



**Early Learning
Coalition** of the
Big Bend Region

The Coalition's mission is to provide leadership and advocacy that builds a community where ALL children are prepared for success in school.

Notice of Meeting

Program, Policy and Strategy Committee Meeting
Thursday, September 2, 2021 from 9:00 a.m. until 10:00 a.m., EDT
Location: Zoom/Conference Call
(Held virtually Due to Covid-19)

Purpose: develop and review program policies to ensure compliance with regulatory requirements, as well as any other business allowable under the law

Agenda

- | | |
|---|-----------------|
| 1. Welcome and Roll Call | Tasha Weinstein |
| 2. Approval of Agenda | Tasha Weinstein |
| 3. Approval of Minutes from June 03, 2021 | Tasha Weinstein |
| 4. Public Comment | Tasha Weinstein |
| 5. Action Item #2021-11: HR Policies | Tasha Weinstein |
| 6. Program Updates and Discussion.....
a. Operational Data | Lizbeth Murphy |
| 7. Outstanding Items and Conclusion..... | Tasha Weinstein |

Next Meeting: Thursday, December 2, 2021
Location: Virtually via Zoom and via conference call



Early Learning
Coalition of the
Big Bend Region

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where all children are prepared for success in school*

Program Policy and Strategy Committee Meeting
Thursday, June 3, 2021 from 9:00 a.m. to 10:00 a.m.
Meeting Held Virtually Due to COVID-19

Committee Members Present:

Tasha Weinstein, *Chair*
Chris Wade
Kelley Dettmer
Kristin Olson
Tomica King-Jackson
Maureen O'Neil
Chris Wade

Staff Present:

Liz Murphy, *Chief Executive Officer*
Kara Palmer Smith, *Chief Operations Officer*
Lauren Wofford, *Chief Finance Officer*
Samantha Zadikow, *Provider Relations Manager*
Adrienne Morrison Hogan, *Executive Coordinator*
Tiere Henry, *Finance Manager*
Lorraine Wells, *Community Relations Manager*
Marcia Hently, *Family Services Manager*
Melanie Worley Sanders, *ECE Manager*
Regina D'Souza, *Staff Accountant*
Rae Stacy, *Provider Relations Specialist*
Kristine Parker, *Family Services Specialist*
Laurie Kirk, *Financial Analyst*
Lisa Bethancourt, *Provider Relations Specialist*

Committee Members Absent- Excused:

Lakysa Perkins
John Selover

Committee Members Absent- Unexcused:

N/A

Guests Present- Name:

N/A

Guests Present- Agency:

N/A

1. Welcome and Roll Call

Committee Chair Tasha Weinstein welcomed committee members and staff. Roll was taken at 9:00am, and a quorum was established at 9:01am.

2. Approval of Agenda

The motion to approve the agenda for this meeting was made by Maureen O'Neil. The motion was seconded by Kelley Dettmer; the committee voted unanimously in favor of approval; and the agenda was approved. The motion passed.

3. Approval of Minutes from March 4, 2021

The motion to approve the meeting minutes from March 4, 2021 was made by Kelley Dettmer. The motion was seconded by Maureen O'Neil; the committee voted unanimously in favor of approval; and the agenda was approved. The motion passed.

4. Public Comment

There were no public comments.

5. Program Updates and Discussion

a. Operational Data and Discussion: CEO, Lizbeth Murphy notified that committee that former CPO, Stephanie Savestanan has transitioned employment to the Office of Learning. Lizbeth added that the coalition is in the process of scheduling interviews to fill the position. Lizbeth presented program data through April 15, 2021 as available publicly in the meeting packet. Lizbeth noted that enrollments are lower in comparison to last fiscal year due to COVID-19. Lizbeth reported while parents apply for VPK certificates, they do not always use them, as is the case so far this year. Lizbeth informed the group that family services is working to enroll families on the waitlist. Lizbeth appealed for questions concerning the material presented thus far. Tasha Weinstein asked, based on her knowledge of the reportedly 16,000 children across the state who have not officially registered for kindergarten, if ELC's service reflected that trend, and further, Tasha wondered how the projected enrollment numbers for the state and ELC's 7-county area may reflect parents' actual intention to enroll. Lizbeth responded the VPK outreach special initiative, which the committee heard reported at the March meetings, was in effort to discover parents' intentions and assumptions about VPK--and to educate families about the program, in expectation that education about the program will increase VPK numbers. Lizbeth added that the organization is working to determine where numbers may be lower so that we can continue efforts to intentionally market the program. Tasha thanked Lizbeth. Lizbeth added a report about efforts from Leon County to assist families and providers through kindergarten enrollment process and with orientation as well ELC outreach efforts in partnership with directors in the other six serviced counties. Tasha noted that Early Learning Leon reported plans to go into serviceable neighborhoods to encourage families to register. Lizbeth responded that ELC is in early brainstorming phases to plan other ways the organization can support families, noting specifically early phases of planning for a Popup Preschool program. Lizbeth went on to report on developmental screenings completed in FY 21 through April 2021 as available in the meeting packet.

Moving on, Lizbeth Murphy presented data concerning CLASS assessments as of May 2021 as available in the meeting packet. Liz added that ELC recently received relevant reporting from OEL. Liz explained every provider must score 3.5 or higher on CLASS assessments, and as of May, all providers in the Big Bend area are scoring 4 or above, which is commendable, especially in consideration of challenges presented by the pandemic. Lizbeth shifted to present data concerning professional development online courses as available in the meeting packet and offered the floor to Samantha Zadikow.

Samantha Zadikow welcomed the committee and reported on the provider relations scorecard data and provider network data as of April 15th as available in the meeting packet. Samantha described the process for becoming a contracted school readiness provider: if a prospective provider is not licensed, the provider must complete the school readiness pre-inspection through DCF. Samantha added the Provider Relations team works with prospective providers to help them complete all application requirements and move them

through the process. Samantha then reported on violations and closures as available in the meeting packet. Samantha added that DCF has recently resumed inspections, and she warns the number of violations may increase as a result. Samantha noted the 5 School Readiness closures between January and April were voluntary closures. Finally, Samantha opened the floor to Lizbeth Murphy for COVID Impact Report.

- b. COVID-19 Impact on Programs:** Lizbeth Murphy offered the floor back to Samantha Zadikow. Samantha reported on changes to provider operational status between February 15 and April 15, 2021, as available in the meeting packet. Samantha added classroom closures are tracked outside of the system, and classroom closures remain at about 15 classroom closures per week. Tasha thanked Samantha and asked about policies for mask wearing for providers. Samantha reported that some providers may be hesitant to broach the subject with families and not ready to declare a policy regarding vaccination and masking; many providers are still using protective masks and following drop-off and sign-in procedures that have been established as safe, according to Samantha. Tasha thanked Samantha, and the floor was opened back to Lizbeth.
- c. Summer VPK:** Lizbeth Murphy presented data concerning Summer VPK: So far, the number of certificates that have been issued is 87. Lizbeth reports that she and Family Services expects some families may have already attended during the school year and may have choose not to attend in Summer, and conversely, some families may have not attended during the school year and may choose to attend in Summer. Hypothetically, if all 87 families with certificates chose to attend during the summer months, then ELC will ensure classroom availability. Lizbeth presented data: there 5 approved Summer VPK provider classrooms, 2 applications in progress, and 4 interested providers who have not yet applied. Samantha added that Gadsden County Schools were recently approved with one classroom, and there is continued effort to encourage Leon County School to apply. Lizbeth reminded the committee that 12 students may attend in each classroom and ELC will work with families to ensure there is at least one classroom in each county necessary. Lizbeth promised future updates regarding Summer VPK. Lizbeth went on to share that parent fees were waived for May and June as an additional financial help for families then opened the floor to Kara Palmer Smith.

6. Operations Update: Kara Palmer Smith reminded the committee ELC stated in March that the coalition was working on a proposed new PTO policy to make it more employee-friendly and examining some best practices. Kara reported that since then, OEL has provided guidance on how Early Learning Coalitions may invoice regarding PTO and timekeeping. Kara requested an extension from OEL regarding the ELC's revised PTO policy through September 2021 in accordance with OEL's permission. Kara promises to review and update the PTO policy over the next two weeks and expressed desire to accomplish certain desired aspects of the policy while following the guidance of OEL on the matter of PTO. Kara appealed for questions, and Tasha asked what OEL would mandate in comparison to ELC's policy. Kara opened the question to Lizbeth Murphy. Lizbeth responded that the policy is not very different. However, according to Lizbeth: it affects ELC's holiday schedule; the OEL guidance also mandates that both hourly and salaried staff reports PTO and time worked by the minute; OEL recommends flex-time recording may be appropriate for some salaried staff who work more than 40 hours per week; some aspects of ELC's PTO policy are directly comparable to OEL's guidance, and some aspects will require degrees of planning to implement. Lizbeth expressed desire to present a comprehensive policy to the committee in consideration of assumed monitoring standards. Further, Lizbeth noted that

during the fiscal year 22, OEL will monitor on an observational basis, giving the coalition one fiscal year to implement the new policy. Lizbeth added that OEL guidance addresses PTO carry-over and sets out to assess PTO carry-over on an ELC-wide basis over the next fiscal year to determine an allowable amount of PTO carry-over. Tasha Weinstein noted that recently FSU staff were notified of the university's mandate to take accrued PTO days and expressed the challenge associated with staff using much PTO over a short period. Tasha recognized the many hours of extra work performed by ELC staff members and acknowledged the benefit of compensating staff in appropriate proportion to time worked. Lizbeth noted efforts to advocate and negotiate with OEL over benefits in ELC staff's favor and offered financial reasons to practice compliance with OEL's guidance. Tasha thanked Lizbeth and Kara and opened the floor for other business.

7. Outstanding Items and Discussion by Tasha Weinstein

Chair Tasha Weinstein asked for outstanding items and discussion. Lizbeth reported that ELC has moved out of the office space on Jefferson, where the coalition was co-located in the county health department. Lizbeth explained that the Jefferson office has been moved to the Madison office, and as ELC continues to work to find space in Jefferson County, Lizbeth is thankful for EFS MOD's capacity to keep most families connected throughout the eligibility verification and service delivery process. Lizbeth requested that Tomica King Jackson provide information about possible office space opportunities in Jefferson County. Tomica agreed.

Tasha Weinstein informed the committee that there was more information to report in update to Phase V progress. Lizbeth Murphy opened to Samantha Zadikow. Samantha reported that she and Anneke Davis have worked diligently in collaboration with ELC's Finance team to get recent grant applications processed and payments to providers. Lizbeth Murphy explained two programs that offer financial relief to child care providers: a Health and Safety Mini Grant for \$1000 and the Phase V Grant based on providers' DCF capacity. As of May 26, 2021, ELC has processed \$975,000 worth of grants to providers, of which \$15,000 went to non-contracted providers and \$960,000 was paid to contracted providers, and ELC continues to assist applicants through the process until the June 30, 2021 deadline, according to Samantha. Tasha agreed that the report was good news and offered the floor to Adrienne Morrison Hogan.

Adrienne Morrison Hogan noted for the record that Kristin Olson joined the meeting at 9:10am, and Tomica King Jackson joined the meeting at 9:19am. Adrienne and Tasha Weinstein thanked Kristin and Tomica for attending. Then, Tasha asked whether providers who were overpaid and still in arrears in the reconciliation process were still eligible for the grants. Liz responded positively: yes, those providers are eligible.

Tasha Weinstein lastly noted that the committee is awaiting the next meeting date. Tasha, then, entertained a motion to adjourn. Maureen O'Neil made a motion to adjourn; Tomica King Jackson seconded the motion; the committee voted unanimously in favor of adjourning; and the meeting was adjourned at 9:50am.

Minutes recorded by: Adrienne Morrison Hogan, ELC Executive Coordinator

Minutes Approved: _____

Committee Chair's Initials: _____

Board Secretary's Initials: _____

ELC Board and Committee Meeting minutes are not verbatim, a digital recording of this meeting is available at the office of the Early Learning Coalition of the Big Bend Region upon request.



Action Item #2021-11

Action Item: Approval of new and revised HR Policies and Procedures

Background: The ELC amended existing HR policies due to revisions to state law and/ or revisions to the ELC's Grant Agreement with the Florida Department of Education, Division of Early Learning. Additionally, procedural wording was included, and paragraphs reorganized for more logical flow.

The ELC also created two new policies as recommended by the recent HR audit.

The ELC requests the Program Policy and Strategy Committee approve and recommend be sent to the Executive Committee, and ultimately the Board of Directors for final approval.

Attachments:

Paid Time Off

Recording Work Hours

Holiday

Resignation

Employment References

On-line Meeting & Training



CROSSWALK ELC HR Policies

DOCUMENT TITLE	ACTION TAKEN
<i>The ELC amended existing HR policies required by subsequent revisions to state law and/or State of Florida, Division of Early Learning Grant Agreement necessitated the ELC's actions. Additionally, procedural wording was included, and paragraphs reorganized for more logical flow.</i>	
Policy: Paid Time Off	AMENDED
Policy: Recording Work Hours	AMENDED
Policy: Holiday	AMENDED
Policy: Resignation	AMENDED

DOCUMENT TITLE	ACTION TAKEN
<i>The ELC created new HR policies as recommended by the HR audit.</i>	
Policy: Employment References	NEW
Policy: On-line Training & Meetings	NEW

PAID TIME OFF

HR330.02 — EFFECTIVE:
12/13/2011

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Purpose: Early Learning Coalition of the Big Bend Region, Inc. (ELC) is responsible for communicating to employee's of ELC's Paid Time Off (PTO) accrual rate.

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Authority: Florida Department of Education, Division of Early Learning, ELC Board of Directors, ELC Leadership/ELC Management

Policy/Procedure: Paid time off (PTO) is available to regular full and part-time employees. The amount of PTO a full-time employee receives each year increases with the length of service as shown in the following schedule:

Upon hire, employees begin accruing at the rate of 6.777.38 hours per pay period (2224 days annually).

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Upon completion of 3 years of service the accrual rate increases to 8.319 hours per pay period (27-29 days annually).

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Upon completion of 6 years of service the accrual rate increases to 9.8410.53 hours per pay period (32-34 days annually).

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Upon completion of 10 years of service the accrual rate increases to 11.08 11.69hours per pay period (36-38 days annually).

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Eligible part-time employees will accrue paid time off at the rate of 4.542.15 hours per pay period (5-7 days annually), regardless of length of service.

The length of service is defined as the 12-month period when an employee begins to earn PTO. ELC employees earn PTO the first day of employment. Employees may be permitted to use available accrued PTO while employee maintains probationary status; however, excessive absences during this period may result in either extension of the probation period

Date Revised: 12/15/2015, 12/13/2011, 12/17/2019, [add date here](#)

or termination of employment.

~~Non-exempt employees may use paid time off in a minimum increment of one hour.~~
~~Exempt employees may only use paid time off in a four (4) or nine (9) hour increment.~~

Employees should request advance approval from supervisor for the use of PTO, unless the employee is sick. PTO requests received in advance will be considered based on a number of factors, including business needs, staffing requirements and length of service.

Employees who are unable to report to work due to illness or injury must notify direct supervisor before the scheduled start of the workday. The employee must also contact supervisor on each additional day of absence, unless a medical certification of extended absence is provided.

If an employee is absent for three (3) or more consecutive days due to illness or injury, or as otherwise deemed necessary or prudent by the Human Resources Department, a physician's statement supporting the absence may be required.

PTO is paid at the employee's base pay rate at the time of leave. A holiday observed by ELC that falls within the approved time off period will be considered as a paid holiday and not counted against PTO.

Under normal circumstances, all paid time off should be used within the fiscal year it is earned.

Fiscal year is defined as the period beginning July 1st and ending on June 30th.

Employees are

permitted to carryover unused PTO hours to a maximum of eighty (~~80~~160) hours.

~~Exceptions to this provision~~

~~Exceptions to this provision~~ on a ~~case-by-case~~ case-by-case basis are at the discretion of the CEO.

Donation of PTO hours to another employee is not permitted.

Except in a case of misconduct (as determined by ELC), unused PTO ~~up to eighty hours (80)~~ will

be paid to the employee upon separation of employment. The amount of the PTO payout depends on the employee tenure as follows:

1-3 years of service – 80 hrs.

3-6 years of service – 100 hrs.

6-10 years of service – 120 hrs.

10 years of service or more – 140 hrs.

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Refer to Human Resource [Leave of Absence](#) Policy 360.01 for information on additional unpaid leave.

Date Revised: 12/15/2015, 12/13/2011, 12/17/2019, [add date here](#)

Early Learning Coalition of the Big Bend Region, Inc.

RECORDING WORK HOURS

HR340.01
12/13/2011

EFFECTIVE:

Purpose: Federal and State laws required the ELC to ensure employees are informed of the duties and responsibilities of reporting time worked.

Authority: Fair Labor Standards Act (FLSA), [ELC Board of Directors](#), [ELC Leadership](#)

Policy/Procedure: Unless otherwise notified, each employee is required by federal law and by this organization to keep an accurate record of his/her/their hours worked each day. Employees, exempt and non-exempt, will generally use the timekeeping system to record their beginning work time, the time they break for lunch, the time they return from lunch and the time they end the workday. Any other break from work for more than twenty minutes must also be accounted for by using the timekeeping system to record the beginning and ending times of the break. Employees are expected to accurately record all the time worked for the organization.

Employees are expected to begin work immediately following "clocking in." Additionally, if employees you perform any work when you-they are not "clocked in," theyyou must immediately report that time to their supervisor.

If the employee forgets to record his/her/their time "in" or "out," they should notify their supervisor immediately so that the time can be accurately recorded in the system for payroll purposes. Any changes or corrections to employee's time record must be acknowledged, in writing, by the employee and their supervisor.

Under no circumstances may any employee ~~clock in/out or otherwise enter or~~ record time for another employee.

It is the policy of ELC that non-exempt employees will work only their assigned schedule unless they are provided with specific, prior approval for a schedule change or overtime. Reading, sending, or otherwise working on emails off work hours constitutes work and is strictly prohibited without such prior approval. Employees are responsible for monitoring the number of hours they are working each day/week. There will be disciplinary action taken if an employee works unapproved overtime.

[For salaried staff, flexing time/work hours is permitted with prior supervisory approval. This permits employees to arrange/modify their work schedule to help with individual needs that may impact a ~~regularly-scheduled~~regularly scheduled work-day.](#)

Date Revised: 12/13/2011, 12/17/2019, [add date here](#)

Early Learning Coalition of the Big Bend Region, Inc.

Flex time should be used within the same pay period.

Altering, falsifying, tampering with time records or making adjustments to an employee's own or another employee's time record may result in disciplinary action, up to and including immediate termination.

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Early Learning Coalition of the Big Bend Region, Inc.

<h1>HOLIDAYS</h1>	
HR330.01 12/13/2011	EFFECTIVE:

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Purpose: [Early Learning Coalition of the Big Bend Region, Inc. \(ELC\) ELC is required to inform employees of the list of approved holiday closures.](#)

Authority: [Florida Department of Education, Division of Early Learning, ELC Board of Directors, ELC Leadership State, Of Florida, Division of Early Learning Grant Agreement](#)

HOLIDAYS PROCEDURES

Policy/Procedure: ELC offers PTO to all regular full and part-time employees for the following holidays:

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- New Year's Day
- Martin Luther King, Jr. Day (third Monday in January)
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- [Christmas Eve](#)
- Christmas Day
- [New Year's Eve](#)

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Changes to the foregoing holiday schedule require Board approval. There is no waiting period for paid holidays.

To be eligible for holiday pay, the employee must work the scheduled day preceding and the scheduled day immediately following the holiday (unless on approved leave of absence).

Holiday pay will be calculated based on the employee's ~~straight time~~ **straight time** pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

Date Revised: 12/13/2011, [add date here](#).

A holiday observed by ELC that falls within the approved PTO period will be considered as a paid holiday and not counted against PTO.

In addition, each employee will receive one (1) floating holiday that must be used during the fiscal year~~personal day to be used during the year~~. Requests to use the personal day must be approved by the employee's supervisor in advance.

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Early Learning Coalition of the Big Bend Region, Inc.

RESIGNATION

HR370.14
12/13/2011

EFFECTIVE:

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Purpose: Early Learning Coalition of the Big Bend Region, Inc. (ELC)ELC is responsible for communicating to employee's of ELC's resignation procedures.

Authority:

ELC Board of Directors, ELC Leadership
ELC Management

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Policy/Procedure: Although ELC hopes that employment with the organization will be a mutually rewarding experience, it is understood that varying circumstances do cause employees to voluntarily resign employment. Should this time come, employees are asked to follow the guidelines below regarding notice and exit procedures.

Procedures

- Notice of resignation. All non-exempt employees are required to provide two (2) ~~weeks' notice~~weeks notice to facilitate a smooth transition out of the organization. Officers are required to provide at least (3) weeks' notice. A maximum of 80 hours of accrued PTO will be paid out upon separation. Paid Time Off (PTO) payout will vary and depends on employee tenure. (insert scale here form once the PTO policy is approved)
- If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given and PTO payout. Employee may not take PTO during the last two weeks of work.
- Form of resignation notice. All resignations must be confirmed in writing. Employees should submit written notice that must include the reason for leaving and the effective date to their supervisor. Supervisors must forward to Human Resources the notice within 24 hours.
- Resignation for failure to report to work. Employees who fail to report to work for three consecutive days without properly communicating to their supervisor the reasons for their absence will be viewed as voluntarily resigning their employment as of the third day.
- Rescission of resignation. Employees will not be allowed to rescind a resignation, whether given verbally or in ~~writing, once~~writing once, the resignation has been

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confirmed by the employer. Employees who wish to discuss concerns about their continued employment before making a final decision to resign are encouraged to do so.

- Eligibility for rehire. Employees who resign in good standing under this policy and whose documented performance is above average under the organization's performance management system will be eligible for reemployment for a period of up to six months from the last date of employment. Former employees will be considered for open positions along with all other candidates. Former employees who apply for reemployment after six months will be treated as new employees.
- Exit meeting. Resigning employees will be scheduled for an exit meeting to ensure that all tools and equipment are returned and to provide an opportunity to discuss any questions or concerns related to employment with ELC. Employees who fail to return any company property, including keys, credit cards, tools, cellular phones, ~~tablet devices,~~ laptops and other equipment, will be deemed ineligible for rehire and may be subject to legal proceedings on behalf of ELC.
- Forwarding address and final pay. Departing employees will be asked to confirm their forwarding address to ensure that benefits and tax information are received in a timely manner. Final paystub will be mailed to this address by the next payday unless state law or other procedures dictate otherwise.
- PTO. ELC will payout ~~up to a minimum of~~ 80 hours of accrued PTO if the notice is received as described above. Emergency PTO requests during the time following the resignation will be deducted from the ~~80-hour~~ PTO payout.

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Early Learning Coalition of the Big Bend Region, Inc.

EMPLOYMENT REFERENCES

XX 310.12

EFFECTIVE:

Purpose: Early Learning Coalition of the Big Bend Region, Inc. (ELC) is responsible for communicating procedures regarding how references are handled.

Authority: ELC Board of Directors, ELC Leadership

PROCEDURES

ELC prohibits leaders and employees alike from providing employment reference information to third parties, including prospective employers. All solicitations for reference information should be immediately directed to the Human Resources (HR) department for appropriate management.

HR office shall only provide a former employee's position title, dates of employment, and whether such employee is eligible to be rehired absent court mandate or a contractual agreement to the contrary.

Date: add date

On-line Trainings & Meetings

XX 000.00

EFFECTIVE:

Purpose: Early Learning Coalition of the Big Bend Region, Inc. (ELC) is responsible for communicating procedures regarding online trainings and meetings.

Authority: ELC Board of Directors, ELC Leadership

PROCEDURES

ELC will periodically use resources available on-line to provide training for employees. When required, these trainings will be conducted as part of employee's assigned work duties. Employees will be expected to participate and will be appropriately compensated for all time spent on the trainings, whether conducted during or outside of their normal work schedule.

Additionally, ELC may use on-line resources to conduct meetings among management and staff as well as with its clients/customers. It is expected that employees participate in these meetings as part of his/her/their assigned work duties the same as they would an in-person meeting.

Some of these on-line trainings/meetings may be recorded for the ELC's subsequent use. By signing the acknowledgement in the Employee Handbook, employee affirms that they are aware of, and provide their consent for, these recordings.

Date: add date



**Program
Policy and
Strategy
Committee
Report**

PROGRAM DATA

Scorecards

as of 08/20/21

Voluntary Prekindergarten (VPK)

Program Indicator	2020-21 Summary	2021-22 As of 8/20/21
VPK applications approved	3,100	2,996
VPK children enrolled	2,456	1,423

Wait List

Program Indicator	2020-21 Summary	2021-22 As of 8/20/21
Families contacted	1,907	470
Children on wait list	481	123

School Readiness (SR)

Program Indicator	2020-21 Summary	2021-22 YTD thru 7/31/21
SR children (unduplicated)	6861	2916

PROVIDER DATA

ELC-led Provider Professional Development

Program Indicator	2020-21 Summary
Online courses	56
Online participants	1485

Program Indicator	2021-22 As of 8/20/21
Online courses	25
Online participants	206

*Combination of ECE and Distance Learning Courses

Developmental Screenings

Program Indicator	2020-21 Summary	2021-22 As of 8/20/21
ASQ Screenings completed	2912	471

2020-21 Program Assessment (CLASS)

# of Providers Potentially Needing Assessment	# of Providers Assessed	# of Providers Remaining
128	99	0

*Previous year's scores for 29 providers were used for their 20-21 contracts due to the pandemic, per DEL

2021-22 Program Assessment (CLASS)

# of Providers Potentially Needing Assessment	# of Providers Assessed	# of Providers Remaining
58	2	56

*69 providers are on a biennial review status due to scoring 5.0 and above



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PROVIDER RELATIONS

DATA

Scorecards

as of 7/15/2021

School Readiness and VPK Provider Network Data

Program Year 2020-2021

SR Only Providers: 93

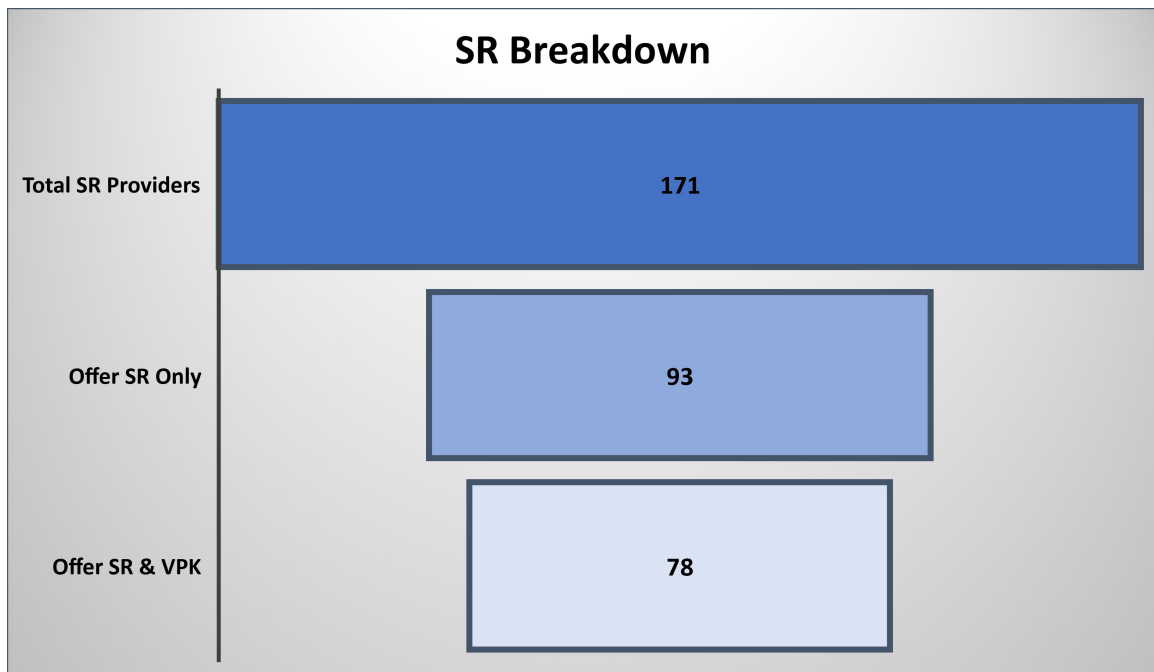
VPK Only Providers: 64

Providers that offer both SR & VPK: 78

Total number of contracted Providers: 235

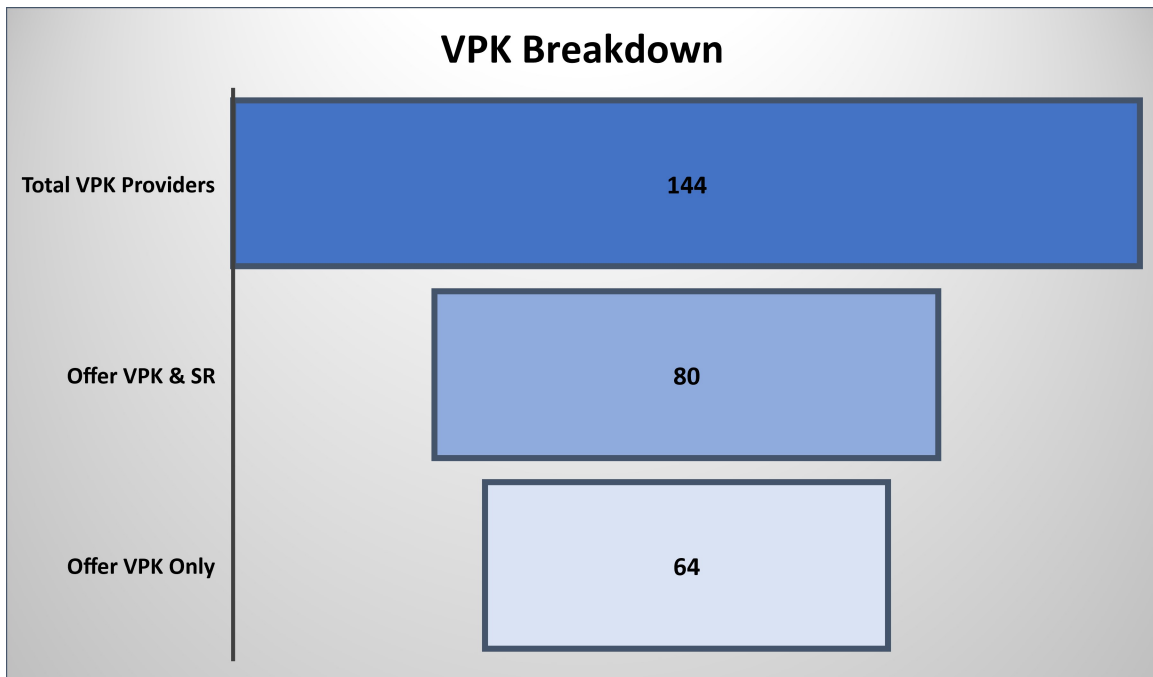
School Readiness Provider Breakdown

LICENSED FACILITIES	RELIGIOUS EXEMPT FACILITIES	LICENSED FAMILY CHILD CARE HOMES	LARGE LICENSED FAMILY CHILD CARE HOME	REGISTERED FAMILY CHILD CARE HOMES	PUBLIC SCHOOLS	PRIVATE SCHOOLS	SR ONLY	SR & VPK	TOTAL NUMBER OF SR PROVIDERS
129	2	13	3	10	14	0	93	78	171



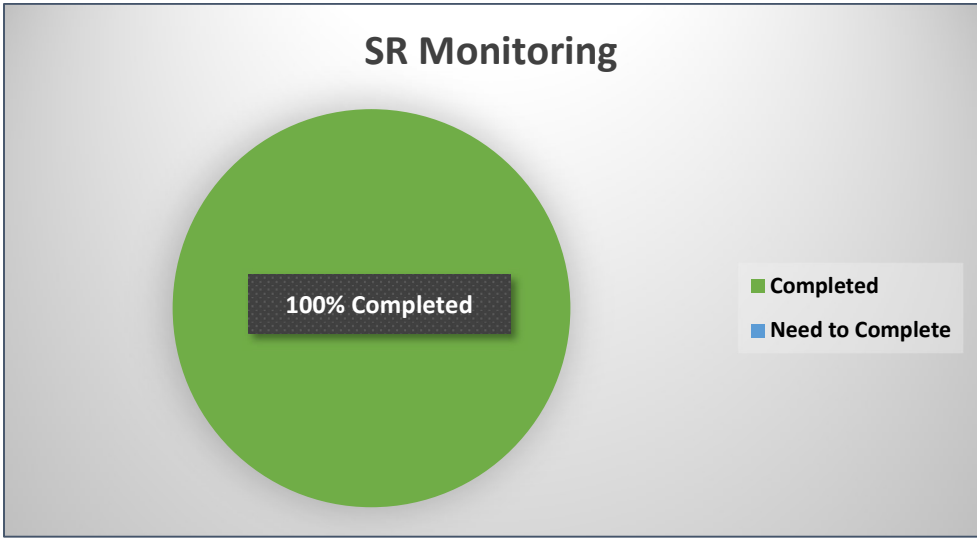
VPK Provider Breakdown

LICENSED FACILITIES	RELIGIOUS EXEMPT FACILITIES	PUBLIC SCHOOLS	PRIVATE SCHOOLS	VPK ONLY	VPK & SR	TOTAL NUMBER OF VPK PROVIDERS
92	1	42	9	64	80	144



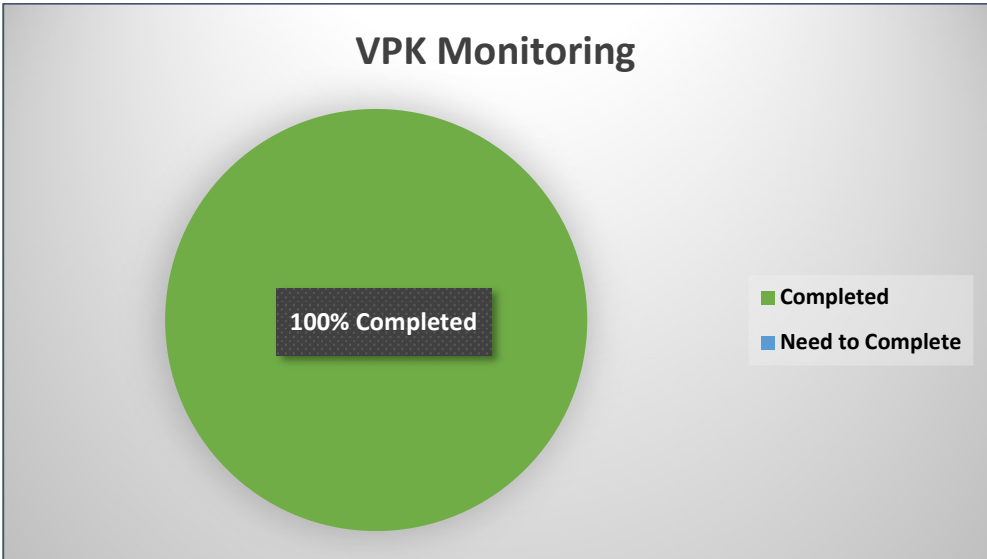
2020-2021 School Readiness Monitoring Status

OEL MINIMUM SAMPLE SIZE	ELC SAMPLE SIZE	COMPLETED BY MAY 15 th
77	85	85



2020-2021 VPK Monitoring Status

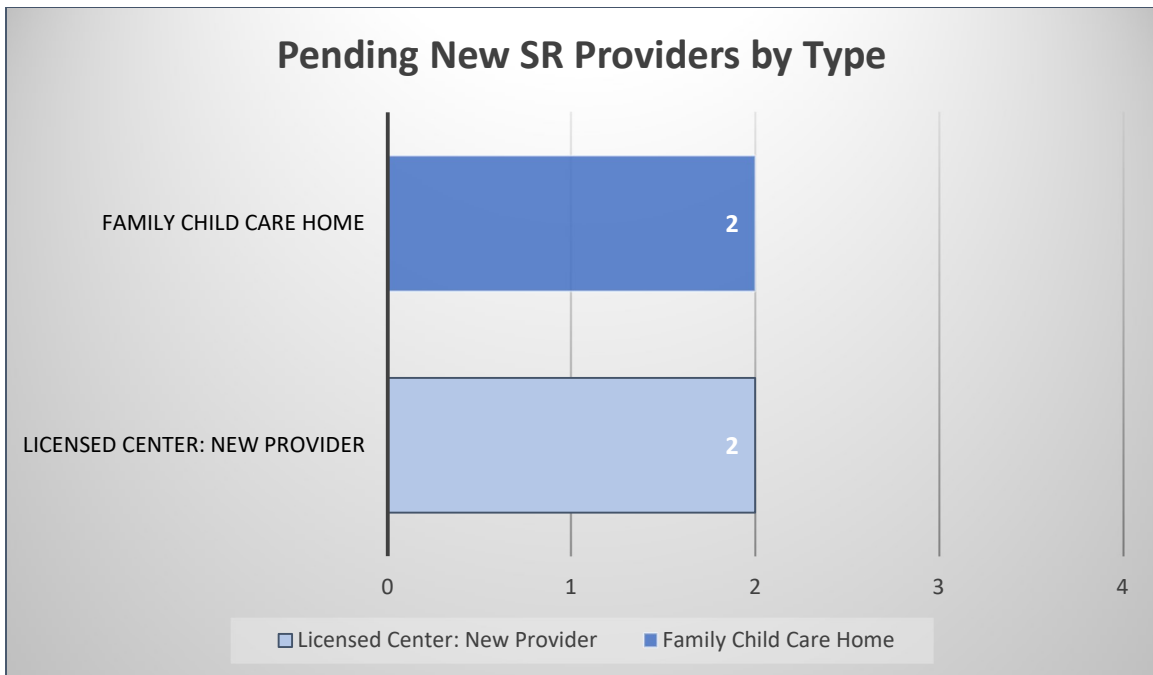
OEL MINIMUM SAMPLE SIZE	ELC SAMPLE	COMPLETED BY MAY 15 th
59	65	65



Provider Network Updates

Pending New School Readiness Providers- 4

PROVIDER TYPE	NUMBER OF PENDING NEW PROVIDERS
LICENSED CHILD CARE CENTER: BRAND NEW PROVIDER	2
LICENSED CHILD CARE CENTER: ADDING LOCATION	0
PRIVATE SCHOOL	0
LICENSE EXEMPT AFTERSCHOOL	0
FAMILY CHILD CARE HOME	2
TRANSFER OF OWNERSHIP	0



New Providers- 5

PROGRAM TYPE	NUMBER OF NEW PROVIDERS
SR	3
VPK	0
SR & VPK	2

Provider Closures and Terminations- 6

PROGRAM TYPE	VOLUNTARY CLOSURE	NON-RENEWAL	ELC TERMINATION
SR	1	0	2
VPK	0	1	0
SR & VPK	2	0	0
TOTAL	3	1	2

Class I DCF Violations- 0

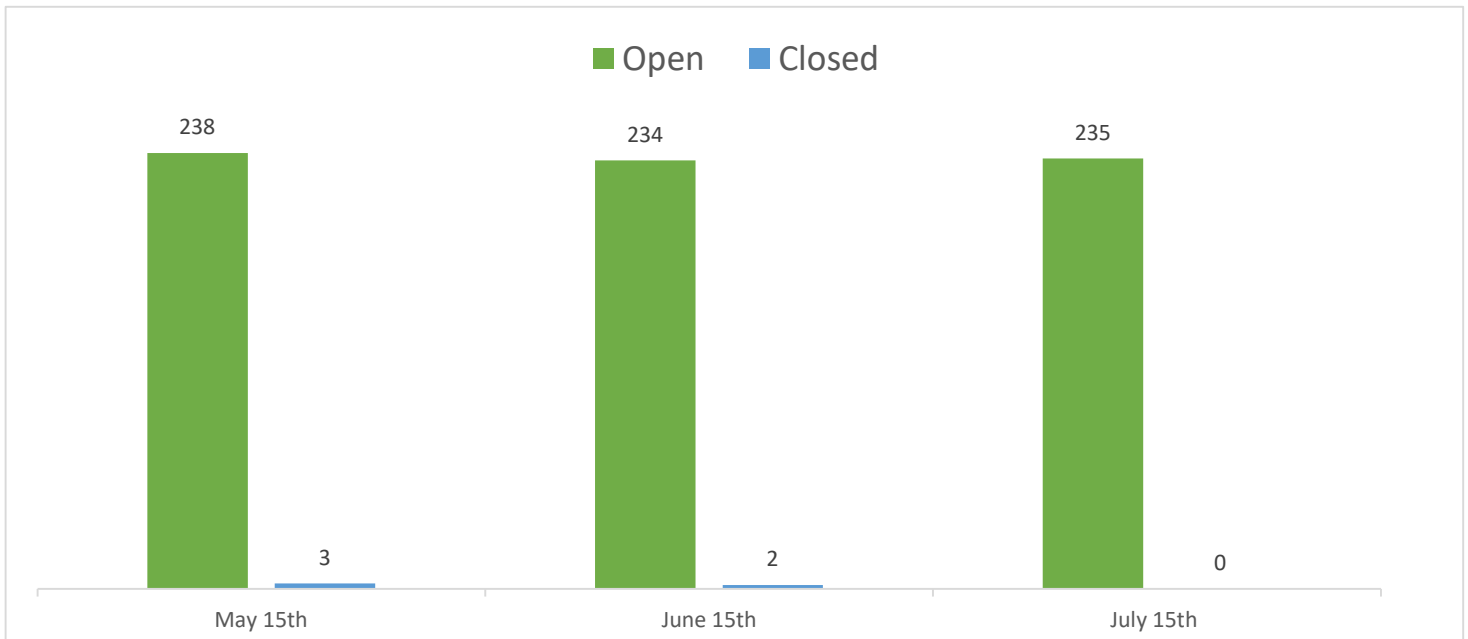
PROVIDER TYPE	VIOLATION	NUMBER OF PROVIDERS	ELC ACTION
N/A	N/A	0	N/A



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COVID-19 Provider Operational Status

Operational Status Report Date	Number of Open Providers	Number of Closed Providers- Full Site Closures
May 15 th	238 (out of 241 total)	3
June 15 th	234 (out of 236 total)	2
July 15 th	235 (out of 235 total)	0



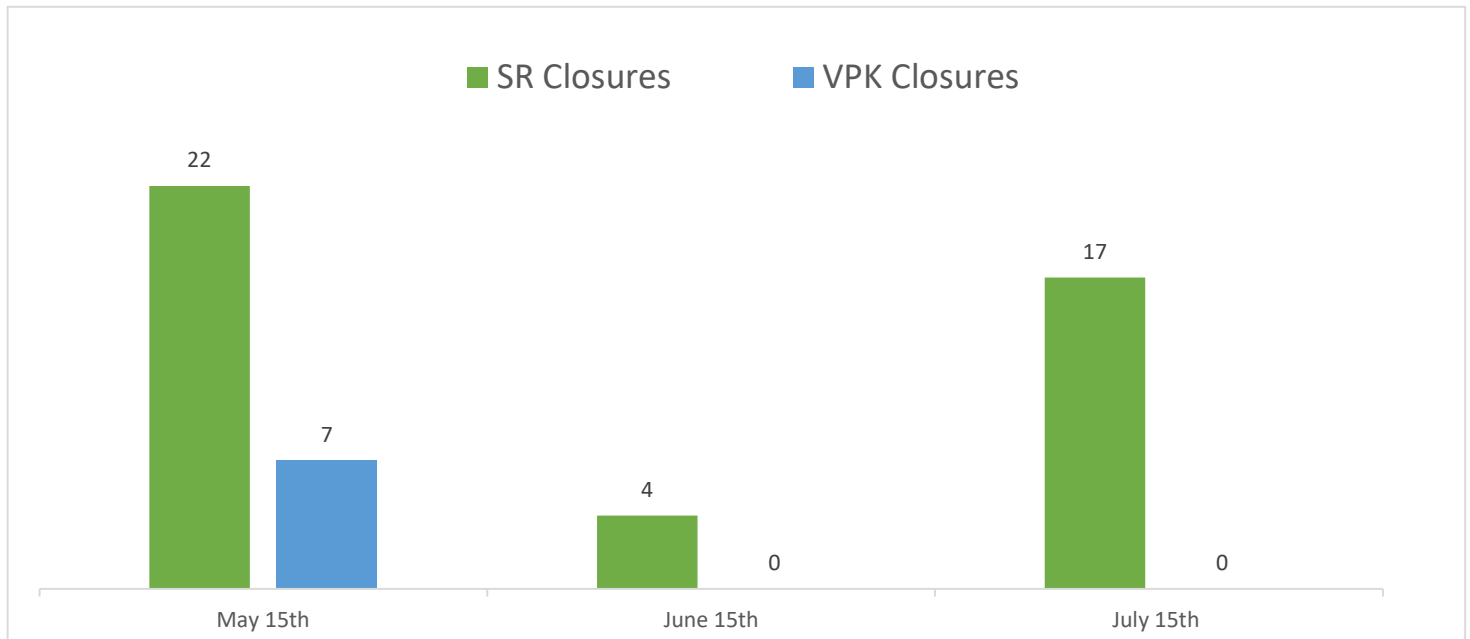


Early Learning
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Big Bend Region

COVID-19 Provider Classroom Closures Count

Classroom Closure Count Report Date	Number of SR Classrooms Closed	Number of VPK Classrooms Closed
May 15 th	22	7
June 15 th	4	0*
July 15 th	17	0*

*Most VPK School Year Programs ended by June 2021.





Outstanding Items and Conclusion