



Early Learning Coalition of Broward County, Inc.

PRC Meeting Agenda

May 21, 2024, at 3:00 PM

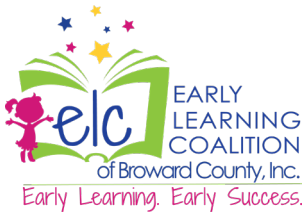
Zoom Meeting

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		Monica King, PRC Chair
2.	Roll Call		Melody Martinez, Board Liaison
3.	Consent Agenda 1. Approve April 2, 2024, Committee meeting minutes.	2	Monica King, PRC Chair
4.	Regular Business 1. PRC244RB1 - School Readiness Enrollment/Redetermination Update (Goal 1 of Strategic Plan) 2. PRC244RB2 - VPK Enrollment Update (Goal 2 of Strategic Plan) 3. PRC244RB3- Education/Quality (Goals 3 and 4 of Strategic Plan) a. ARPA Discretionary Funds Update <ul style="list-style-type: none"> • Trainings • A Day in K • School Readiness Learning Computer Software b. CLASS Observations Update <ul style="list-style-type: none"> • School Readiness • VPK 4. PRC244RB4- Business Training Series Procurement	5 6 7 9	Amy Moore, Sr. Director of Family Services; Howard Bakalar, CPO Allison Metsch, Sr. Director of Education & Quality Initiatives; Howard Bakalar, CPO
5.	Unfinished Business New Business Matters from the Committee Public Comment		
6.	Next PRC Meeting: TBD		
7.	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."



Early Learning Coalition of Broward County, Inc.
Program Review Committee Meeting Minutes
April 2, 2024, at 12:00 PM
[Zoom Meeting](#)

Members in Attendance	Chair, Monica King; Cindy Arenberg-Seltzer; Krystie Castillo; Richard Campillo; Melody McDonald; Renee Podolsky; Ellie Schrot
Members Absent	Laurie Sallarulo; Dawn Liberta
Staff in Attendance	Renee Jaffe, CEO; Judith Merritt, COO; Christine Klima, CAO; Howard Bakalar, CPO; Hubert Cesar, CIO; Melody Martinez, Board Liaison; Lizbeth DelVecchio, Executive Assistant & Special Projects Coordinator; Amy Moore, Sr. Director of Family Services and Provider Relations; Allison Metsch, Sr. Director of Education & Quality; Ancel Pratt, III, Sr. Director of Communications & Outreach; Kasey LaFrance, Contract Administration Manager.
Others in Attendance	

Item	Action/Discussion
Welcome & Call to Order	Chair Monica King called the meeting to order at 12:03 PM. The roll was called, and a quorum was established.
Consent Agenda	
1. Approve January 12, 2024, Committee meeting minutes.	There was a Motion to move the Consent Agenda by Renee Podolsky and Seconded by Richard Campillo. Unanimously approved. Motion Passes.
Regular Committee	
1. PRC243RB1 – School Readiness Enrollment/Redetermination Update (Goal 1 of Strategic Plan)	<p>Amy Moore provided updates on School Readiness enrollment and redetermination. ELC Broward is continuing to enroll families in School Readiness services. So far, for this FY, we have enrolled 2,707 children. We are maintaining approximately 74% of children in the redetermination process.</p> <p>Last FY, we enrolled a total of 5,171 children. Recent legislation introduced the “SR Plus” program to address the “fiscal cliff” for families reaching 85% SMI, allowing families to remain in the program up to 100% SMI. We expect to receive a portion of the \$23 million allocated to support this initiative. The impact of this initiative on our overall census depends on corresponding rules and allocation, which are yet to be determined.</p> <p>Our ongoing enrollment strategy focuses on continuing to outpace attrition rates, increasing our overall census, and serving as many eligible children as our allocation will allow.</p> <p>Cindy Arenberg-Seltzer added that there was a billion-dollar increase in childcare in the federal budget that was just passed for the remainder of this FY. Since the new DEL Chancellor will be here; if we can discuss with her how much will be allocated to Florida, and for what..</p> <p>Renee Jaffee added that those dollars will be effective next FY in October, starting in the federal FY, and FL would be receiving \$20 million of that pot. She will get clarification from the Chancellor when she is here. She will be meeting with the</p>

<p>2. PRC243RB2- VPK Enrollment Update (Goal 2 of Strategic Plan)</p> <p>3. PRC243RB3- Education/Quality (Goals 3 and 4 of Strategic Plan)</p> <p>a. ARPA Discretionary Funds Update</p> <ul style="list-style-type: none"> • Trainings • A Day in K • School Readiness Learning Computer Software <p>b. CLASS Observations Update School Readiness VPK</p>	<p>Chancellor at the AELC meeting in a few weeks in Orlando.</p> <p>Amy Moore provided updates on VPK. Last FY, we ended with 13,959 enrollments. As of March 26, we have approved 15,265 applications.</p> <p>We are on track to meet the estimated conference enrollment for both program year 2023 and 2024.</p> <p>Since the availability of applications for the year 24-25, we have approved 8,080 since yesterday's report. VPK is steady.</p> <p>Training and Professional Learning Activities:</p> <p>Allison Metsch reported on Education and Quality. We are currently working with 10 external contractors to supplement training facilitated by our staff. Our trainings are in zoom and in person at various times and even on both weekend days. We have high number of providers who want to participate in our trainings. Due to the high amount, we are experiencing issues in which educators share zoom links with each other without official registrations. This leads to problems for those who did register. We will be increasing the amount of trainings offered through zoom, in addition to several in-person training courses and on-site Making the Most of Classroom Interactions (MMCI) at several schools across the country to support the high demand for training. Over the past 4 days we approved a thousand stipends requests that will be sent out to educators this week.</p> <p>We are hosting a special Saturday zoom event on May 4, 2024, called May the CLASS Be with You. At the moment we have a little over 1600 educators registered. This will be a large-scale webinar event.</p> <p>A Day in K:</p> <p>We have partnered with the Museum of Discovery and Science (MODS) and have planned an event called A Day in K, which will take place June 11. Families will come with their future kindergartners and have a glimpse of what an actual day in kindergarten will be like while offering parents guidance on how to prepare their children for kindergarten. There will be activities for parents and children.</p> <p>CLASS Update:</p> <p>Allison shared the CLASS scores up to date. So far, our education team has observed approximately 334 School Readiness providers and 1010 classrooms since July 1, 2023. Our current CLASS average is 5.41. Last FY, our CLASS average was a 5.16.</p> <p>Voluntary Pre-Kindergarten (VPK):</p> <p>To date, our education team has observed 701 VPK classrooms. 25 of the classrooms were at Public Schools, and 387 were private provider VPK sites. Our current CLASS average for VPK is 5.52; last FY, our CLASS average was 5.32.</p> <p>Cindy Arenberg-Seltzer shared that they have been funding Reading and Math Inc., which is a program that provides tutors in pre-K classrooms in reading and math. They have funded 20 tutors, and they had a federal grant and ARPA grant that was doing</p>
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<p>4. PRC243RB4- Update on 211 Broward services</p>	<p>15 additional ones. She shared that the CSC is trying to get them where they are needed more. She asked Allison to follow up with Laurie and Liza to see where it is needed.</p> <p>Howard Bakalar shared that 211 Broward/First Call has been a great partner, and we couldn't have had a smooth transition for our front-end services and our call center without their assistance. ELC has evolved in the last couple of years, and we are suggesting changing the contract amount to reflect the level of service currently more accurately being received from 211. Additionally, we would be moving 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 the overhead costs of providing back-up call center services for the ELC.</p> <p>There was a discussion regarding 211 Broward/First Call for Help Funding Amount.</p> <p>A Motion was made by Cindy Arenberg-Setzer and Seconded by Ellie Schrot to recommend to the Executive and Finance Committee to decrease funding from \$462,000 to \$125,000 over an 18-month period beginning next fiscal year. Unanimously approved. Motion Passes.</p>
<p>Unfinished Business</p>	<p>Ellie Schrot wanted to follow up on the special needs categories and the FL special needs rate metrics of services tool.</p> <p>Howard replied that it was presented at the PLAN meeting to the childcare providers the introduction to the matrix to get them used to it and informed them that it would be a regular thing. Also, anyone already in the system will be grandfathered in and will current special needs rates would not be altered.</p>
<p>New Business</p>	<p>None</p>
<p>Matters from the Chair</p>	<p>None</p>
<p>Matters from the Committee</p>	<p>None</p>
<p>Public Comments</p>	<p>None</p>
<p>Next Meeting</p>	<p>TBD</p>
<p>Adjourn</p>	<p>The meeting adjourned at 12:48 PM.</p>

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:	PRC243RB1 / Program Review Committee Meeting
MEETING DATE:	5/21/2024
SUBJECT:	School Readiness Enrollment/Redetermination Update
FOR ACTION:	No
RECOMMENDED ACTION:	None
FINANCIAL IMPACT:	None
AS RECOMMENDED BY:	N/A
ELC STAFF LEADS	Amy Moore, Howard Bakalar

Background Information:

With the encouragement and funding from the Division of Early Learning, in FY22/23, we enrolled an additional 5,171 children, bringing us to a total of 15,500 children served (per month) and allowing us to eliminate our waitlist at the time. However, in May of 2023, DEL notified us that our SR base allocation for the next fiscal year (FY23/24) would not be sufficient to sustain the FY22/23 level of 15,500 enrollments. ELC Broward staff projected that we would need approximately \$30 million additional dollars to maintain that number of enrollments. In response to this budget gap, on June 5th, 2023, we paused new SR waitlist enrollments to decrease our census of children through natural attrition to remain within the anticipated SR enrollment allocation. Through this effort, approximately 1,800 children left our system, and our waitlist quickly climbed to almost 3,000 children in 90 days.

In September, ELC Broward received an additional \$15M in SR funding, allowing us to resume processing SR waitlist enrollments but at a less aggressive pace than the past two fiscal years. This additional funding allowed us to resume enrolling eligible children on October 4, 2023.

Current Status:

Since enrollments resumed on October 4, 2023, the ELC staff has successfully enrolled 3,264 new children, bringing the total number of enrollments for FY23/24 to 3,514 children. Families now experience approximately a three week wait between the approval of their initial application and receiving a funding notification to submit additional information for enrollment. As of May 16, 2024, there are 576 children on the waiting list immediately after selecting 616 children for enrollment into childcare services.

For the last quarter of this fiscal year, the pace of redetermination slows down. There are 4,607 children due for redetermination during this quarter, a 12% decrease from the third quarter. Our attrition rate continues to average about 26%, however, the pace of new enrollments consistently overcomes attrition month to month. Enrollments in other SR categories such as at-risk and other mandated categories continue to have little budgetary impact on our ability to enroll new families into the income-eligible SR program. Continued stability in the system creates an environment where our steady pace of enrollments can continue.

We are pleased to report that we continue to lead the state in enrolling families from the waitlist, as we also did last fiscal year. Our efficient waitlist and enrollment process swiftly moves families from their initial application to enrollment, resulting in a benefit to the overall childcare system locally and statewide. Simultaneously, maintaining children in the program contributes to stability and our overall enrollment census. At the current pace of enrollments and families maintained in services, we anticipate clearing the waitlist (enrolling children in “real time”) by July 2024. By that time, we expect to have approximately 16,000 children in care, compared to 15,168 children in the last payment cycle in April.

ITEM #/MEETING:	PRC243RB2 / Program Review Committee Meeting
MEETING DATE:	04/02/2024
SUBJECT:	VPK Enrollment Update
FOR ACTION:	No
RECOMMENDED ACTION:	None
FINANCIAL IMPACT:	None
AS RECOMMENDED BY:	N/A
ELC STAFF LEADS	Amy Moore, Ancel Pratt

Background Information:

Florida’s Voluntary Pre-Kindergarten (VPK) Program is free for all 4-year-old children living in the State of Florida. During the school year, 540 instructional hours (usually 3 hours per school day) are allotted for VPK learning. While the vast majority of families who take advantage of VPK do so during the school year, Summer VPK is also available in a much smaller number of preschools and School District sites. During the summer, 300 hours are allotted for learning.

Before the pandemic began, Broward County had 15,022 children enrolled in school year VPK in FY 2018-19 and 15,928 children enrolled in FY 2019-20. During the pandemic (FY 2020-21), these numbers dropped to 11,813 children enrolled in the VPK school year. During the 2021-2022 program year, schools began a new sense of normalcy with 14,018 children enrolled in the VPK school year.

The 2022-2023 VPK school year had a challenging start statewide due to some changes in Statute and Covid-Relief initiative system kinks and confusion. The VPK school year ended with a total of 13,959 children enrolled.

Current Status:

As of May 16, 2024, we have approved 15,283 VPK school-year applications for the 2023-2024 program year, with 13,760 students completing enrollments. Additionally, we have approved 475 VPK summer applications, with 42 VPK students already enrolled in summer VPK. While summer enrollments have just begun to be submitted by providers, we anticipate a gradual increase in the number of children enrolled in Summer VPK as school year programs wind down.

Since the availability of applications for the VPK Program year 2024-2025 to parents, we have approved 9,243 VPK school-year applications, which is similar to the same period last year when 9,270 VPK school-year applications were approved.

Looking at projections, for the 2023-2024 program year, the VPK Estimating Conference forecasts 14,211 VPK children enrolled in Broward County. Currently, we have 13,760 children enrolled, representing 97% of the estimate. For the upcoming 2024-2025 program year, the Conference estimates 13,817 children for Broward County. While enrollments for the 2024-2025 year have yet to commence, we anticipate meeting or surpassing the estimate.

ITEM #/MEETING:	PRC243RB3 / Program Review Committee Meeting
MEETING DATE:	5/21/2024
SUBJECT:	Education & Quality Programming Update
FOR ACTION:	No
RECOMMENDED ACTION:	N/A
FINANCIAL IMPACT:	None
AS RECOMMENDED BY:	N/A
ELC STAFF LEADS	Allison Metsch, Howard Bakalar

A. ARPA Discretionary Funds Update

Background Information

As reviewed at the last Program Review Committee meeting, in August 2023, ELC staff reported that ELC Broward was expected to receive approximately \$19.3 million of the approximately \$350 million the State had remaining for ARPA Discretionary funds. Additionally, ELC staff provided the committee with an overview of the initiatives to be included in the application. Coalitions were required to provide to the Division of Early Learning (DEL) on how the funding would be utilized (based on the criterion provided by DEL). ELC Broward’s plan focused much of the plan on continuing to provide initiatives related to the upskilling and retaining of early childhood educators.

Current Status:

1. Training and Professional Learning Activities:

In November 2023, the ELC of Broward issued a Request for Proposals on various topics to improve and enhance instruction in the classroom. We are currently working with 10 external contractors to supplement training facilitated by our staff. Since February 2024, we have facilitated various trainings at night, on Saturdays and during nap time. These training courses take place over zoom and in-person. We have a high volume of educators that want to participate, so much so that we are experiencing issues in which educators share zoom links with each other without official registrations. This leads to problems for those that have registered and are then unable to participate. ELC’s education staff will be increasing the amount of training offered through zoom in addition to several in-person training courses and on-site Making the Most of Classroom Interactions (MMCI) at several schools across the county to support the high demand for training.

We are nearing the end of our latest Broward Bonuses and Stipend program for educators. We hosted a large webinar on May 4th called May the CLASS Be With You. We had approximately 2,500 educators join. It was so large that, like Taylor Swift, we temporarily crashed the system to apply for stipends. We heard positive feedback from this event and look forward to continuing this type of large-scale training in the future, with or without stipends.

2. A Day in K:

In partnership with the Museum of Discovery and Science (MODS), we are planning an event called A Day in K, which will take place June 11th. The event will provide parents and soon-to-be Kindergarten children (in the fall) a glimpse of what an actual day in kindergarten will be like while offering parents guidance on how to prepare their children for day 1. The event will be complete with various info sessions and activities for parents and children. There will be informational booths with resources. And it is Broward, so of course, we will have many community partners attending (and providing resources or services), like the School District, Broward County Library, Memorial Health, etc. We have already started sharing a rsvp link with families. On the first day the email was sent, 500 spots were filled. We have since opened more spots for 2,000 children/families. We are now approaching 2,700 sign-ups.

3. Childcare Classroom Management and Learning Technology Services

As discussed in previous PRC meetings, the ELC procured for learning technology to enhance VPK children’s learning as measured by the FAST scores. MarcoPolo Learning, Inc was the highest-scoring vendor, and the Board approved the award at the December board meeting. At the January PRC meeting, staff proposed contracting with both MarcoPolo and the second highest scorer in procurement, Age of Learning, Inc. This proposal was approved at the March ELC Board meeting.

The ELC team is completing contracts with both entities. We have started our kickoff meetings with Marco Polo to discuss the roll out of this opportunity. Age of Learning's contract was also finalized this past week so we will meet with them shortly to discuss the same.

B. CLASS Observations Update

School Readiness

As required by the Division of Early Learning, all ELC's use the CLASS (Classroom Assessment Scoring System) tool to assess School Readiness (SR) Providers who have more than 20% School Readiness enrolled children and/or those who have received a CLASS 1 violation. The tool looks at the interactions between the children and the teachers, and overall classroom management. We observe 50% of each care level and schools receive a composite score between 1 and 7. Any school scoring less than a 4.0 cannot contract with the ELC. A provider may receive an additional Quality Performance Incentive (QPI) differential payment for each enrolled School Readiness child based on their score. If you score between a 4.5 to 4.99, the differential is 4%. If you score between a 5 to 5.99, the differential is 7% and lastly, scoring between a 6 to 7 is a 10% differential.

To date, our education team has observed approximately 359 School Readiness providers and 1089 classrooms since July 1, 2023. We are happy to share that our current CLASS average is a 5.40. Last fiscal year, our CLASS average was a 5.16.

Voluntary Pre-Kindergarten (VPK)

In July 2022, the Division of Early Learning required that all VPK classrooms be observed also using the CLASS tool, both during the school year and summer. We observe every VPK classroom in the county, including our public-school classes. There is no differential currently associated with the VPK CLASS score.

However, the CLASS score is going to be used as part of the new Performance Metric that will include VPK CLASS scores and our VPK FAST scores to assign VPK Programs a designation of accountability. Currently DEL is still working on the specific formula that will be used.

To date, our education team has observed 895 VPK classrooms. These classrooms were in 45 Broward County Public School sites and 387 private provider VPK sites. We are happy to share our current CLASS average for VPK is 5.50. Last fiscal year, our CLASS average was a 5.32.

While we have until June 30, 2024 to complete all CLASS assessments, we are pleased to report that our team has just a handful of assessments remaining to complete for this fiscal year.

ITEM #/MEETING:	PRC244RB4 / Program Review Committee Meeting
MEETING DATE:	5/23/2024
SUBJECT:	Business Skills/Supports Training
FOR ACTION:	Yes
RECOMMENDED ACTION:	Approve the program concept to move forward with a procurement for Business Skills Training Courses and Supports for Childcare Directors and Administrators
AS RECOMMENDED BY:	ELC Staff
ELC STAFF LEADS	Allison Metsch, Howard Bakalar

Background Information:

For more than ten years, the Early Learning Coalition of Broward has been funding business skills trainings for childcare directors, owners, or prospective owners. The ELC’s last procurement for these business skills trainings took place in 2019-20. The successful applicant, the Business Leadership Institute for Early Learning (BLI), was contracted to provide a series of in-person trainings to childcare center leaders. The series of eight trainings include four trainings geared toward building a growth mindset, negotiation skills associated with owning a business, strategic planning, and marketing. They also included business planning training with SCORE. Each cadre member was required to work with SCORE to complete their own unique business plan. Each cadre member was also assigned a mentor—a seasoned director/owner who could act as a support or sounding board for the new participants.

The second series of four trainings were also made available to students from prior years, and included topics like conflict resolution, working with the ELC and Childcare Licensing, and IT security. All these trainings occurred monthly and lasted approximately 7 hours each.

Performance measures included:

- Demonstrated learning in individual workshops as demonstrated by pre/post testing;
- Participants’ increase in business knowledge through the relationship created with a mentor;
- Satisfaction with the business training program series;
- Progress toward attainment of at least 50 percent of items listed in each cadre member’s business plan six month after completion of the program series.

BLI entered into a series of four one-year contracts with the ELC, and it met its contractual outcomes. Expectations and outcomes were altered somewhat through the pandemic. Broward childcare businesses received hundreds of millions of federal dollars to support their operations. Educators received stipends and other salary supplements. The job market shifted completely. ELC worked closely with BLI to ensure the program series was able to pivot in the face of the pandemic.

Current Status:

During the last two months of Provider meetings, ELC staff has been facilitating discussions about business skills trainings they most need to help them be successful. While discussing BLI trainings, we were careful to explain this was not a critique of BLI, but rather an opportunity to talk about future procurement. What we heard was that our providers were interested in some real concrete everyday skills and supports. If we receive approval to move forward with procurement, we will include in-depth trainings for the following topics/themes:

Human Resources

The vast majority of the responses concerned help with Human Resource management issues, and employment law. HR management issues included very concrete issues—the legalities of hiring/firing; how do deal with difficult employees; probationary periods; dealing with employee personal issues; employee disabilities; and, employee coaching for retention and motivation.

Business Planning

We received a number of positive responses about creating business plans. Folks who had developed business plans with SCORE were still meeting with SCORE representatives years later. Grouped with business plans, people also discussed

financial planning to be able to build in health and other benefits for their employees.

Marketing

Many participants also indicated that they would benefit from practical marketing instruction, especially in a world that is changing daily because of technology. They expressed the need for hands-on and “how to” marketing instruction that would leave them tools they could begin to utilize.

Technology and Security

This has continued to be an area of interest for our providers. They want practical and applied technology instruction, from beginners to advanced users. And they are interested in how to keep their information secure.

****ELC Contract Compliance, Childcare Licensing and Enforcement, and the Federal Food Program***

These three topics are always popular. Each year, ELC staff, especially our Provider Relations staff, field questions from directors about specific sections of their School Readiness and VPK Agreements. These questions usually are handled by both the teams at ELC and the team from Licensing. Many times, providers don’t understand the different roles, and this gives an opportunity to clarify roles and update providers on new or changing regulations.

Bringing in representatives from the local USDA food program is equally as popular and important to the childcare providers. Program requirements are complicated, and they always have a large number of questions.

****While in prior years these sessions were coordinated through BLI, ELC staff will now be coordinating these sessions. We will conduct these combined sessions a minimum of three times per year.***

Peer and Other Supports

We also asked those participants who had been through the BLI trainings whether they thought the support they received from mentors was beneficial. All participants indicated that they found this type of support useful. They also enjoyed participating in a series as a cohort. They felt they benefitted from networking with each other. We would ask in any procurement what type of supports each applicant would have in place to help participants in between or after sessions.

Proposed Outcomes:

We plan to gauge:

- Participant satisfaction with each session
- Whether participants found the information they received practical, useful, and understandable
- Six months post attendance, the level at which this workshop series had a positive impact on participants’ business practices.

Recommendation:

Approve the program concept to procure Business Skills Training Courses and Supports for Childcare Directors and Administrators