



# EARLY LEARNING COALITION

*North Florida*

## EXEC/ADMIN COMMITTEE MEETING

August 7, 2019; 10:30 a.m.

*Conference Call*

*Dial 1-888-296-6500 and enter Guest Code 966582*

### TENTATIVE AGENDA

#### *\*Action Item*

- I. Call to Order/Roll Call
- II. Public Comment
- III. Review of Credit Card Statements
- IV. Approval of November 7, 2018 Exec/Admin Committee Meeting Minutes\*
- V. Approval of Episcopal Children's Services 2019/2020 Contract Amendment #0001-19\*
- VI. Retro-Active Approval of the Voluntary Prekindergarten (VPK) Outreach and Awareness and Monitoring Initiative Grant Agreement Between the Office of Early Learning (OEL) and the Early Learning Coalition of North Florida.\*
- VII. Approval of Revisions to the Coalition's Personnel Policies and Procedures Manual\*
- VIII. Approval of Accounting and Financial Policies and Procedures Revisions\* -**HANDOUT**
- IX. Approval of Revisions to the Coalition's Procurement of Commodities and/or Contractual Services Policies and Procedures Manual\* -**HANDOUT**
- X. Review and Approval of 2019-2020 ELCNF COOP \*
- XI. Review of Board Membership-Informational
- XII. Committee Absenteeism Log – Informational
- XIII. Committee Comment
- XIV. Next Meeting: Board **ANNUAL** – September 11, 2019; 10:30 a.m.  
Exec/Admin – November 6, 2019; 10:30 a.m. Conference Call
- XV. Adjournment\*