human resource record and workflow management (optional as an add-on service for vendors that offer it)
- User friendly banking and cash management policies and utilities

Current Status:

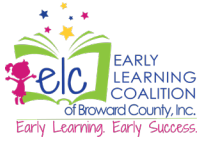
Staff plan to issue a Request for Proposals (RFP) procurement solicitation on or about June 1, 2024 and convene a committee to recommend a vendor selection in time for the September 2024 Board Meeting Cycle. Contract negotiation would follow for a target start date of October 1, 2024.

Recommended action:

Authorize staff to release a Request for Proposals (RFP) for FY25 Outsourced Payroll Processing and Related Services

Supporting Documents

- None



ITEM/ MEETING:	EXC246CA2 / Executive Committee
DATE:	April 30, 2024
SUBJECT:	Bertelsen Education LLC Contract Budget Amendment #1
FOR ACTION:	YES
RECOMMENDED ACTION:	Recommend the Board Approve Amendment #1 to the Bertelsen Education, LLC Vendor Agreement Increasing the Amount Not to Exceed \$56,300 pending legal review
FINANCIAL IMPACT:	\$8,000 FY24 ARPA Discretionary
ELC STAFF LEAD	C. Klima

Background

In December 2023, the Coalition selected Bertelsen Education LLC as one of ten (10) vendors to deliver professional development trainings to educators on a variety of topics in FY24. When Bertelsen began offering their classroom management series sessions in February 2024, registrations quickly exceeded the number of trainings offered and staff requested that the vendor offer 10 additional sessions before June 30, 2024.

Current Status:

Staff request to increase the total contract budget by \$8,000 using FY24 ARPA Discretionary Program funds for a total contract amount not to exceed \$56,300 to pay for the additional trainings.

Recommended Action:

Recommend the Board Approve Amendment #1 to the Bertelsen Education, LLC Vendor Agreement Increasing the Amount Not to Exceed \$56,300 pending legal review.

Supporting Documentation:

Proposed Amended Training List

Bertelsen Education LLC, Proposed Amended Training List

CONTRACT TERM: January 16, 2024 - June 30, 2024				
Training Series	# of Trainings to be provided	Deliverable	Cost	Total
Classroom Management I (English)	11 training sessions	2-hour session for up to 75 participants delivered virtually	\$800 per training session	\$8,800
Classroom Management I (Spanish)	7 training sessions	2-hour session for up to 75 participants delivered virtually	\$1500 per training session	\$10,500
Classroom Management II (English)	10 training sessions	2-hour session for up to 75 participants delivered virtually	\$800 per training session	\$8,000
Classroom Management II (Spanish)	7 training sessions	2-hour session for up to 75 participants delivered virtually	\$1500 per training session	\$10,500
Classroom Management III (English)	10 training sessions	2-hour session for up to 75 participants delivered virtually	\$800 per training session	\$8,000
Classroom Management III (Spanish)	7 training sessions	2-hour session for up to 75 participants delivered virtually	\$1500 per training session	\$10,500
TOTAL COST NOT TO EXCEED:				\$56,300

ITEM/MEETING:	EXC246CA3 / Executive Committee
DATE:	April 30, 2024
SUBJECT:	FY 2025 Sole sourced award for Teachstone CLASS related materials and training
FOR ACTION:	YES
RECOMMENDED ACTION:	Authorize staff to issue a sole sourced award posting and purchase order for Teachstone CLASS-related materials and training pending DEL approval and approval of the FY25 preliminary budget.
FINANCIAL IMPACT:	\$201,075
ELC STAFF LEAD	C. Klima

Background:

In order to continue initiatives that help upskill the childcare education workforce that we implemented during FY 2023 and FY 2024, staff propose issuing a sole-sourced award to Teachstone, Inc. to purchase needed CLASS-related materials and training in FY 2025. The materials and training are used to teach educators how to conduct CLASS Observations and how to improve their interactions with children in the classroom.

The Division of Early Learning (DEL) requires all Coalitions to use CLASS® (Classroom Assessment Scoring System) to conduct program assessments of childcare classrooms in accordance with Florida Statutes 1002.82(2)(n) and Rule 6N-4.740, F.A.C. Teachstone, Inc. is the sole-sourced vendor for the CLASS® assessment tool, trainings required to certify its use and all related materials under its trademark.

Current Status:

A list of training and materials needed is below, along with an estimated count of items/sessions and the cost. The proposed award totals \$201,075.

Item/Training	Price	Estimated Items/Sessions	Estimated Cost
CLASS Score Sheets	\$15	2500	\$37,500
CLASS Dimension Guides	\$20	4200	84,000
CLASS Certification Training ELC Staff	\$10,000	7	70,000
Subtotal			\$191,500
Teachstone 5% Project Admin Fee			9,575
Total			\$201,075

The sole-sourced award process is as follows.

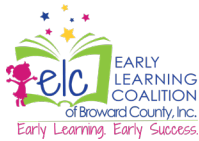
1. Post a 'Notice of Intended Single Source Purchase' on our website for a period of fifteen (15) calendar days.
2. Post a 'Notice of Intended Decision to Enter into a Single Source Contract' for 72 hours following the initial posting period.
3. Request approval from DEL to issue the sole-sourced purchase order.
4. Issue purchase order.

Recommended action:

Authorize staff to issue a sole-sourced award posting and purchase order for Teachstone CLASS-related materials and training pending DEL approval and approval of the FY25 preliminary budget.

Supporting Documents

None



ITEM/MEETING:	EXC246CA4 / Executive Committee
DATE:	April 30, 2024
SUBJECT:	FY25 Voice over Internet Protocol (VOIP) Phone Software as a Service Procurement
FOR ACTION:	YES
RECOMMENDED ACTION:	Authorize staff to release a Request for Proposals (RFP) for Voice Over Internet Protocol (VOIP) Phone Software as a Service
FINANCIAL IMPACT:	TBD with FY25 Preliminary Budget. Currently Estimated between \$75,000-\$100,000
ELC STAFF LEAD	C. Klima

Background:

On September 30, 2024, the Coalition will have no additional renewal options for the Coalition’s current vendor agreement for Voice Over Internet Protocol (VOIP) Phone Software as a Service (SaaS) and a new public procurement for services must be completed to finalize a new agreement cycle and manage a potential vendor transition by October 1, 2024.

The Coalition currently uses VOIP SaaS to manage and track voice or text communication with clients and other stakeholders that reach out to us by phone. The Coalition will seek a vendor that allows the Coalition to continue our high-quality call center customer service and family eligibility interactions with parents and providers that use our services through many of the following operational capabilities:

- Overall service reliability, security, user-friendliness, and system flexibility
- Encrypted voice services in real-time as well as secure, compliant messaging, including live chat
- Robust vendor product technical support and staff training resources
- Unified platform accessible to staff using a laptop from any location
- Call queue attendant to inform callers on hold about their place in line and projected wait time and an associated call-back service for those who prefer not to hold
- Skills-based call routing and agent scheduling to quickly route callers to the right resource
- Built-in remote desktop screen sharing to better assist clients as they complete forms or enter data
- Robust quality monitoring tools for supervisor quality assurance and training
- After-call automatic survey capability to collect customer feedback
- Flexible, customizable reports

Current Status:

Staff plan to issue a Request for Proposals (RFP) procurement solicitation on or about May 7, 2024, and convene a committee to recommend a vendor selection in time for the June 2024 Board Meeting Cycle. Contract negotiation would follow for a target start date of October 1, 2024.

Recommended action:

Authorize staff to release a Request for Proposals (RFP) for FY25 Voice Over Internet Protocol (VOIP) Phone Software as a Service

Supporting Documents

- None

ITEM/ MEETING:	EXC246CA5 / Executive Committee
DATE:	April 30,2024
SUBJECT:	Children’s Forum FY24 Subrecipient Services – Intent to Award
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve Intent to Award Sole Sourced Sub Recipient Agreement for INCENTIVE\$ program services from Children’s Forum in FY25 pending DEL approval and Board approval of Preliminary FY25 budget.
FINANCIAL IMPACT:	FY 25 Budget TBD- Total cost not to exceed \$1,078,669
ELC STAFF LEAD	C. Klima

Background Information:

For more than 10 years ELC has partnered with the Children’s Forum, the sole licensee in Florida for the North Carolina-Based Child Care INCENTIVE\$® Program as a sole-sourced vendor to administer the program in Broward County. Early Childhood Educator INCENTIVE\$, formerly known as Child Care WAGES® in Florida, rewards early childhood educators with financial incentives based on their education and continuity of employment. By retaining the early childhood workforce, INCENTIVE\$ provides children with more stable teacher-child relationships and better-educated teachers. In FY24, the Forum has reported providing over 530 participants with Wage Supplements in the first 6 months of the grant year.

The Coalition has determined that Children’s Forum is a sole-sourced vendor based on the following:

- Children’s Forum holds the sole license to administer the INCENTIVE\$ program in Florida for all participating counties.
- The INCENTIVE\$ Program is affiliated with the Child Care WAGES® Project and is licensed by the Child Care Services Association of Chapel Hill, North Carolina, to the Children’s Forum exclusively. The Children’s Forum administers the INCENTIVE\$ Program through agreements with local Early Learning Coalitions and other entities.

Current Status:

The FY25 budget will remain unchanged from the prior year:

Projected FY 24-25 Budget not Exceed:

INCENTIVE\$ Support to providers	\$841,361 (78%)
Program Support	\$183,375 (17%)
Admin	\$53,933 (5%)
Total	\$1,078,669

The sole-sourced award process is as follows.

1. Post a ‘Notice of Intended Single Source Purchase’ on our website for a period of fifteen (15) calendar days.
2. Post a ‘Notice of Intended Decision to Enter into a Single Source Contract’ for 72 hours following the initial posting period.
3. Request approval from DEL to issue the sole-sourced purchase order.
4. Request Board Authorization to Negotiate an Agreement following Board approval of the FY25 Preliminary Budget in June.

Recommended Action:

Approve Intent to Award Sole Sourced Sub Recipient Agreement for INCENTIVE\$ program services from Children’s Forum in FY25 pending DEL approval and Board approval of Preliminary FY25 budget.

Supporting Documentation:

1. Documentation of Sole Source for Services
2. Contract Fact sheet

Basic Agreement Between
Child Care Services Association
and
The Children’s Forum, Inc.

To ensure quality and consistency of salary supplement programs using the Child Care WAGES® or affiliate name, logo and materials, the following guidelines and criteria must be met by the administrative home. This agreement with The Children’s Forum, Inc. will be in effect from September 1, 2021 to August 31, 2023 and may be renewed for successive terms unless terminated by Child Care Services Association (CCSA) or The Children’s Forum, Inc.

The Children’s Forum, Inc., as an agency that will administer Early Childhood Educator INCENTIVES\$ FLORIDA, agrees to do the following:

Programmatic

1. Develop and maintain a child care salary supplement model that rewards early educators for achieving higher levels of education and for staying in the same child care setting.
2. Collaborate with child care teachers, family child care providers, child care directors and other appropriate organizations and funders to implement the Early Childhood Educator INCENTIVES\$ Program.
3. Establish or continue an Early Childhood Educator INCENTIVES\$ Advisory Committee as set out in the Competency Assessment.
4. Create, maintain and update as necessary an Early Childhood Educator INCENTIVES\$ policy and procedural manual.
5. Create a partnership between Early Childhood Educator INCENTIVES\$, the INCENTIVES\$ participants and their employers that supports the ongoing receipt of salary supplements for eligible recipients.
6. Serve a diverse provider population that represents the population of child care providers in the community or state.
7. Ensure that the Early Childhood Educator INCENTIVES\$ program has the basic components of:
 - graduated salary supplements paid directly to recipients;
 - linkage of supplements to a retention period in the same child care program of no less than six months; and
 - linkage of supplements to attained levels of education.
8. Evaluate the effectiveness of the Early Childhood Educator INCENTIVES\$ yearly, focusing on input from recipients and program outcomes in terms of continuing education and retention.
9. Make programmatic changes based on the findings of the yearly evaluations.
10. Identify Early Childhood Educator INCENTIVES\$ as a Child Care WAGES® Affiliate on all public relations materials distributed about Early Childhood Educator INCENTIVES\$, including materials on The Children’s Forum, Inc.’s website or similar electronic formats. Ensure that all Early Childhood Educator INCENTIVES\$ marketing materials have the following language included somewhere on the document: Early Childhood Educator INCENTIVES\$ is a Child Care WAGES® Affiliate and licensed program of Child Care Services Association.
11. Use the Child Care WAGES® database as the mechanism to operationalize and collect data on the program, its participants, outputs and outcomes.
12. Ensure that all WAGES\$ staff meet educational requirements for their positions per Center guidance.
13. Report any changes in Early Childhood Educator INCENTIVES\$ management personnel within 30 days of loss or change of such personnel, with the understanding that such changes will likely result in the requirement for participation in training provided by the Center.
14. Work toward continuous quality improvement in meeting the 16 competencies for operating a high-quality Child Care WAGES® Affiliate.

General Administration

15. Accept and act on all reasonable recommendations made by Child Care Services Association to ensure that the integrity and goals of the Child Care WAGES[®] Program are maintained.
16. Provide the Center with a mid-year program update and an annual report for the entire term of the agreement.
17. Pay the costs and fees associated with:
 - consultation services as outlined in the License Fee Schedule.
 - acquiring this license to use the Child Care WAGES[®] Program name and logo or to be its Affiliate, program materials, and the Child Care WAGES[®] Program database.
18. Continue to function as a not-for-profit agency, without a conflict of interest, while administering Early Childhood Educator INCENTIVES\$.
19. Submit to the Center for approval any newly created materials The Children's Forum, Inc. produces that bear the Early Childhood Educator INCENTIVES\$ Program logo.
20. Submit to the Center for approval any Early Childhood Educator INCENTIVES\$ Program materials that have been modified for use in Florida if the modification reflects programmatic, and not merely geographic or stylistic, changes. Any changes to existing supplement scales must be submitted for approval to the Center prior to use.
21. Contact the Center if The Children's Forum, Inc. learns of any group's unauthorized use of Child Care WAGES[®] Program trademarks or materials.
22. Provide an original bound copy or an electronic copy as a direct email forward of the original email sent from the auditor to the agency of The Children's Forum, Inc.'s audit and any accompanying management letters or reports annually and require Early Childhood Educator INCENTIVES\$ FLORIDA Advisory Committee members and The Children's Forum, Inc.'s Board of Directors sign annual conflict of interest statements. Any findings, weaknesses or issues identified in a management letter must be addressed through a corrective action statement provided to the Center within 60 days of the issuance of the audit.
23. Submit the database for full review annually. The Center will provide the specific due date in advance. Should the review suggest a folder monitoring is necessary, provide the requested folders.
24. Schedule, complete/submit and pay associated costs with the COMPETENCY ASSESSMENT within the license period. The Center will notify you in advance as to specific due date and may potentially require additional monitoring activities.
25. Respond to the Center's periodic requests for information and data in a timely manner.
26. Provide the Center with continual remote access to the WAGES\$/INCENTIVES\$ database for monitoring and technical assistance purposes.

Child Care Services Association, as the agency that developed and holds the copyrights and trademarks for the Child Care WAGES[®] Program, agrees to:

1. Authorize, upon payment of established annual licensing fee determined by budget size and billed each January, The Children's Forum, Inc. to use the Child Care WAGES[®] database and materials for their salary supplement program for child care professionals in Florida. The fee entitles The Children's Forum, Inc. to acquire this license to use the name, logo, database and materials during this contract period. Future contract periods will be determined based on compliance with terms of the agreement and acceptable performance in operating the program.
2. Be available for consultation services to facilitate the development of policies and procedures for Early Childhood Educator INCENTIVES\$. The need for additional consultation services will be mutually established or, if a provisional agreement is in place, required by the Center.
3. Make recommendations to The Children's Forum, Inc., based on communication, consultation visits, competency assessments and review of reports, about Early Childhood Educator INCENTIVES\$.

It is further understood by both parties that:

1. Child Care Services Association reserves exclusive rights to license Child Care WAGES® Program trademarks to other groups and to allow other groups to use the Child Care WAGES® Program materials.
2. The Children’s Forum, Inc.’s license is subject to The Children’s Forum, Inc. maintaining the quality of Early Childhood Educator INCENTIVES\$ as required by this agreement.
3. The Children’s Forum, Inc. cannot grant any third party any rights to use the Child Care WAGES® Program trademarks or materials.
4. The Children’s Forum, Inc. cannot use the Child Care WAGES® Program trademarks except in association with the particular services or materials specified in the agreement.
5. CCSA has the right to use any materials developed by Early Childhood Educator INCENTIVES\$ FLORIDA.
6. The Early Childhood Educator INCENTIVES\$ Program name, logo, database or materials cannot be used for a for-profit child care salary supplement program.
7. Child Care Services Association holds the exclusive rights to represent the Child Care WAGES® Program nationally. The Children’s Forum, Inc. may promote Early Childhood Educator INCENTIVES\$ FLORIDA only within FLORIDA, unless prior approval has been granted by the Center.
8. Child Care Services Association has the right to terminate this agreement if The Children’s Forum, Inc. breaches any of the terms of this agreement.
9. The Children’s Forum, Inc. and Child Care Services Association have the right to terminate the agreement for any reason giving the other party 90 days notice.
10. If the agreement is terminated, this license to use the Child Care WAGES® database and materials will be revoked.

DocuSigned by:


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 Child Care Services Association Authorized Agent

8/4/2021

Date

President, Child Care Services Association
Title

DocuSigned by:

 4FB33D7946224B9...

 The Children’s Forum, Inc. Authorized Agent
 President & CEO

8/4/2021

Date

Title



CHILDREN'S FORUM - 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: Children's Forum, Inc.

CONTRACT NUMBER: Pending

POINT OF CONTACT: Lori Stegmeyer
Program Director

PROCUREMENT: Single Source

CONTRACT TYPE: Sub Recipient

BUDGET AMOUNT: \$1,078,669

METHOD OF PAYMENT: Invoice

PAYMENT SCHEDULE: Monthly

TERM: July 1, 2024 to June 30, 2025

PARTICIPANT ELIGIBILITY:

Child Care Professionals who work for licensed providers of early care and education who have an executed contract with ELC for School Readiness (SR) services and/or Voluntary Prekindergarten (VPK) services are eligible for Child Care INCENTIVE\$ (formerly known as WAGE\$®) services. Priority given to Broward County teachers who are willing to participate and:

1. Must work in a School Readiness and/or VPK contracted site in Broward County
2. Must earn less than \$25.00 per hour
3. Must work a minimum of 20 hours per week in the classroom
4. Must work with children birth-five years of age (includes Directors)
5. Must have at least the Florida Staff Credential or NCDA before applying

SCOPE OF WORK: Conduct outreach, eligibility verification, technical assistance and administration for funds provided by ELC to supplement the salaries of qualified childcare providers in Broward County. The *Child Care INCENTIVE\$®* Project ("Program") is designed to improve childcare quality by reducing turnover and encouraging the continued education of childcare teachers. The Program provides education-based salary supplements to low-paid childcare teachers working with children between the ages of 0-5.

DELIVERABLES: Develop, design and produce all content, materials, campaigns, websites and social media links needed to conduct outreach to individual educators and legally operating child care providers in Broward County to encourage and facilitate participation in the Broward INCENTIVE\$ program.

Provide a user friendly, simplified electronic application platform as a single point of entry for potential participants and their employers. The application must be co-located on a webpage that contains clear information about program requirements, procedures, timelines, points of contact and other things that applicants should know about and expect from the Broward INCENTIVE\$ Program.

Review, evaluate and process applications timely to determine eligibility. Provide timely notice to applicants and/or their employers if the application is missing information or supporting documentation with clear written instructions to correct the problem. Notify participants and their employers in writing whether or not an application has been approved as soon as practicable following a decision and provide contact information for questions or follow up in addition to clear instructions for next steps.

Conduct quarterly financial analysis of wage supplement payments expected during the contract term to determine whether the Contractor believes program funds will under or over utilize allocated wage supplement funds during the Agreement term. Submit analysis in a report to the COALITION with the next monthly invoice submission.

PERFORMANCE

MEASURES:

1. 75% of the active Broward Child Care INCENTIVE\$ recipients will report two or more ways their participation in the program has improved the quality of their work and/or had an impact on the early childhood field
2. The turnover rate of Broward County teachers participating in the Program will remain at or lower than the average turnover rate of all states reported in the National Annual Child Care WAGE\$ report produced by Child Care Services Association of North Carolina.
3. 100% of the invoices shall be submitted on time and shall accurately reflect the Program cost allocation plan and the contractual budget
4. The CONTRACTOR shall manage Program funds allocated without incurring a deficit or leaving a significant surplus at year end.

ITEM #/MEETING:	EXC246RB1 / Executive Committee Meeting						
MEETING DATE:	April 30, 2024						
SUBJECT:	211 Broward FY25 Scope of Services Changes						
FOR ACTION:	Yes						
RECOMMENDED ACTION:	<ol style="list-style-type: none"> 1. Approve a Six-Month Extension to First Call for Help d/b/a 211-Broward FY24 Sole Sourced Sub-Recipient Agreement through December 31, 2024 Pending Board Approval of the FY25 Preliminary Budget and Legal Review. 2. Authorize Staff to Develop a Scope of Work and Deliverables for a Sole-Sourced Vendor Agreement with First Call for Help d/b/a 211-Broward for Scaled-back and Revised Services beginning January 1, 2025. 						
AS RECOMMENDED BY:	ELC Staff/Program Review Committee						
FISCAL IMPACT:	<table style="margin-left: auto; margin-right: auto;"> <tr> <td>Jul 1 -Dec 31, 2024</td> <td style="text-align: right;">\$230,546</td> </tr> <tr> <td>Jan 1 -Jun 30, 2025</td> <td style="text-align: right;">\$62,500</td> </tr> <tr> <td>Total FY25 Budget</td> <td style="text-align: right;">\$293,046</td> </tr> </table> <p>(\$168,046 Reduction from FY24 Funding Level)</p>	Jul 1 -Dec 31, 2024	\$230,546	Jan 1 -Jun 30, 2025	\$62,500	Total FY25 Budget	\$293,046
Jul 1 -Dec 31, 2024	\$230,546						
Jan 1 -Jun 30, 2025	\$62,500						
Total FY25 Budget	\$293,046						
ELC STAFF LEADS	Renee Jaffe, Christine Klima, Howard Bakalar						

Background Information:

When ELC took over responsibilities for Child Care Resource and Referral (CCR&R) services from 211-Broward in 2019, we were still building out other parts of our organizational infrastructure. We relied on assistance from 211 Broward to help fill the remaining gaps via a continuing sub-recipient contract for \$461,092 annually. The revised scope of work included:

- **Community Outreach:** ELC did not have the capacity to conduct its own program outreach until recently, so in 2019 we asked 211-Broward to leverage their existing outreach infrastructure to promote ELC services at events across Broward County
- **Specialized Customer Service Training:** 211-Broward provides intensive empathetic customer service training to its staff and was already familiar with the nature of ELC’s call traffic when ELC took CCR&R in house. For three years, we tapped their expertise to conduct customer service training for ELC’s growing Family Services and Customer Service staff until we were able to develop training capabilities of our own.
- **Call Center Back Up Services:** 211 -Broward is the trusted, knowledgeable call center back up system for ELC emergency closure days or ELC staff in-service hours because of their strong partnership with ELC and the special role they play in the Broward County Emergency Response plan.
- **Non-Child Care Community Resource Referral Services:** ELC has a strong partnership with 211-Broward and our clients benefit from the unique services they provide. 211-Broward is the sole FCC-designated 211 resource for community services in Broward County. They hold the exclusive license to operate in Broward County using the three-digit FCC designated dialing number, and they are the only 24/7 comprehensive agency that provides support services for individuals seeking crisis intervention assistance and/or information and referral services.

Over the five years that have elapsed since 2019, ELC CCR&R capabilities have evolved into an efficient, effective, and empathetic call center that braids CCR&R into our work with families. During our last Division of Early Learning monitoring visit, the State monitoring team gave many kudos to our excellent CCR&R team. They reviewed files and satisfaction surveys, and they conducted secret shopper calls. They found our services to be timely, accurate, and customer focused. And, to make services even more customer friendly, we have contracted with our CRM provider to create a CCR&R tool on our website for families that prefer to conduct their own childcare choice searches.

Additionally, the ELC has grown a fantastic outreach team that is “everything everywhere, all at once.” We try to attend as many community events as possible, and no one would ever accuse us of sitting behind our table. We actively engage as many people as possible, letting them know about the services we provide, and our goal is to get them to use these services.

Because we have strengthened ourselves as an agency to provide effective services we had previously depended on 211 to provide for us, we are ready to revise 211-Broward’s existing contract with the ELC to better align with our current service model and needs. We truly appreciate the range of programmatic assistance they have given to the ELC in the until now, but we are at a point where we can execute many of these services without outside assistance. That said, we will continue to rely on 211-Broward as our backup system to receive calls when the ELC has planned and sometimes unplanned breaks in service. In addition to our planned breaks, staff meetings, etc. 211-Broward continues to step in as our call center during power outages or system malfunctions. These have happened a few times this year. And ELC will continue to refer clients to 211-Broward for the unique services they are designated to perform that provide ancillary benefits to so many of ELC’s clients.

Current Status:

ELC leadership has already had a discussion with 211-Broward concerning re-aligning their scope of services and moving away from Sub-recipient status, and they are in agreement with ELC’s proposal to reduce their fiscal year 2025 budget to \$293,046 and further reduce this to a continuing annualized amount of \$125,000 beginning January 1, 2025. In doing so, 211-Broward’s status will change from subrecipient of funds to vendor status which is more in line with the services they provide. This will give them more flexibility in utilizing these funds to cover overhead costs of providing back-up call center services for the ELC.

To accomplish this gradual realignment process, staff propose a six (6) month extension through December 31, 2024, to the FY24 agreement (as allowed by state and federal regulations) to wind down our Sub Recipient agreement for a pro-rata amount of \$230,546. Starting July 1, 2024, staff will work with 211 to develop a Vendor Agreement scope of services that will come to the Committees for discussion and approval in the fall with a January 1, 2025 Agreement commencement date and an estimated six (6) month budget of \$62,500. Between the two six-month agreements, the total proposed allocation for FY25 will be \$293,046, which is a \$168,046 reduction from the FY24 allocation.

Leadership also brought this issue to the Program Review Committee on April 2, 2024, asking for the Committee to recommend these changes to both the Finance and Executive Committees at their next meetings. The Program Review Committee voted unanimously to bring this recommendation forward to both committees.

Recommendation:

1. Approve a Six-Month Extension to First Call for Help d/b/a 211-Broward FY24 Sole Sourced Sub-Recipient Agreement through December 31, 2024 Pending Board Approval of the FY25 Preliminary Budget and Legal Review.
2. Authorize Staff to Develop a Scope of Work and Deliverables for a Sole-Sourced Vendor Agreement with First Call for Help d/b/a 211-Broward for Scaled-back and Revised Services beginning January 1, 2025.

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
A.D. Henderson Foundation	\$160,000	<i>Peer Support Specialist Positions</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	10/1/23-9/30/24	Active
Children's Services Council	\$3,348,317	<i>Vulnerbale Populations</i>	Revenue	10/1/23-9/30/24	Active
City of Fort Lauderdale	\$75,000	<i>SR Match Funds</i>	Revenue	10/1/23-9/30/24	Active
City of Hollywood	\$10,000	<i>SR Match Funds</i>	Revenue	10/1/23-9/30/24	Active
City of Pompano Beach	\$21,500	<i>SR Match Funds</i>	Revenue	10/1/23-9/30/24	Active
City of Deerfield Beach	\$30,000	<i>SR Match Funds</i>	Revenue	10/1/23-9/30/24	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	9/1/23-8/31/24	Active
Children's Forum	\$1,128,205	<i>INCENTIVE\$® 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
Bertelsen Education	\$48,300	<i>Professional Development Training</i>	Vendor	1/16/24-6/30/24	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
EPIC Educational & Consultant Services, LLC	\$20,000	<i>Professional Development</i>	Vendor	1/16/24-6/30-24	Active
First Day Learning, Inc.	\$99,400	<i>Professional Development</i>	Vendor	1/16/2024-6/30/24	Active
FL Dept of Law Enforcement	\$1,863/yr	<i>LiveScan Service (est. annual cost)</i>	Vendor	10/29/18-Ongoing	Active
Frog Street Press, LLC	\$16,000	<i>Professional Development</i>	Vendor	1/16/24-6/30/24	Active
Goren, Cherof,Dooddy,Ezrol, PA	\$100,000	<i>Legal Services</i>	Vendor	8/1/23-6/30/24	Active
Intermedia.net, Inc.	\$30,150	<i>Office 365 & Support</i>	Vendor	7/1/2023-6/30/2024	Active
Jaybee Educational Consultant	\$20,800	<i>Professional Development</i>	Vendor	1/16/24-6/30/24	Active
Kaplan Early Learning Company	\$30,600	<i>Professional Development</i>	Vendor	1/16/24-6/30/24	Active
Keefe McCullough, LLP	\$43,100	<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
Learning Beyond Paper, Inc.	\$26,250	<i>Professional Development</i>	Vendor	1/16/24-6/30/24	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
Teaching Strategies Gold LLC	\$95,200	<i>Professional Development</i>	Vendor	1/16/24-6/30/24	Active
The Journey Institute, Inc.	\$24,000	<i>Professional Development</i>	Vendor	1/16/24-6/30/24	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
Sorenson Consulting	\$29,000	<i>Professional Development Training</i>	Vendor	2/1/24-6/30/24	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

2024 Legislative Early Learning Highlights

Budget Highlights (effective July 1, 2024)

- \$311 million increase for Florida’s subsidized child care program. (SR Total: \$1.2 Billion)
- An additional \$12 million to increase VPK base student allocations for school year (\$88 per child) and summer (\$75 per child). (VPK Total: \$438 million)
- \$59 million to ensure that no coalition received less funding than FY 23-24.
- \$46 million for increases to SR provider reimbursement rates.
- \$40 million to expand current SR enrollment levels among working families.
- \$23 million to implement a new SR Plus Program (HB 1267).
- \$4.1 million to establish the Summer Bridge Program for eligible VPK children (HB 5101).
- \$17 million total - T.E.A.C.H. program to provide teacher scholarships for early learning professionals to seek higher education.
- \$4.5 million - Help Me Grow connects children and families with information and resources to enhance health, behavior and learning.
- \$3.9 million – HIPPIY is a SR home visitation program to help eligible parents prepare their children for success. Parents get courses, books and materials to strengthen a child’s cognitive and early literacy skills.
- \$3 million in professional learning to improve child care instructor quality.

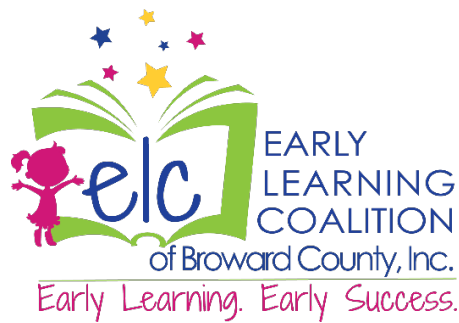
Passed Legislative Early Learning Related Policies (effective July 1, 2024):

School Readiness:

- Reimbursement Rates
- Sliding Fee Scale and Copayments
- Establishment of the SR+ Program
- Changes Coalition SR Plan to 3 years instead of 2 years

VPK:

- Increases coalition VPK administration for ELC’s from 4% to 5%.
- Establishment of a Summer Bridge Program (school district).
- Allows school districts to contract with a private provider to deliver the Summer VPK program.
- Expands district student progression requirements to apply to public VPK provider students.
- FAST Star Early Literacy assessment requirements for the Summer VPK program includes administration of PM1 and PM3 only. PM2 will no longer be required.
- Provides on-ramp of 45 days for VPK instructors to complete the 3 emergent literacy courses.
- Expands New Worlds Scholarship Accounts to VPK students who score below a certain threshold on their FAST assessment.



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>Mar. 13, 2024</i>	<i>Nur Ul Islam</i>	<i>10600 SW 59th St, Cooper City, FL 33328</i>	<i>9:30 AM - 11:00 AM</i>
<i>Apr. 10, 2024</i>	<i>CANCELLED</i>		
May. 8, 2024	Temple Beth Emet Day School	4807 S Flamingo Rd, Cooper City, FL 33330	9:30 AM - 11:00 AM
Jun. 25, 2024	TBA	TBA	9:30 AM - 11:00 AM

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
<i>Oct. 5, 2023</i>	<i>Small Wine Shop, 410 N Andrews Ave, Fort Lauderdale, FL 33301</i>	<i>6:00 PM – 8:30 PM</i>

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>ELC Broward, Training Room</i>	<i>8:30 AM – 9:30 AM</i>
<i>Oct. 16, 2023</i>	<i>ELC Broward, Training Room</i>	<i>8:45 AM – 9:30 AM</i>
<i>Dec. 11, 2023</i>	<i>ELC Broward, Training Room</i>	<i>8:45 AM – 9:30 AM</i>
<i>Feb. 12, 2024</i>	<i>ELC Broward, Training Room</i>	<i>8:45 AM – 9:30 AM</i>
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>ELC Broward, Training Room</i>	<i>12:00 PM – 1:00 PM</i>
<i>Oct. 30, 2023</i>	<i>Advocacy</i>	<i>ELC Broward, Training Room</i>	<i>12:00 PM – 1:00 PM</i>
<i>Jan. 12, 2024</i>	<i>Special Needs</i>	<i>ELC Broward, Training Room</i>	<i>12:00 PM – 1:00 PM</i>
<i>Feb. 15, 2024</i>	<i>FAST (Cancelled)</i>	<i>ELC Broward, Training Room</i>	<i>12:00 PM – 1:00 PM</i>
<i>Mar. 20, 2024</i>	<i>Conflicts of Interest</i>	<i>Zoom</i>	<i>12:00 PM – 1:00 PM</i>
Jun. 25, 2024	Lunch & Learn- Labor Training, Discrimination	Zoom	12:00 PM – 1:00 PM
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	ELC Broward, Training Room	10:00 AM - 11:00 AM
Oct. 18, 2023	ELC Broward, Training Room (Cancelled due to AELC Training Camp Week)	10:00 AM - 11:00 AM
Nov. 15, 2023	ELC Broward, Training Room	10:00 AM - 11:00 AM
Dec. 20, 2023	ELC Broward, Training Room	10:00 AM - 11:00 AM
Jan. 17, 2024	ELC Broward, Training Room	10:00 AM - 11:00 AM
Feb. 21, 2024	ELC Broward, Training Room	10:00 AM - 11:00 AM
Mar. 20, 2024	ELC Broward, Training Room	10:00 AM - 11:00 AM
Apr. 17, 2024	ELC Broward, Training Room; Provider Appreciation Celebration	10:00 AM - 11:00 AM
May 15, 2024	ELC Broward, Training Room	10:00 AM - 11:00 AM
Jun. 19, 2024	ELC Broward, Training Room	10:00 AM - 11:00 AM

Legislative Meetings

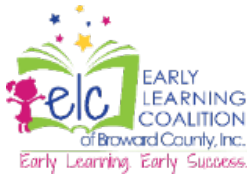
***Please Reach out to Lizbeth DelVecchio at Ldelvecchio@elcbroward.org if you would like to RSVP for a legislative meeting.**

Date	Individual	Location	Time
TBA	TBA	TBA	TBA
TBA	TBA	TBA	TBA
TBA	TBA	TBA	TBA
TBA	TBA	TBA	TBA
TBA	TBA	TBA	TBA

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 (vaeayc)	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	Childcare Aware 2024 Symposium	Arlington, VA	Click to Register
May 23, 2024	2024 FL Prosperity & Economic Opportunity Solution Summit	Coral Springs, FL	Click to Register
Jun. 26-30, 2024	FL Family Childcare Home Association Annual Conference	Clearwater Beach, FL	Click to Register



ELC of Broward County

FY 2023-2024 Board/Committee Meetings Calendar

July 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
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23	24	25	26	27	28	29
30	31					

August 2023						
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September 2023						
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October 2023						
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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						
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31						

April 2024						
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June 2024						
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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

-

Nominating Wednesdays

- Oct 11, 23, 12:00 pm
- Dec 4, 23, 2:00 pm
- May 1, 24, 10:30 am

Audit Wednesdays

- Aug 30, 23, 2:30 pm
- Mar 5, 24, 3:00 pm
- Apr 30, 24, 3:30 pm

Program Review

- Aug 28, 23, 2:00 pm
- Jan 12, 24, 12:00 pm
- Apr 2, 24, 12:00 pm

Ad-Hoc Fundraising:

- Aug 30, 2023, 12:30 pm
- Nov 29, 2023, 2:30 pm
- Feb 12, 2024, 12:00 pm

ELC Offices closed for holidays on:

July 4; Sep 4; Nov 10, 22, 23, 24; Dec 25, 26, 29; Jan 1,2; 15; Feb 19; May 27

Federal Holidays:

Oct 9 Columbus
June 19 Juneteenth

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 <i>4 needed for a Quorum</i>	<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	Dawn Liberta	First Vice Chair/Governance	effective 12/11/23
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
	6 Michael Asseff	Nominating Com. Chair	effective June 2020 - Again in 2022
	7 Renee Podolsky	Audit Com. Chair	effective June 2022
FINANCE <i>4 needed for a Quorum</i>	<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>		
	1 Cindy Arenberg Seltzer	Chair	
	2 Maria Hernandez	Member	effective 06/14/23
	3 Dawn Liberta	Member (Officer)	effective 02/12/24
	4 Renee Podolsky	Member	
	5 Twan Russell	Member	
	6 Laurie Sallarulo	Member (Board Chair)	
	7 Zachary Talbot	Member	effective June, 2020
PROGRAM REVIEW <i>5 needed for a Quorum</i>	<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>		
	1 Monica King	Chair	effective 07/13/22
	2 Cindy Arenberg-Seltzer	Member (Officer)	effective 07/01/22
	3 Richard Campillo	Member	effective 07/01/18
	4 Krystie Castillo	Member	effective 02/12/24
	5 Dawn Liberta	Member (Officer)	effective 02/12/24
	6 Melody McDonald	Member	effective 10/06/22
	7 Renee Podolsky	Member	effective 05/10/23
	8 Laurie Salarullo	Member (Board Chair)	effective 07/01/18
	9 Ellie Schrot	Member	effective 06/14/23
AUDIT <i>4 needed for a Quorum</i>	<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>		
	1 Renee Podolsky	Chair	effective 07/01/22 (announced in 6.13.22 Board Meeting)
	2 Michael Asseff	Member (Officer)	
	3 Richard Campillo	Member	effective 10/16/23
	4 Monica King	Member	effective 04/07/17
	5 Dawn Liberta	Member (Officer)	effective 02/12/24
	6 Traci Schwitzer	Member	effective 02/12/24
GOVERNANCE <i>4 needed for a Quorum</i>	<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>		
	1 Dawn Liberta	Chair	effective 12/11/23
	2 Michael Asseff	Member (Officer)	effective 06/2020
	3 Kirk Englehardt	Member	effective 09/13/21
	4 Carol Hylton	Member	effective 02/2021
	5 Laurie Sallarulo	Member (Board Chair)	effective 09/15/22
	6 Renee Podolsky	Member	effective 10/06/22
	7 Amoy Reid	Member	effective 10/06/22
NOMINATING <i>4 needed for a Quorum</i>	<i>Members Elected by Board. Consists of at least (3) three Members who are not Officers of the Coalition. No Term Limits</i>		
	1 Michael Asseff	Chair	effective 06/30/20
	2 Sharonda Davis-Bailey	Member	effective 04/27/22
	3 Melody McDonald	Member	effective 10/09/23
	4 Amoy Reid	Member	effective 12/19/19
	5 Twan Russell	Member (Officer)	
	6 Laurie Salarullo	Member (Board Chair)	
	7 Julie Winburn	Member	effective 05/2022
AD HOC FUNDRAISING <i>5 needed for a Quorum</i> Re-established 8/2022 Report to Executive Comm	<i>Members Elected by Board. Consists of at least (3) three Members who are not Officers of the Coalition. No Term Limits</i>		
	1 Michael Asseff	Co-Chair	effective 02/13/20 confirmed 08/29/22 Co-Chair effective 06/14/23
	2 Traci Schwitzer	Co-Chair	effective 02/12/24 - Co-Chair effective 03/11/24
	3 Krystie Castillo	Member	effective 02/12/24
	4 Kirk Englehardt	Member	effective 09/20/22
	5 Dawn Liberta	Member (Officer)	effective 02/12/24
	6 Amoy Reid	Member	effective 02/13/20 confirmed 08/10/22
	7 Zachary Talbot	Member	effective 08/30/22



**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	Dec-05	Jan-23	Feb-27	Apr-30	Jun-04	TOTAL FY ABSENCES
1	Cindy Arenberg Seltzer	Chair	Jun-20	Jun-24	V	V	V	V	V			0
2	Maria Hernandez	Member	Jul-23		ABS	V	V	ABS	ABS			3
3	Dawn Liberta	Member (Officer)	02/12/24						V			0
4	Renee Podolsky	Member			V	V	V	V	V			0
5	Twan Russell	Member			V	V	V	ABS	V			1
6	Laurie Sallarulo	Member (Board Chair)			V	ABS	V	V	V			1
7	Zachary Talbot	Member	Jun-20		V	V	ABS	V	V			1

QUORUM # NEEDED: 4

	EXECUTIVE	Position	Term Started	Term Exp	Aug-29	Oct-03	Dec-05	Jan-23	Feb-27	Apr-30	Jun-04	TOTAL FY ABSENCES
1	Laurie Sallarulo	Chair	Apr-14		V	ABS	V	V	V			1
2	Dawn Liberta	First Vice Chair/Governance	Dec-23					V	V			0
3	Twan Russell	Second Vice Chair	Jun-20	Jun-24	V	V	V	V	V			0
4	Monica King	Secretary/PRC Chair	Jun-20	Jun-24	V	V	V	V	V			0
5	Cindy Arenberg Seltzer	Treasurer	Jun-20	Jun-24	V	V	V	V	V			0
6	Michael Asseff	Nominating Chair			V	V	V	V	V			0
7	Renee Podolsky	Audit Chair	Jun-22		V	V	V	V	V			0

Members who left During FY 23 - 24 Term

	FINANCE	Position	Term Started	Last Day	Aug-29	Oct-03	Dec-05	Jan-23	Feb-27	Apr-30	Jun-04	TOTAL FY ABSENCES
1	Dawn Liberta	Member	09/13/21	09/28/23	V							
2												
3												
	EXECUTIVE	Position	Term Started	Last Day	Aug-29	Oct-03	Dec-05	Jan-23	Feb-27	Apr-30	Jun-04	TOTAL FY ABSENCES
1	Dawn Liberta	First Vice Chair/Governance	Jun-20	09/28/23	V							
2												
3												
	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. 7/2019 Subject	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	PPF	In 2014, the Florida Legislature created the Early Learning Performance Funding Project (ELPPF). 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 ELPPF 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.