



**MIAMI-DADE COUNTY
FINAL OFFICIAL
Meeting Minutes**

Mayor's Task Force on School Readiness

**Lindsey Hopkins technical Education Center
750 NW 20th Street
Miami, Florida 33127**

November 18, 2011

As Advertised

Harvey Ruvin, Clerk
Board of County Commissioners

Christopher Agrippa, Transitional Division Chief
Clerk of the Board Division

Mary Smith-York, Commission Reporter
(305) 375-1598



CLERK'S OFFICIAL MINUTES
MAYOR'S SCHOOL READINESS TASK FORCE
COMMITTEES 1 & 2
November 18, 2011

The Mayor's School Readiness Task Force (MSRTF) Committee 1 convened a meeting on Friday, November 18, 2011, at 8:30 a.m., at the Lindsey Hopkins Technical Education Center, 750 N.W. 20th Street, Miami, Florida, there being present Task Force Members: Susan Angulo, Richard Chisholm, Lucia Davis-Raiford, Julie Edwards, John Goodwin, Gail Gregg, Lisa Martinez and Gladys Montes. Staff members present were Deputy Mayor Russell Benford, Richard Sigori, and Deputy Clerk Mary Smith-York.

Ms. Lisa Martinez, Senior Advisor, Office of the Mayor, provided a brief overview of the purpose of today's meeting during which she highlighted the following recommendations:

- that the County Attorney develop subcontracts for training, assessment, evaluation and being versed in the County's responsibilities;
- that a Request for Qualifications (RFQ) be issued in the month of December 2011 and that responses be due in the month of January 2012;
- that the RFQ include the capabilities and interests of programs in the community, focusing on fiscal, physical, facilities, and human resources;
- that more than 75 percent of the staff of any agency coming into the process meet the Head Start Program requirement for education initially;
- that opportunities for research-based innovative practices be provided in the programs;
- that focus be placed on program and data collection regarding dual-language learners or second language acquisition;
- that the cost of the operation be decreased, particularly within salary and benefits; and
- that a more efficient process be created with more monitoring of results and outcomes for distribution to children's families and staff.

Ms. Martinez noted that Task Force members should focus their recommendations on Head Start/Early Head Start, and suggested they shift their focus to Volunteer Pre-Kindergarten (VPK) and School Readiness issues immediately following consideration of Head Start. Ms. Martinez pointed out that deadlines were approaching for Head Start/Early Head Start recommendations.

Following breakout group discussions, each group presented their recommendations as follows:

Table #1- Head Start/Early Head Start Recommendations:

- move all services to delegate agencies;
- create a transition plan including County responsibilities at grantee level;
- ensure that monitoring and TA responsibilities remain with the County;
- move toward a paperless process in all areas;

- assist the Mayor in meeting timelines;
- develop a Request for Qualifications with a timeline to distribute in December 2011 and deadline for responses in January 2012, including the capabilities and interests of program providers in the different service areas, with specific focus on fiscal, physical, facilities, and human resources.
- at least 75 percent of delegate agencies' staff should meet Head Start's educational requirements at start of program;
- incorporate a research-based curriculum providing for intensive training and capacity building for monitoring units; and
- focus on program and data collection regarding dual language learners or second language acquisition.

The benefits of the foregoing recommendations include decreasing the cost of operations, specifically in the area of salary/benefits and increasing efficiency through monitoring results and outcomes. Challenges included meeting the timeline.

Table #2 – Professional Development-School Readiness Program Recommendations:

- develop more strategic planning and training;
- guide and strengthen family day care center teachers and encourage the attainment of two-year degree;
- motivate teachers to obtain a four-year degree;
- encourage school readiness teachers with four-year degrees to apply for Head Start Program positions;
- provide child care center owners with professional development in human resources with respect to policy development, law, health care, and finance;
- require early childhood providers to submit proof of their efforts to complete professional or educational development;
- require school readiness employees to join a professional development program towards obtaining a higher degree;
- conduct strategic training based on needs assessment;
- focus on critical areas in Information Technology Home Base including measures for language assessments for teachers; and
- rank PPBT PLS4 and increase the use of technology to address the accessibility and cost.

The benefits of the foregoing recommendations include the opportunity to provide leadership training for owners of agencies or individuals seeking a degree from partnering with universities and hospitals. Implementation challenges include the large investment needed in technology to provide training and the facilitators to conduct the training.

Discussion ensued among Task Force members regarding other areas in need of process improvements, such as Child Plus. Recommendations included upgrading the existing technology that currently tracked children from Volunteer Pre-Kindergarten through third grade, to expand the grade level of assessments and evaluations.

Ms. Martinez provided instructions on developing the recommendations and analyses generated today for presentation before the Mayor and County Commission. She suggested a PowerPoint (PPT) Presentation on the outcomes be developed for Commission Committee review prior to the presentation before the full Commission. Ms. Martinez advised that the next meeting was scheduled for Monday, November 21, 2011, at the Miami Springs Community Center. She suggested a subgroup of each task force committee be identified at that meeting to develop and bring back the PPT for review and revision by respective committee members. Ms. Martinez noted a subsequent meeting would be scheduled to allow the entire task to review/revise the PPT presentations from both task force committees.

In response to members' inquiries regarding the availability of preliminary information from which to build the presentation, Mr. William "Bill" Busutil, Senior Business Analyst, Office of Management and Business, advised that all information presented at today's meeting would be provided to each task force member.

There being no further questions or comments, Ms. Martinez adjourned the meeting of Committee 1 at 10:35 a.m.

The Mayor's School Readiness Task Force (MSRTF) Committee 2 convened a meeting on Friday, November 18, 2011, at the Lindsey Hopkins Technical Education Center, 750 N.W. 20th Street, Miami, Florida, there being present Task Force Members: Modesto Abety, Sandra Anselme, Dr. Helen Blanch, Tonya Ferguson, Andre Hall, Jane McQueen, Norissa Nelson, Terry Rutherford, Franklin Sands, Honorable County Commissioner Rebeca Sosa, Phyllis Tynes-Saunders, and Deputy Clerk Mary Smith-York.

Deputy Mayor Russell Benford was also present at today's meeting.

Deputy Mayor Lisa Martinez called the meeting to order at 10:50 a.m. and provided a brief overview of the Mayor's School Readiness Task Force's charge and process. She noted today's (11/18) meeting was for the purpose of developing recommendations for review by the Board of County Commissioners. She further noted information from these recommendations would be utilized for the Request for Applications (RFA) process that was currently being developed. Ms. Martinez advised that Committee 2 would divide into groups to work on seven (7) key guiding questions and develop recommendations, identify the benefits and implementation challenges of those recommendations, and explain any concerns. She stated that a subgroup of each task force committee would be formed at the next meeting scheduled on Monday, November 21, 2011. She continued these subgroups would develop and bring back a PPT for review and revision by their respective committee members. Ms. Martinez noted a subsequent meeting would be scheduled to allow the entire task to review/revise each PPT presentation from both task force committees.

Mr. William “Bill” Busutil, Senior Business Analyst, Office of Management and Business, advised that the three (3) areas to be addressed today by Committee 2 were Governance; Community Outreach/Program Coordination; and Budgetary Issues/Staff Qualifications. He stated that in the next meeting (11/21), the task force would address the issues of Process Improvements and the costs of Facilities.

Governance Group’s Recommendations:

- more central participation by parents in the Countywide Needs Assessments
- new Policy Council composition consisting of 8 Head Start slots (4 delegate and 4 grantee); 2 Home-based slots (1 delegate and 1 grantee); 2 Early Head Start slots (1 delegate and 1 grantee); 2 Parent Representative slots (1 delegate and 1 grantee); and 6 Community Representative slots (3 delegate and 3 grantee) for a total of 23 Representatives.

The benefit of these recommendations would provide for balanced representation across the board.

Process Improvements Group’s Recommendation:

- VPK Vouchers:
 - benefits: decrease loss of learning;
 - implementation challenges: availability of staff and facilities;
 - comments/concerns: how VPK Vouchers are used should be the parents’ decision
- Expand the eligibility of children in school readiness from six months to one year:
 - benefits: enables families to stabilize their situations and provides continuum in care and education;
 - comments/concerns: factors determining poverty levels and family needs, including childcare costs, temporary employment, etc.
- Develop a single point of entry for all children:
 - benefits: cost savings from everything done in one location
 - implementation challenges: development of staff that is knowledgeable of all services and would have families’ best interest at heart

Mr. Busutil asked Task Force members to review the recommendations presented today and determine whether the recommendations for one area could impact another area, and to present that information at the next meeting. He advised that the next meeting would be held on Monday, November 21, 2011, in the Rebeca Sosa Room in the Miami Springs Community Center, 1401 Westward Drive, at 2:00 p.m. for Committee 1 and 3:30 for Committee 2.

Ms. Martinez noted that at Monday’s meeting, the focus would be on completing the recommendations and in-depth analyses of those recommendations. She informed members that a suggestion was made to compile the entire set of information be compiled and that a subgroup from each committee work on how to present the information to the Task Force and the Mayor. Ms. Martinez explained that the information could be developed into a PowerPoint Presentation by the subgroups to be shared with the entire

Task Force in a workshop. She stated after the final task force meeting to discuss the two committee reports, that information would be presented to the Mayor on December 9, 2011. Ms. Martinez asked that members provide suggestions and concerns on any issue regarding this Task Force.

Mr. Busutil stated that all recommendations and documents developed today would be documented and made available for review on Monday (11/21).

There being no further questions or comments, the meeting adjourned at 12:11 p.m.



**Miami-Dade County
Mayor's Taskforce on School Readiness
November 18, 2011**

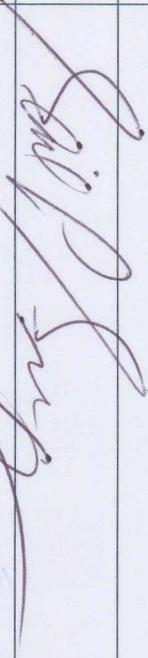
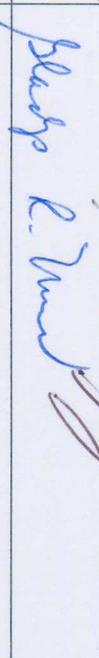
Prepared by: Mary Smith-York

EXHIBITS LIST

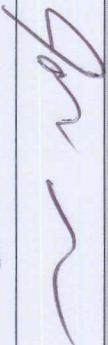
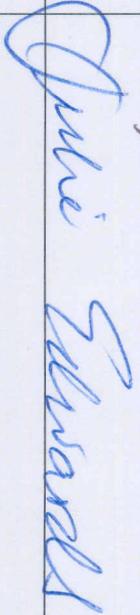
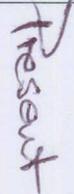
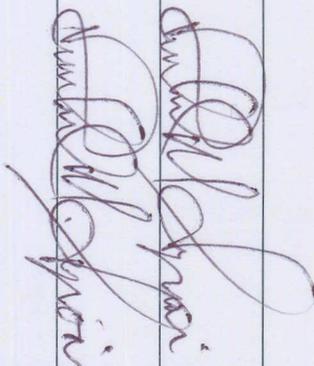
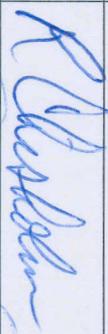
NO.	DATE	ITEM #	DESCRIPTION
1	11/18/2011		Committee No. 1 Attendance Sheet
2	11/18/2011		Committee No. 2 Attendance Sheet
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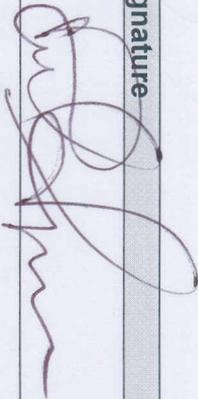
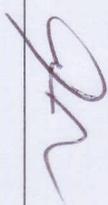
Committee #1

Name	Organization	Signature
Ana Sejeck	The Early Childhood Initiative Foundation	
Ann Karen Weller	Miami-Dade Health Department	
Daryl Greenfield	University of Miami	
Dunia Miranda	La Scala El Bebe	
Esther Jacobo	Department of Children and Family	
Evelio C. Torres	Early Learning Coalition of Miami-Dade/Monroe	
Dr. Gail Gregg	Florida International University	
Gladys Montes	United Way of Miami-Dade	
Janice Nelson	Cutler Ridge United Methodist Church	



Name	Organization	Signature
John Goodwin	KIDCO 1 Head Start Parent Representative	
Julie Edwards	Community Action and Human Services Department	
Kaney Ratteray	VPK Parent Representative	
Lisa Martinez	Miami-Dade County Office of the Mayor	
Lucia Davis-Raiford	Community Action and Human Services Department	
Dr. Makola M. Abdullah	Academic Affairs Florida Memorial University	
Melinda Myles	School Readiness Parent Representative	
Miliagros Fornell	Miami Dade Public Schools	
Judge Orlando Prescott	Juvenile Justice Center	
Renee S. Ward	Miami Children's Initiative	
Richard Chisholm	Family Christian Association of America (FCAA)	
Susan Angulo	St. Thomas University	
Dr. Terry Piper	Barry University	

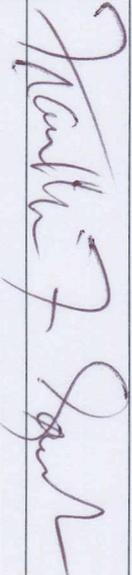
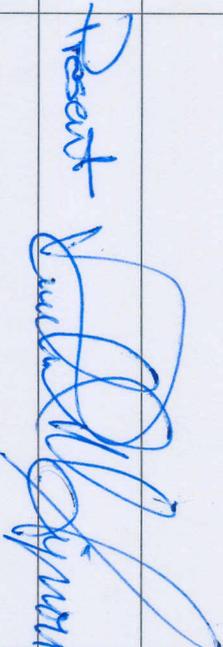
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Name	Organization	Signature
Richard Signori	CAHSD	
John Goodwin	Kidco 1	

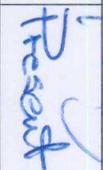
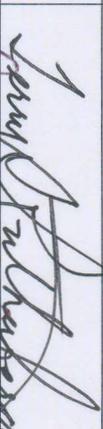
Name	Organization	Signature
Everlina Asbury Watson Cynthia Hereford	MIAMI-DADE COLLEGE DIRECTOR'S CREDENTIAL Shining Light childcare Development Center	Everlina Asbury Watson Cynthia Hereford

Miami-Dade County
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10:30 a.m. to 12:00 p.m.

Committee #2

Name	Organization	Signature
Jacqueline Clenace	Miami-Dade Chamber of Commerce	
Carolyn Nelson-Goedert	Miami-Dade County Council PTA/PTSA	
Judge Cindy Lederman	Juvenile Justice Center	
David Lawrence, Jr.	The Early Childhood Initiative Foundation	
Eddie Berrones	Le Jardin Childcare Center	
Mr. Franklin Sands	St. Albans Day Nursery	
Dr. Helen Blanch	Miami-Dade Public Schools	
Iraida Mendez-Cartaya	Miami-Dade Public Schools	
Jane McQueen	Community Action and Human Services Department	
Jesse Leon	Greater Miami Chamber of Commerce - JT Morgan Chase Foundation	



Name	Organization	Signature
Modesto E. Abety-Gutierrez	The Children's Trust	
Phyllis Tynes-Saunders	Community Action and Human Services Department	 Present 
Honorable Rebeca Sosa	Miami-Dade County Commissioner District 6	
Rodney Demeritte	Chair, Head Start Policy Council	
Rose Mary Moreno	REM Learning Center	
Sandra Anselme	Miami-Dade County Head-Start Teacher	
Dr. Susan Neimand	Miami-Dade College	
Terry Rutherford	Christ Children Academy	
Tonya Ferguson	Head Start Parent Representative	
Vance Aloupis	The Children's Movement	
Dr. William Zubkoff	Board Chairman -Community Action Committee	
Parent Representative	Head Start Policy Council	
Parent Representative	Head Start Policy Council	