



## **BOARD MEETING**

December 4, 2019; 2:00 p.m.  
*Renaissance World Golf Village and Convention Center*  
*Caddy Shack Restaurant*

## **TENTATIVE AGENDA**

### ***\*Action Item***

- I. Call to Order/Roll Call**
- II. Public Comment**
- III. Review of Delegation of Authority Items**
- IV. Approval of September 11, 2019 Annual Board Meeting Minutes\***
- V. Staff and Committee Reports**
  - A. CEO Report-Verbal
  - B. Finance Manager's Report
  - C. 1<sup>st</sup> Quarter Program Update
  - D. 1<sup>st</sup> Quarter Early Literacy Report
  - E. Executive Administrative Committee, November 6, 2019-**Cancelled**
- VI. New/Unfinished Business**
  - A. Summary of D. Bell Annual Evaluation- **HANDOUT\***
  - B. Approval of NEFEC Lease 2020-2021\*
  - C. Approval of Episcopal Children's Services 2019/2020 Contract Amendment #0002-19\*
  - D. Retro Active Approval (effective 09/01/2019) of ELC of North Florida and the University of Florida/Lastinger Center Early Learning Florida Contract effective 09/01/19-08/31/20\*
  - E. Retro Active Approval (effective 09/01/2019) of ELC of North Florida – University of Florida/Lastinger Center and Episcopal Children's Services Early Learning Florida Contract effective 09/01/19-08/31/20\*
  - F. Approval of 2019-21 School Readiness Plan Amendment #24 (Part 1 - Attachment II C Combined Eligibility Policies)\*
  - G. Approval of 2019-21 School Readiness Plan Amendment #24 (Part 2 - Attachment II I Provider Payment Rates)\*
  - H. Approval of Revisions to the Coalition's Personnel Policies and Procedures Manual\*
  - I. Approval of the Management Decision Recommendation for ECS Audit 2018/2019\*
  - J. Approval of ELCNF 2018-2019 Annual Report\*
  - K. Review of Board Membership- Informational
- VII. Board Absenteeism Log – INFORMATIONAL**



**VIII. Board Comment**

**IX. Next Meetings**

- Wednesday, February 5<sup>th</sup>, 2020 10:30 a.m. – Exec/Admin Committee Conference Call Meeting
- Wednesday, March 11<sup>th</sup>, 2020, 10:30 a.m. – Board Meeting

**X. Adjournment\***

## **I. Call to Order/Roll Call**

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## **II. Public Comment**

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## **III. Review of Delegation of Authority Items**

**IV. Approval of September 11, 2019  
Board Meeting Minutes\***

**\*ACTION ITEM**

**ANNUAL BOARD MEETING**

The Renaissance World Golf Village and Convention Center

September 11, 2019

10:30 a.m.

**ATTENDANCE**

**Members Present:**

Myrna Allen  
Mary Garcia  
Brian Graham  
Marsha Hill  
Michelle Jonihakis  
Theresa Little, *Treasurer*  
Teresa Matheny, *ECS*  
Nancy Pearson, *Chair*  
Aubrie Simpson-Gotham  
Michael Siragusa  
Commissioner Jeb Smith  
Joy Stanton, *Secretary*  
Patricia Tauch  
Renee Williams, *Vice Chair*

**Members Absent:**

Ron Coleman, excused  
Brian McElhone, excused  
Charles Puckett, excused  
Kristi Simpkins, excused

**Staff Present:**

Dawn Bell, Chief Executive Officer  
Rhonda Cody, Office Manager  
Tajaro Dixon, Grants and Operations Manager  
Joan Whitson, Early Literacy Coordinator  
Susan Pettijohn, Finance Manager  
Christopher Spell, Finance Manager

**Others Present:**

Kyle Gammon, Board Nominee

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**CALL TO ORDER/ROLL CALL**

Nancy Pearson called the meeting to order at 10:38 a.m. Roll was taken; quorum was met, with 14 of the 18 board members in attendance.

**PUBLIC COMMENT**

No comments.

**REVIEW OF DELEGATION OF AUTHORITY ITEMS**

The Board designates authority to the Coalition's Office Manager to review and approve the Chief Executive Officer's timesheets, leave requests, work related travel expenses, and other routine operational requests. These documents are made available at each regular board meeting for board review. Delegation items were passed around with no discussion or questions on the items reviewed.

## **APPROVAL OF JUNE 12, 2019 BOARD MEETING MINUTES\***

- 1.** B. Graham motioned to approve the June 12, 2019 Board Meeting Minutes, as presented. M. Allen seconded the motion. No discussion. Motion passed unanimously.

## **STAFF AND COMMITTEE REPORTS**

### **CEO REPORT- REVIEW OF THE 2019 BOARD SELF EVALUATION RESULTS**

D. Bell reviewed the results of the 2019 Board Self Evaluation. This evaluation allows both board and staff members to assess how we are all doing and identifies any gaps that we can provide support through materials or training. Staff really looks for those 1 or 2 ratings to see if there may be a gap, whether it is individually or more globally as a board. Eighteen Board Members participated in the self-evaluation where overall results was rated a 4.4 or “exceeds expectations”.

### **FINANCE MANAGER’S REPORT-VERBAL**

S. Pettijohn reported on the following:

#### Desk Reviews and Audits

All Desk Reviews are closed at this time. I’m sure we will be receiving another one soon. The field work for our external audit is scheduled to begin on Oct 14, 2019.

#### Revenue and Expense Report (see below)

The Revenue and Expense Report does not include the data filed on the 13<sup>th</sup> invoice to OEL.

The net surplus is due to miscellaneous donations and reversal of expense accruals that were recorded on FY17-18 financial statements but paid by OEL in the FY18-19.

#### Targets and Restrictions (see below)

The coalition is currently in alignment with the grant required targets and restrictions.

### **Early Learning Coalition of North Florida**

#### **Balance Sheet**

**As of June 30, 2019**

#### **ASSETS**

Cash, Operating	\$	1,235,749	
Cash, Money Market			31,671
Petty Cash			200

OEL Receivable	203,392
Deposits	850
Prepaid Expense	11,187
Equipment	8,549
Less: Accumulated Depreciation	<u>(8,549)</u>

**TOTAL ASSETS** \$ 1,483,049

#### LIABILITIES

Accounts Payable FY18-19	\$ 1,968
OEL SR Advance	35,571
Episcopal Children's Services Payable	1,611,439
Interest due to OEL	1,748
Accrued Payroll	4,564
Accrued Vacation	19,188
Accrued Employee Benefits	<u>1,011</u>

**TOTAL LIABILITIES** \$ 1,675,489

NET ASSETS, Beginning of Year (228,973)  
NET ASSETS, FY18-19 Change 36,533

**Total Liabilities and Net Assets** \$ 1,483,049

## Early Learning Coalition of North Florida

### OEL Grants - Targets and Restrictions

As of June 30, 2019

SR Direct Services, Min 78%	80.10%
SR Admin, Max 5%	4.40%
SR Admin/NonDirect/Quality Max, 22%	19.90%
SR Quality Min, 4%	10.00%
Infant & Toddler Min \$236,540	\$252,766.40
Working Poor Eligible Match: \$648,776	\$203,287.84
Pay for Performance Max, \$129,447	\$66,589.55
PFP Quality Support & Proj Mgmt, \$29,076	\$12,420.11
Program Assessment \$267,900	\$221,993.42
CCEP Match: \$18,158	\$17,394.54
VPK Admin Max, 4%	3.58%

## 4TH QUARTER PROGRAM UPDATE

T. Dixon reported on the following:

### *Coalition Activities:*

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- The 2019/2020 Coalition/Episcopal Children's Services (ECS) Contract was completed and approved for this year, requiring special board procedures and two-thirds of the board's vote.
- All OEL Grant Agreements were completed and approved in time for July 1<sup>st</sup> funding.
- The Coalition and ECS staff had its semi-annual Open Discussions Lunch April 9.
- The 2019/2020 Coalition's Anti-Fraud Plan was submitted to OEL's Office of Inspector General, and we received notice August 14 that it was approved.
- Susan Pettijohn and Chris Spell completed their first "Fiscal Year-end Review" during the ECS Fourth Quarter monitoring.
- My club, The Kiwanis Club of Palatka, hosted its second annual "Toddler Fest" June 1 at the Palatka Library. This year's theme was "Space", and the Jacksonville Museum of Science and History (MOSH) had a space exploration exhibit. And once again, it was a HUGE hit. It was estimated that there were 485 attendees.

### *Episcopal Children's Services (ECS) On-Site Monitoring:*

The 2018/2019 Fourth Quarter Monitoring was performed July 29 – August 9, 2019. This monitoring included all OEL required "eligibility" criteria for School Readiness and attendance/payment validations. In addition, there were the Data Security Systems Updates and the Fiscal Year-end Review.

Due to technical issues with OEL's new database (EFS "MOD"), School Readiness files were reviewed using the strategies and work-around scenarios that ECS and the Coalition staff created and documented for OEL.

From this monitoring there was only one compliance issue, which was incorrect accounting coding for travel on four of the samples.

The 2019/2020 First Quarter Monitoring is scheduled for November 8 – November 22, 2019.

*ALL full reports are available upon request.*



## 4TH QUARTER EARLY LITERACY REPORT

J. Whitson reported on the following:

### Highlights:

**RSVP Annual Volunteer Appreciation Luncheon: May 8<sup>th</sup>** - The ELC partners with the Retired Senior Volunteer Program of St. Johns to place readers into local pre-school classrooms. Each year special volunteers are honored for their outstanding work. An ELC husband and wife team, Donna and Bob Stephens were this year's preschool volunteers of the year.

**Toddler/Preschool Fest: June 2<sup>nd</sup>** - The ELC partnered with the Kiwanis Club of Palatka to put on a large Toddler/Preschool festival at the Palatka library on Saturday, June 2<sup>nd</sup>. Over 200 people attended. The day was filled with activities, entertainment, popular characters and every child received a FREE book.

**Woman Are Fierce: June 6<sup>th</sup> and 20<sup>th</sup>** - ELC volunteers were recognized at this yearly event in St. Johns County. The Women are Fierce Organization brings in motivational speakers from all over the area and provides network opportunities for woman.

### Early Literacy Outreach:

**Themed Literacy Programs:** During May, the ELC outreach team put on four Pete the Cat literacy programs, four Mother Goose programs and one dinosaur program in area pre-schools. These programs always include a story time and activities relating to the theme. Each child receives a FREE book relating to the theme and the teacher receives a bag of resources for their classroom. No programs are scheduled during June and July due to summer break.

**Mother Goose Sorority:** Mother Goose (AKA Sandi Dunnivant, outreach assistant) officially started the Mother Goose Sorority this quarter. Four volunteers are currently in training to become Mother Goose. This program is centered on nursery rhymes and teaches the importance of rhyming as it pertains to a child's auditory development.

**Reading Pals:** At the end of each school year, the ELC provides its reading volunteers with books that they can give their students as an end of the school year gift. This also happens at Christmas time. This is just another perk for providers to have a reading volunteer. Currently there are 54 reading volunteers in 44 schools.

**Literacy program planning:** Summer is the time the ELC outreach team plans for the upcoming school year and works on developing new programs. A dinosaur themed program was created and will be launched in October of this year. Several volunteer work days were held to put program supplies together and book bags.

## EXECUTIVE ADMINISTRATIVE COMMITTEE

Draft minutes of the August 7, 2019 Exec Admin Committee Meeting were provided as an informational item. The following are the items that were up for ratification on the Exec Admin Committee

### Consent Agenda

1. Ratify Approval of November 7, 2018 Exec/Admin Committee Meeting Minutes\*
2. Ratify Approval of Episcopal Children's Services 2019/2020 Contract Amendment #0001-19\*

3. Ratify 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\*
4. Ratify Approval of Revisions to the Coalition's Personnel Policies and Procedures Manual\*
5. Ratify Approval of Accounting and Financial Policies and Procedures Revisions\*
6. Ratify Approval of Revisions to the Coalition's Procurement of Commodities and/or Contractual Services Policies and Procedures Manual\*
7. Ratify Approval of 2019-20 ELCNF COOP\*

2. B. Graham motioned for ratification of items 1-7 on the Exec Admin Committee Consent agenda, as presented. J. Stanton seconded the motion. T. Matheny abstained from voting on item #2, memorandum of voting conflict attached to minutes. No Discussion. Motion passed unanimously.

## **NEW/UNFINISHED BUSINESS**

### **APPROVAL OF REVISIONS TO THE COALITION'S FINANCIAL POLICIES AND PROCEDURES MANUAL\***

#### Revisions:

#### F102 – Accounting Department

- Accounting Department now consists of two Finance Managers. References throughout the manual have been changed to Finance Managers. (*policies #F107, F202, F205 – have only this change.*)

#### F109 – Chart of Accounts.

- Description of Chart of Accounts changed to only include the 5 basic account types. *Other Coalition Expense, Pass Thru Payments, and Administrative Allocations* are expense accounts and excluded as a basic GL account type.

#### F206 – Cash Receipts and Segregation of Duties,

- Bank Deposits are made on a weekly basis (instead of daily) and are made no less than monthly (instead of weekly).
- Reconciliation and deposit responsibilities are split between the two Finance Managers. Removed language indicating that the CEO handles or record deposits.
- Removed section about processing online donations through PayPal. We no longer use PayPal for receiving donations.

#### F207 – Accounts Receivable Management

- Changed written procedure to align with actual procedures. This coalition's only receivable account is the account recording expected receipts from OEL.

F304 – Charging of Costs to Federal Awards

- Changed “Allowability of Costs” to “Allowable Costs”

F305 – Accounts Payable Management

- Changed written procedure to describe modified cash basis, which is utilized by the Coalition.
- Changed references to Check Requests and Check Request Log to Purchase Orders and Purchase Request Log.
- Changed Reconciliation of Accounts Payable procedure to describe the reconciliation of the Subrecipient Payable Account. Since we operate on a modified cash basis this is the only significant payable account.

F307 – Cash Disbursements (Check-Writing) Policies

- Changed vendor payments from weekly to bi-weekly.
- Changed that “Stop payments” can be done via phone or written authorization, but does not require both.

F309 – Payroll and Related Policies

- Payroll is processed electronically. All references to distribution of payroll checks or check stubs is deleted.
- Reference to an annual payroll audit is deleted. A description of monthly payroll process is inserted instead of the audit reference.

F401 – Cash and Cash Management

- Interest payback to OEL occurs annually. Prior to FY17-18, quarterly payments were required. Procedure changed.
- Bank Reconciliation procedures are now shared by the 2 Finance Managers. The CEO reviews all bank reconciliations.
- Bank reconciliations are completed within 45 days of receipt of statement, rather than 2 weeks.
- Transactions that have not cleared the bank are followed up on within 3 months of transaction date as suggested by OEL guidance. Previous procedure referenced 6 months.

F402 – Capitalized Assets and Inventory Requirements

- Added instruction that proceeds from inventory items sold are program income that originally funded the purchase.

F403 – Prepaid Expenses

- Description of procedure for handling prepaid expenses changed to reflect OEL guidance on the process.

F405 – Leases

- Deleted references to Rent Abatements and Lease Incentives as this does not occur at this Coalition. Leases payments are recorded on a modified cash basis.

F501 – Accrued Liabilities

- Changed wording of ‘accounting period’ to ‘a fiscal year’.

- Changed deferred revenue account adjustments will be done annually, instead of monthly.

#### F502 – Net Assets

- This section deleted as it does not apply to this Coalition.

#### F601 – Financial Statements

- Clarified basic financial statements that are internal.
- Added a listing of financial statements prepared and audited for board distribution for each grant period.
- Deleted 'Tracking Payments and Projections of Grant Funds section. (*This was added to policy #F207 – Accounts Receivable Management.*)

#### F701 – Budgeting

- Changed references from *Monthly* financial statements to *Quarterly* financial statements.

3. B. Graham motioned the approval of the revisions to the Coalition's Financial Policies and Procedures Manual. T. Little seconded the motion. No Discussion. Motion passed unanimously.

### **APPROVAL OF THE ELC 2019-2020 SECOND PRELIMINARY BUDGET\***

This is the second revised draft of the Preliminary budget following the receipt of the funding totals from OEL by way of Notice of Award in the beginning of the 2019-2020 fiscal year.

#### **If this is not done, the following would occur:**

- If not approved: The Coalition would not be working under a budget for the portion of the year prior to receipt of the Notice of Award funds.
- The Coalition would not be in compliance with policy requiring Board approval.

4. B. Graham motioned approval of the ELC 2019-2020 second preliminary budget. T. Little seconded the motion. No Discussion. Motion Passed unanimously.

### **APPROVAL OF R. WILLIAMS AND T. LITTLE TO ATTEND THE NATIONAL SUMMIT ON EDUCATION REFORM (NOVEMBER 20-21, 2019) HELD IN SAN DIEGO, CALIFORNIA\***

Hosted by ExcelinEd, the annual National Summit on Education Reform is the nation's premier gathering of education reformers. It provides state and local policymakers, education leaders and advocates with comprehensive information on evolving laws, new trends, successful policies and the latest innovations that are transforming education for the 21<sup>st</sup> century.

By learning what is working and not working in other states and school districts, attendees leave the National Summit armed with the knowledge and networks to advance bold education reform in their states. This uncommon conference annually serves as a catalyst for energizing and accelerating the reform movement across the nation.

5. J. Stanton motioned the approval of R. Williams and T. Little to attend the National Summit on Education Reform (November 20-21, 2019) held in San Diego, California. B. Graham seconded the motion. R. Williams and T. Little recused themselves from voting. Memorandum of Voting Conflict is attached for both board members. No discussion. Motion passed unanimously.

#### **APPROVAL OF PRIVATE SECTOR BOARD MEMBER KYLE GAMMON\***

Kyle Gammon is a partner and CPA at the Accounting Firm of Carr, Riggs & Ingram, LLC. He is passionate about supporting children, having previously served on the Board for a charter school and currently serves on the Board for INK.

Kyle Gammon's term will be September 2019 to September 2023.

6. A. Simpson-Gotham motioned the approval of Private Sector Board Member Kyle Gammon. B. Graham seconded the motion. No discussion. Motion passed unanimously.

#### **APPROVAL OF DISPOSAL OF INVENTORY\***

Any disposal of property listed on Coalition inventory, must be board approved in order to proceed with the removal of any item on the inventory.

Staff is asking permission to dispose of items that are no longer in good working order and are listed in Fair, Poor, Obsolete, Scrap Condition for tag numbers:

- Wacom Display SMART, SSID250, ID tag CNBB 39 and ECS 1148, condition poor
- Latitude Dell Laptop E6520, SN JSB5Q1, ID tag 1806 ECS and CNBB 302, condition poor

7. B. Graham motioned to approve the request for disposal of inventory. J. Stanton seconded the motion. No discussion. Motion passed unanimously.

#### **BOARD MEMBERSHIP REVIEW**

R. Cody reviewed upcoming board term dates and overall membership statuses. No discussion or further comments.

## **ELECTION OF OFFICERS\***

By unanimous vote via emailed ballots, the following board members were nominated and elected to serve as the Coalition Officers for the 2019-20 fiscal year:

- Chair: Nancy Pearson
- Vice Chair: Joy Stanton
- Treasurer: Myrna Allen
- Secretary: Aubrie Simpson-Gotham

- 8.** T. Little motioned to approve the Election of Officers. B. Graham Seconded the motion. No Discussion. Motion passed unanimously.

## **STANDING COMMITTEE DISCUSSION AND SIGN-UP.**

An email was sent to all board members prior to the meeting asking for volunteers to serve on the Executive Admin Committee. The committee requires the four elected officers along with an additional four Board Members.

Based on the email responses from Board Members, the following is the new Executive Administration Committee: N. Pearson, J. Stanton, R. Williams, T. Little, M. Allen, T. Matheny, Michael Siragusa and A. Simpson-Gotham.

## **CODE OF ETHICS-HANDOUT**

The Coalition policy OP202 Code of Ethics was provided in the Board Packet. Board Members and staff did not have any questions regarding the policy. All board members and staff in attendance signed the acknowledgement of compliance and turned them in. Any board member and/or staff who were not in attendance of today's meeting will have their Code of Ethics policy sent to them for review and signature.

## **CONFLICT OF INTEREST QUESTIONNAIRE-HANDOUT**

The Coalition policy OP203 Conflict of Interest was provided in the Board Packet. Board Members and staff did not have any questions regarding the policy. All board and staff in attendance completed and signed the questionnaire portion of the policy and turned them in. Any board member and/or staff who were not in attendance of today's meeting will have their Conflict of Interest policy sent to them for review and signature.

## **BOARD ABSENTEEISM LOG- INFORMATIONAL**

No Comments.

## **BOARD COMMENTS**

No comments.

## **NEXT MEETINGS**

The next scheduled meetings are as follows:

- Wednesday, November 6, 2019 , 10:30 a.m. – Exec/Admin Committee Conference Call Meeting
- Wednesday, December 4, 2019, 2:00 p.m. –Board Meeting World Golf Village Caddy Shack Restaurant.

## **ADJOURNMENT\***

9. B. Graham motioned for adjournment at 11:48a.m. M. Allen seconded the motion. No discussion – motion passed unanimously.

**Minutes Submitted By: Rhonda Cody, Office Manager**

## **V. Staff and Committee Reports**

### **A. CEO Report-VERBAL**



## **V. Staff and Committee Reports**

### **B. Finance Manager's Report**

## **Early Learning Coalition of North Florida**

### **Finance Manager's Report**

#### **Board Meeting**

**December 4, 2019**

#### Desk Reviews and Audits

The field work for our external audit has been completed. All seemed to go smoothly and I am not expecting any audit entries. Though at this point we are not sure if the reconciliation of the EFS program will cause any adjustments.

As expected we did receive the OEL request for desk review items on Oct 5. Those have been copied and sent to OEL. We are waiting on their response.

#### Revenue and Expense Report (see attachment)

Attached is a final copy of the FY18-19 financial statements from our system. I do not expect any major changes on the audited financial statements.

Also attached is the Q1 financial statement for FY 2019-20. There is a slight loss due to the funds from the Clay Foundation Grant being spent in Q1. This grant runs from Oct 1 – Sep 30. Though we did recognize the revenue in FY 2018-19.

#### Budget Revision 2019-20

A 3<sup>rd</sup> revision to the 2019-20 Budget is attached. The change is due to grant revisions that have been incorporated into the budget. Those changes are highlighted and do not result in a change in the anticipated Net Surplus or Net Loss.

#### Targets and Restrictions

The coalition is currently in alignment with the grant required targets and restrictions.

*Susan Pettijohn and Chris Spell*

**Early Learning Coalition of North Florida****Balance Sheet****As of June 30, 2019****Unaudited  
Draft****ASSETS**

Cash, Operating	\$	1,235,749
Cash, Money Market		31,671
Petty Cash		200
OEL Receivable		283,727
Deposits		850
Prepaid Expense		11,187
Equipment		8,549
Less: Accumulated Depreciation		<u>(8,549)</u>

**TOTAL ASSETS** \$ 1,563,384

**LIABILITIES**

Accounts Payable FY18-19	\$	1,967
Episcopal Children's Services Payable		1,734,463
Interest due to OEL		1,748
Accrued Payroll		4,564
Accrued Vacation		19,188
Accrued Employee Benefits		<u>1,011</u>

**TOTAL LIABILITIES** \$ 1,762,942

NET ASSETS, Beginning of Year 228,973

NET ASSETS, FY18-19 Change 29,415

**Total Liabilities and Net Assets** \$ 1,563,384

# Early Learning Coalition of North Florida

## Revenue and Expenses

### Comparison to Budget

As of June 30, 2019

Unaudited Draft

			YTD Budget
			Variance (over)
	Annual Budget	Jul - Jun Actual	under
<b>2018-19 Notice of Awards</b>			
School Readiness (SR)	\$ 17,370,697	\$ 16,375,026	\$ 995,671
Program Assessment	267,900	221,993	\$ 45,907
CCEP	18,835	18,158	\$ 677
OAMI	0	18,523	\$ (18,523)
Voluntary PreKindergarten (VPK)	13,825,764	14,087,207	\$ (261,443)
<b>Total Notice of Award</b>	<b>\$ 31,483,196</b>	<b>\$ 30,720,908</b>	<b>\$ 762,288</b>
<b>Subrecipient Expense</b>			
School Readiness (SR)	16,423,621	15,535,999	\$ 887,622
Program Assessment	267,900	221,993	\$ 45,907
CCEP	18,835	18,158	\$ 677
OAMI	0	18,523	\$ (18,523)
Voluntary PreKindergarten (VPK)	13,772,598	14,036,707	\$ (264,109)
<b>Total Subrecipient Expense</b>	<b>\$ 30,482,954</b>	<b>\$ 29,831,380</b>	<b>\$ 651,574</b>
<b>Grant Funds Available to ELC of North Florida</b>	<b>\$ 1,000,242</b>	<b>\$ 889,528</b>	<b>\$ 110,714</b>
<b>Other Donations and Revenue</b>			
Interest Income	0	532	\$ (532)
Clay Electric Foundation	0	5,000	\$ (5,000)
Kiwanis	0	1,000	\$ (1,000)
Reinhold	0	750	\$ (750)
Quality Teacher's Conference	0	6,549	\$ (6,549)
Miscellaneous Donations	0	3,491	\$ (3,491)
Match Revenue	0	160,633	\$ (160,633)
Match Disbursements	0	(160,633)	\$ 160,633
UF Contract	0	36,685	\$ (36,685)
UF Contract to Subrecipient	0	(36,685)	\$ 36,685
<b>Total Revenues</b>	<b>\$ 1,000,242</b>	<b>\$ 906,850</b>	<b>\$ 93,392</b>
<b>ELC of North Florida Estimated Expense</b>			
Salaries	\$ 508,042	\$ 484,485	\$ 23,557
PR Taxes	37,640	36,809	832
Health Insurance & HSA Contributions	88,650	97,299	(8,649)
Pension	20,595	21,254	(659)
Life, Disability, and WC	13,672	8,529	5,143
Staff Development	9,500	4,888	4,612
Contract Services	2,500	150	2,350
Accounting	1,500	0	1,500
Auditing	13,500	15,250	(1,750)
Information Technology	3,500	466	3,034
Legal	200	0	200
Printing & Reproduction	2,267	1,003	1,264
Repairs & Maintenance	750	1,062	(312)
Office Sites - Occupancy	37,500	42,233	(4,733)
Postage, Freight & Delivery	1,493	1,324	169
Rentals - Office Equipment	9,500	2,140	7,360
Office Supplies	8,150	8,363	(213)
Communications	13,400	13,118	282
D & O Insurance	2,700	2,372	328
General Liability	3,900	2,349	1,551
Equipment <\$1,000	1,900	1,132	768
Equipment >\$1,000	4,000	0	4,000
Travel - In State	2,500	2,410	90
Travel - Out of State	5,000	5,418	(418)
Travel - Local	12,200	5,340	6,860
Bank Fees	500	827	(327)
Software/Licenses/Support	6,000	9,312	(3,312)
Web Service	22,000	18,039	3,961
Other employee expenditures	5,000	259	4,741
ADP Fees	0	5,496	(5,496)
Dues & Subscriptions	7,700	9,830	(2,130)
Taxes, Licenses and Fees	200	145	55
Misc. - Other Current Charges	5,000	7,828	(2,828)
Quality Program	149,283	68,305	80,978
<b>Total ELC North Florida Estimated Expense</b>	<b>\$ 1,000,242</b>	<b>\$ 877,435</b>	<b>\$ 122,807</b>
<b>Surplus or Loss</b>	<b>\$ -</b>	<b>\$ 29,415</b>	<b>\$ 29,415</b>

**Early Learning Coalition of North Florida**  
**Balance Sheet**  
**As of September 30, 2019**

**ASSETS**

Cash, Operating	\$ 2,371,679
Cash, Money Market	31,671
Petty Cash	200
OEL Receivable	2,635,848
Deposits	850
Prepaid Expense	5,506
Equipment	8,549
Less: Accumulated Depreciation	<u>(8,549)</u>

**TOTAL ASSETS** \$ 5,045,753

**LIABILITIES**

Episcopal Children's Services Payable	2,813,809
OEL Advance	2,415,815
Interest due to OEL	579
Accrued Payroll	0
Accrued Vacation	19,188
Accrued Employee Benefits	<u>448</u>

**TOTAL LIABILITIES** \$ 5,249,840

Net Assets (204,087)

**Total Liabilities and Net Assets** \$ 5,045,753

# Early Learning Coalition of North Florida

**DRAFT**

## Statement of Revenue and Expense

As of September 30, 2019

	2019-2020 Annual Budget	2019-2020 Q1 Budget	Q1 2019-20 Actual	Over (Under )
<b>2018-19 Notice of Awards</b>				
School Readiness (SR)	\$ 18,060,687	\$ 4,515,172	\$ 4,267,175	\$ (247,997)
Program Assessment	217,598	54,400	0	(54,400)
OAMI	23,485	5,871	1,787	(4,084)
PDG Services	132,424	33,106	0	(33,106)
Voluntary PreKindergarten (VPK)	14,878,087	3,719,522	3,735,890	16,368
<b>Total Notice of Award</b>	<b>\$ 33,312,281</b>	<b>\$ 8,328,071</b>	<b>\$ 8,004,852</b>	<b>\$ (323,219)</b>
<b>Subrecipient Expense</b>				
School Readiness (SR)	17,081,039	4,270,260	4,059,961	(210,299)
Program Assessment	217,598	54,400	0	(54,400)
OAMI	23,485	5,871	1,787	(4,084)
PDG Services	132,424	33,106	0	(33,106)
Voluntary PreKindergarten (VPK)	14,820,864	3,705,216	3,728,064	22,848
<b>Total Subrecipient Expense</b>	<b>\$ 32,275,410</b>	<b>\$ 8,068,853</b>	<b>\$ 7,789,812</b>	<b>\$ (279,041)</b>
<b>Grant Funds Available to ELC of North Florida</b>	<b>\$ 1,036,871</b>	<b>\$ 259,218</b>	<b>\$ 215,040</b>	<b>\$ (44,178)</b>
<b>Other Donations and Revenue</b>				
Interest Income	\$ 530	500	500	\$ -
Clay Electric Foundation	5,000	0	0	0
Kiwanis	1,000	0	0	0
Reinhold	750	0	0	0
Quality Teacher's Conference	6,500	0	0	0
Miscellaneous Donations	2,000	500	1677	1177
<b>Total Revenues</b>	<b>\$ 1,052,651</b>	<b>\$ 260,218</b>	<b>\$ 217,217</b>	<b>\$ (43,001)</b>
<b>ELC of North Florida Estimated Expense</b>				
Salaries	\$ 592,000	\$ 148,000	\$ 109,083	\$ (38,917)
PR Taxes	47,576	11,894	8,262	(3,632)
Health Insurance & HSA Contributions	112,000	28,000	33,463	5,463
Pension	27,000	6,750	3,946	(2,804)
Life, Disability, and WC	9,500	2,375	3,130	755
Staff Development	8,000	2,000	1,091	(909)
Contract Services	3,000	750	0	(750)
Auditing	15,000	3,750	0	(3,750)
Legal	500	125	0	(125)
Printing & Reproduction	2,000	500	0	(500)
Repairs & Maintenance	1,075	269	0	(269)
Office Sites - Occupancy	47,000	11,750	10,839	(911)
Postage, Freight & Delivery	1,795	449	153	(296)
Rentals - Office Equipment	5,000	1,250	763	(487)
Office Supplies	9,500	2,375	2,433	58
Communications	14,700	3,675	3,392	(283)
D & O Insurance	2,800	800	759	(41)
General Liability	3,900	1,900	1,939	39
Equipment <\$1,000	3,500	875	455	(420)
Equipment >\$1,000	2,000	500	0	(500)
Travel - In State	3,000	750	775	25
Travel - Out of State	6,000	1,500	0	(1,500)
Travel - Local	6,500	1,625	1,052	(573)
Bank Fees	600	150	0	(150)
Software/Licenses/Support	11,500	2,875	1,532	(1,343)
Web Service	24,000	6,000	3,429	(2,571)
Other employee expenditures	1,000	250	10	(240)
ADP Fees	6,700	1,675	1,866	191
Dues & Subscriptions	12,000	3,000	8,685	5,685
Taxes, Licenses and Fees	450	113	0	(113)
Misc. - Other Current Charges	3,055	764	785	21
Quality Program	70,000	17,500	23,899	6,399
<b>Total ELC North Florida Estimated Expense</b>	<b>\$ 1,052,651</b>	<b>\$ 264,188</b>	<b>\$ 221,741</b>	<b>\$ (42,447)</b>
<b>Surplus or (Loss)</b>	<b>\$ -</b>	<b>\$ (3,969.75)</b>	<b>\$ (4,524.00)</b>	<b>\$ (554.25)</b>

NOTE: Net loss this Quarter is due to the Clay Foundation funds spent on the current year's programming. This grant runs from 10/1 to 9/30. The revenue was recognized in the 2018-2019 fiscal year.

# Early Learning Coalition of North Florida

**DRAFT**

**Budget 2019-2020**

**As of September 30, 2019**

	2018-2019 Projected Actual	2019-2020 Draft Budget	2019-2020 2nd Draft	2019-2020 3rd Draft
<b>2018-19 Notice of Awards</b>				
School Readiness (SR)	\$ 16,370,582	\$ 17,022,254	\$ 17,926,528	\$ 18,060,687
Program Assessment	221,993	268,000	0	217,598
CCEP	18,158	0	0	0
OAMI	18,523	11,720	23,485	23,485
PDG Services	0	0	115,526	132,424
Voluntary PreKindergarten (VPK)	13,975,306	15,344,354	14,878,087	14,878,087
<b>Total Notice of Award</b>	<b>\$ 30,604,562</b>	<b>\$ 32,646,328</b>	<b>\$ 32,943,626</b>	<b>\$ 33,312,281</b>
<b>Subrecipient Expense</b>				
School Readiness (SR)	\$ 15,531,977	\$ 17,343,750	16,946,880	17,081,039
Program Assessment	221,993	268,000	0	217,598
CCEP	18,158	0	0	0
OAMI	18,523	11,720	23,485	23,485
PDG Services	0	0	115,526	132,424
Voluntary PreKindergarten (VPK)	13,917,704	13,886,000	14,820,864	14,820,864
<b>Total Subrecipient Expense</b>	<b>\$ 29,708,355</b>	<b>\$ 31,509,470</b>	<b>\$ 31,906,755</b>	<b>\$ 32,275,410</b>
<b>Grant Funds Available to ELC of North Florida</b>	<b>\$ 896,207</b>	<b>\$ 1,136,858</b>	<b>\$ 1,036,871</b>	<b>\$ 1,036,871</b>
<b>Other Donations and Revenue</b>				
Interest Income	\$ 532	\$ -	\$ 530	\$ 530
Clay Electric Foundation	5,000	0	5,000	5,000
Kiwanis	1,000	1,000	1,000	1,000
Reinhold	750	750	750	750
Quality Teacher's Conference	6,549	6,500	6,500	6,500
Miscellaneous Donations	3,492	2,000	2,000	2,000
<b>Total Revenues</b>	<b>\$ 913,530</b>	<b>\$ 1,147,108</b>	<b>\$ 1,052,651</b>	<b>\$ 1,052,651</b>
<b>ELC of North Florida Estimated Expense</b>				
Salaries	\$ 484,485	\$ 600,000	\$ 592,000	\$ 592,000
PR Taxes	36,809	48,000	47,576	47,576
Health Insurance & HSA Contributions	97,299	110,000	112,000	112,000
Pension	21,254	27,000	27,000	27,000
Life, Disability, and WC	8,529	9,500	9,500	9,500
Staff Development	4,888	11,600	8,000	8,000
Contract Services	150	3,000	3,000	3,000
Auditing	15,250	15,000	15,000	15,000
Legal	466	500	500	500
Printing & Reproduction	1,003	2,500	2,000	2,000
Repairs & Maintenance	1,062	1,000	1,075	1,075
Office Sites - Occupancy	42,233	47,000	47,000	47,000
Postage, Freight & Delivery	1,324	1,795	1,795	1,795
Rentals - Office Equipment	2,140	5,000	5,000	5,000
Office Supplies	8,363	9,800	9,500	9,500
Communications	13,118	14,700	14,700	14,700
D & O Insurance	2,372	2,800	2,800	2,800
General Liability	2,349	3,900	3,900	3,900
Equipment <\$1,000	1,132	2,500	3,500	3,500
Equipment >\$1,000	0	4,000	2,000	2,000
Travel - In State	2,410	3,000	3,000	3,000
Travel - Out of State	5,418	6,000	6,000	6,000
Travel - Local	5,340	6,500	6,500	6,500
Bank Fees	827	500	600	600
Software/Licenses/Support	9,312	11,300	11,500	11,500
Web Service	18,039	24,000	24,000	24,000
Other employee expenditures	259	2,000	1,000	1,000
ADP Fees	5,496	6,700	6,700	6,700
Dues & Subscriptions	9,830	12,000	12,000	12,000
Taxes, Licenses and Fees	145	450	450	450
Misc. - Other Current Charges	7,390	5,063	3,055	3,055
Quality Program	68,305	150,000	70,000	70,000
<b>Total ELC North Florida Estimated Expense</b>	<b>\$ 876,997</b>	<b>\$ 1,147,108</b>	<b>\$ 1,052,651</b>	<b>\$ 1,052,651</b>
<b>Surplus or Loss</b>	<b>\$ 36,533</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## **V. Staff and Committee Reports**

### **C. 1<sup>ST</sup> Quarter Program Update**





2450 Old Moultrie Road, Suite 103  
St. Augustine, FL 32086  
904-342-2267  
www.elcnorthflorida.org

## MEMORANDUM

To: All Board Members  
From: Tajaro Dixon, Grants and Operations Manager  
Date: October 30, 2019  
Subject: 2019/2020 First Quarter Program Update and Quality Assurance Activities

### *Coalition Activities:*

- The ELC staff completed the 2019/2020 Internal Controls Questionnaire (ICQ). In addition, ECS completes this same ICQ each year and their responses are reviewed by ELC staff for any needed follow-up and/or approval.
- The ELC staff met the October 1 OEL deadline for all the annual items such as the annual report, inventory, COOP (Continuation of Operations Plan), Sub-recipient monitoring plan, Fiscal prior year Revenue and Expense report and current year Budget.
- In July, all staff completed their annual review of Anti-Fraud plan, policies and practices.
- Annual archiving processes have begun.
- Our ELC has again requested a waiver from OEL for sub-recipient monitoring sampling size requirements this year due to the continued issues with the "EFS MOD" database conversion. We are awaiting their reply.

### *Episcopal Children's Services (ECS) On-Site Monitoring:*

The 2019/2020 First Quarter Monitoring is scheduled for November 8 – November 22, 2019. This monitoring will include all OEL required "eligibility" criteria for School Readiness children, VPK children, and VPK Providers. In addition, there will be a review of personnel files and background screenings.

As we continue to have technical issues with OEL's new database ("EFS "MOD"), School Readiness files are still being reviewed using the strategies and work-around scenarios that ECS and the Coalition staff create, adjust, and document for OEL.

*(Due to a change in the monitoring schedule cycle for this year, there is not an update to provide as of this date - as this monitoring has not yet occurred.)*

The 2019/2020 Second Quarter Monitoring is scheduled for February 18 – March 2, 2020.

*ALL full reports are available upon request.*



A United Way Agency Funded by the State of Florida



## **V. Staff and Committee Reports**

### **D. 1<sup>ST</sup> Quarter Early Literacy Report**

**Early Literacy Outreach Report**  
**First Quarter 2019-2020**  
**Completed by Joan Whitson**

**Highlights:**

**Kiwanis Florida State Convention: August 15-17<sup>th</sup>** at the Omni Hotel in Orlando. I represented both the Kiwanis Club of St. Augustine and the ELCNF by attending and presenting a workshop about our highly successful Character Breakfast event.

**Literacy Outreach:**

**Book of the Month:** This is a program the Episcopal Children's Services education specialists use in their targeted centers for the coming year. Each month they focus their instruction with the provider using two books one geared for infants and toddlers and the other for the 4 year old child. They then give the two books each month to that provider to help build up their libraries. The ELC purchased the books for this program. In addition to this program the ELC will help the targeted centers during the year by providing them with one of our themed literacy programs.

**Baby Bags:** In August volunteers assembled book bags filled with 4-5 board books and a read aloud guide for parents. The bags were given to each ECS county office to hand out to families with children ages 0-2.

**Volunteer Reading Pals:** Over the summer much work was done improving and organizing our volunteer lending libraries. The goal is for all three of our libraries to have a digital catalog that readers can access on line. They can search for any book by author, theme and will be able to see a picture of the book and description.

**ELCNF Reading Conference:** September 25<sup>th</sup> at the Marywood Retreat Center in St. Johns. This is an annual event where all of our reading volunteers come together for a day filled with special speakers and interactive classes all with the goal of improving their reading. This year the conference was also made available to teachers to obtain CEU's. 16 teachers took advantage of this. The topics included: incorporating dramatic play, adding music and movement, rhymers are readers, using themes and picking more diverse books. 45 volunteers were in attendance.

**Themed Literacy Programs:** During the summer we launched a new Ocean themed literacy program. Seven programs were put on three different counties. The program focuses on teaching children facts about ocean life through an interactive story and activity time. Children get to paint sea shells, make their own ocean in a bottle, create sand necklaces and sea life visors. Each child received a free copy of a National Geographic Kids Ocean Creatures book and the teachers received a resource bag filled with books and materials to further teach this theme.

## **V. Staff and Committee Reports**

### **E. Executive Administrative Committee, November 6, 2019-Cancelled**

## **VI. New/Unfinished Business**

### **A. Summary of D. Bell Annual Evaluation- HANDOUT**

## **DAWN'S 2019 ANNUAL EVALUATION SUMMARY**

- The evaluation was conducted on September 11, 2019 with Nancy Pearson, Theresa Little, Renee Williams, Brian Graham and Joy Stanton serving as evaluators.
- Of the total 18 evaluations mailed/handed to the board members, 13 members completed the evaluation and five board members did not return the evaluation.
- Out of a 1 to 5 rating scale, 1 = Unsatisfactory and 5 = Outstanding; Dawn's Overall Rating Score was 4.60 which earned a final rating of "Outstanding".
- Dawn's next evaluation period ends September 1, 2020.
- If any Board Member would like to see a copy of the final compiled evaluation results, please contact Rhonda Cody.

## **VI. New/Unfinished Business**

### **B. Approval of NEFEC Lease 2020-2021\***

**\*ACTION ITEM**



**NEFEC**

nefec.org

• • •

**BOARD OF DIRECTORS:**

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# **NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM**

3841 Reid Street • Palatka, Florida 32177 • Phone: (386) 329-3800 • Fax: (386) 329-2547

## **LEASE AGREEMENT**

**THIS LEASE** made the 1<sup>st</sup> day of February, 2020, by and between the **North East Florida Educational Consortium (NEFEC) by The District School Board of Putnam County, Florida**, having its principal office at 200 Reid Street, City of Palatka, County of Putnam and State of Florida, hereinafter referred to as "Lessor" and **Early Learning Coalition of North Florida, Inc.**, of 3841 Reid Street, Building 005, City of Palatka, County of Putnam and State of Florida, hereinafter referred to as "Lessee", states as follows, to-wit:

### **RECITALS:**

1. Lessor is the sole owner of the premises described below and desires to lease business offices to a suitable lessee for business purposes, to-wit: 3841 Reid Street, Building 005, Palatka, Putnam County, Florida.
2. Lessee desires to lease three (3) offices in Building 005 for use as a satellite office.
3. The parties desire to enter a lease agreement defining their rights, duties and liabilities relating to the premises.

In consideration of the mutual covenants contained herein, the parties agree as follows, to-wit:

### **SECTION ONE: TERM AND RENT**

Lessor demises the above premises for a term of twelve (12) months, commencing on the 1<sup>st</sup> day of February, 2020, and concluding on the 31<sup>st</sup> day of January, 2021, at the monthly rental amount of four hundred dollars (\$400.00). All rental payments shall be made to Lessor at the address specified above. The lessee has the option to automatically renew for an additional term of twelve (12) months, commencing on the 1st day of February, 2021, and concluding on the 31st day of January, 2022, at the monthly rental amount of four hundred dollars (\$400.00).

### **SECTION TWO: ALTERATIONS, ADDITIONS AND IMPROVEMENTS**

Lessee shall make no changes, alterations, additions or improvements to the demised premises without obtaining the prior written consent of Lessor. In the event such alterations or additions are authorized, said improvements shall become part of the demised premises and the sole property of Lessor, except that all moveable trade fixtures installed by Lessee shall be and remain the property of Lessee.



### **SECTION THREE: INSURANCE**

During the term of the lease and for any further time that Lessee shall hold the demised premises, Lessee shall obtain and maintain at its expense the following types and amounts of insurance, to-wit:

1. **Personal Injury and Property Damage Insurance.** Insurance against liability for bodily injury and property damage in an amount not less than two hundred fifty thousand and no/100's dollars (\$250,000.00) per person and five hundred thousand and no/100's dollars (\$500,000.00) per occurrence, shall be provided by Lessee.
2. All insurance provided by Lessee as required by this section shall be carried in favor of Lessor and Lessee as their respective interests may appear, and in the case of insurance against damage to the demised premises by fire or other casualty, shall provide that loss, if any, shall be adjusted with and be payable to Lessor. If requested by Lessor, any insurance against fire or other casualty shall provide that loss shall be payable to the holder under a standard mortgage clause. All insurance shall be written with responsible companies, and the policies shall be held by Lessor or, when appropriate, by the holder of any mortgage, in which case copies of the policies or certificates of insurance shall be delivered by Lessee to Lessor. All policies shall require thirty (30) days notice by registered mail to Lessor of any cancellation or change affecting any interest of Lessor.
3. Lessor shall provide hazard insurance with respect to the building/structure; it being the intention of the parties that Lessee shall insure the interior of the premises and all contents, and Lessor shall insure the exterior and structure of said building. Lessor's policy shall list Lessee as an additional named insured, however, all proceeds of any such insurance shall be payable solely to Lessor.

### **SECTION FOUR: UNLAWFUL OR DANGEROUS ACTIVITY**

Lessee shall neither use nor occupy the demised premises or any part thereof for any unlawful, disreputable or ultrahazardous business purpose nor operate or conduct his business in a manner constituting a nuisance of any kind. Lessee shall immediately, on discovery of any unlawful, disreputable or ultrahazardous use, take action to halt such activity. Lessee hereby acknowledges that the demised premises have not previously been utilized by Lessor. Lessee further acknowledges that the subject property does not currently contain any hazardous waste or material.

### **SECTION FIVE: INDEMNITY**

Lessee shall indemnify Lessor against all expenses, liabilities and claims of every kind, including reasonable counsel fees, by or on behalf of any person or entity arising out of either (1) a failure by Lessee to perform any of the terms or conditions of this lease, (2) any injury or damage happening on or about the demised premises, (3) failure to comply with any law of any governmental authority, or (4) any mechanic's lien or security interest filed against the demised premises or equipment, materials or alterations of buildings or improvements thereon resulting from the acts or omissions of Lessee or his agents.

### **SECTION SIX: DEFAULT OR BREACH**

Each of the following events shall constitute a default or breach of this lease by Lessee, to-wit:

1. If Lessee shall fail to pay Lessor any rent or additional rent when same shall become due within fifteen (15) days from when said rent or payment becomes due. There shall be a late penalty of five percent (5%) of the rental sum in the event rent is not paid within five (5) days from the date said payment becomes due.
2. If Lessee shall fail to perform or comply with any of the conditions of this lease and if the nonperformance shall continue for a period of ten (10) days after notice thereof by Lessor to Lessee or, if (a) the performance cannot be reasonably had within the ten (10) day period, (b) Lessee shall not in good faith have commenced performance within the ten (10) day period, or (c) Lessee shall not diligently proceed to completion of performance.
3. If Lessee shall vacate or abandon the demised premises.

### **SECTION SEVEN: EFFECT OF DEFAULT**

In the event of any default thereunder, as set forth above, the rights of Lessor shall be as follows, to-wit:

1. Lessor shall have the right to cancel and terminate this lease, as well as all of the right, title and interest of Lessee hereunder, by giving to Lessee not less than fifteen (15) days notice of the cancellation and termination. On expiration of the time fixed in the notice, this lease and the right, title and interest of Lessee hereunder, shall terminate in the same manner and with the same force and effect, except as to Lessee's liability, as if the date fixed in the notice of cancellation and termination were the end of the term herein originally determined.
2. Lessor may elect, but shall not be obligated, to make any payment required of Lessee herein or comply with any agreement, term or condition required hereby to be performed by Lessee, and Lessor shall have the right to enter the demised premises for the purpose of correcting or remedying any such default and to remain until the default has been corrected or remedied, but any expenditure for the correction by Lessor shall not be deemed to waive or release the default of Lessee or the right of Lessor to take any action as may be otherwise permissible hereunder in the case of any default.
3. Lessor may re-enter the premises immediately and remove the property and personnel of Lessee, and store the property in a public warehouse or at a place selected by Lessor, at the expense of Lessee. After re-entry Lessor may terminate the lease on giving ten (10) days' written notice of termination to Lessee. Without the notice, re-entry will not terminate the lease. On termination, Lessor may recover from Lessee all damages proximately resulting from the breach, including the cost of recovering the premises, and the worth of the balance of this lease.

4. After re-entry, Lessor may relet the premises or any part thereof for any term without terminating this lease, at the rent and on the terms as Lessor may choose. Lessor may make alterations and repairs to the premises. The duties and liabilities of the parties if the premises are relet as provided herein shall be as follows, to-wit:
  - a. In addition to Lessee's liability to Lessor for breach of the lease, Lessee shall be liable for all expenses of the reletting, for the alterations and repairs made, and for the difference between the rent received by Lessor under the new lease agreement and the rental installments that are due for the same period under this lease.
  - b. Lessor shall have the right, but shall not be required, to apply the rent received from reletting the premises (1) to reduce the indebtedness of Lessee to Lessor under the lease, not including indebtedness for rent, (2) to expenses of the reletting and alterations and repairs made, (3) to rent due under this lease, or (4) to payment of future rent under this lease as it becomes due.

#### **SECTION EIGHT: DESTRUCTION OF PREMISES**

In the event of a partial destruction of the premises during the term from any cause, Lessor shall forthwith repair the same, provided the repairs can be made within one hundred twenty (120) days under the laws and regulations of applicable governmental authorities. Any partial destruction shall neither annul nor void this lease, except that Lessee shall be entitled to a proportionate reduction of rent while the repairs are being made, any proportionate reduction being based on the extent to which the making of repairs shall interfere with the business carried on by Lessee in the premises. If the repairs cannot be made in the specified time, Lessor may, at Lessor's option, make repairs within a reasonable time, this lease continuing in full force and effect and the rent to be proportionately rebated as previously set forth in this section. In the event that Lessor does not elect to make repairs that cannot be made in the specified time, or those repairs cannot be made under the laws and regulations of the applicable governmental authorities, this lease may be terminated at the option of either party. Should the building in which the demised premises are situated be destroyed to the extent of not less than fifty percent (50%) of the replacement cost thereof, this lease shall be terminated.

#### **SECTION NINE: SUBORDINATION**

This lease and all rights of Lessee hereunder shall be subject and subordinate to the lien of any and all mortgages that may now or hereafter affect the demised premises, or any part thereof, and to any and all renewals, modifications or extensions of any such mortgages. Lessee shall on demand execute, acknowledge and deliver to Lessor, any and all instruments that may be necessary or proper to subordinate this lease and all rights therein to the lien of any such mortgage or mortgages and each renewal, modification or extension, and if Lessee shall fail at any time to execute, acknowledge and deliver any such subordination instrument, Lessor in addition to any other remedies available in consequence thereof, may execute, acknowledge and deliver the same as Lessee's attorney in fact and in Lessee's name. Lessee hereby irrevocably makes, constitutes and appoints Lessor, its successor and assigns, his attorney in fact for this purpose.

#### **SECTION TEN: ACCESS TO PREMISES; SIGNS POSTED BY LESSOR**

Lessee shall permit Lessor or its agents to enter the demised premises during normal business hours, or at other times by providing three (3) days written notice, to inspect the premises or make repairs that Lessee may neglect or refuse to make in accordance with the provisions of this lease. At any time within sixty (60) days prior to expiration of the term, Lessor may show the premises to persons wishing to rent the premises.

Lessee shall be entitled to place a sign on the leased premises in accordance with the design scheme of the entire complex with the consent of Lessor, which said consent shall not be unreasonably withheld.

#### **SECTION ELEVEN: EASEMENTS, AGREEMENTS OR ENCUMBRANCES**

The parties shall be bound by all existing easements, agreements and encumbrances of record relating to the demised premises, and Lessor shall not be liable to Lessee for any damages resulting from any action taken by a holder of an interest pursuant to the rights of that holder thereunder.

#### **SECTION TWELVE: QUIET ENJOYMENT**

Lessor warrants that Lessee shall be granted peaceable and quiet enjoyment of the demised premises free from any eviction or interference by Lessor if Lessee pays the rent and other charges provided herein, and otherwise fully and punctually performs the terms and conditions imposed on Lessee. Notwithstanding same, Lessee agrees to conduct himself and operate his business in such a manner as to not interfere with the business operations of Lessor, the North East Florida Educational Consortium and any other tenant or occupant of the demised premises. Lessee acknowledges that this covenant is of the utmost importance and that adherence thereto shall be strictly required by Lessor.

#### **SECTION THIRTEEN: LIABILITY OF LESSOR**

Lessee shall be in exclusive control and possession of the demised premises, and Lessor shall not be liable for any injury or damages to any property or to any person on or about the demised premises nor for any injury or damage to any property of Lessee. The provisions herein permitting Lessor to enter and inspect the demised premises are made to insure that Lessee is in compliance with the terms and conditions hereof and makes repairs that Lessee has failed to make. Lessor shall not be liable to Lessee for any entry on the premises for inspection purposes.

#### **SECTION FOURTEEN: RENT ABATEMENT**

No abatement, diminution or reduction of rent shall be claimed or allowed to Lessee or any person claiming under him under any circumstances, whether for inconvenience, discomfort, interruption of business or otherwise, arising from the making of alterations, improvements or

repairs to the premises, because of any governmental laws or arising from and during the restoration of the demised premises after the destruction or damage thereof by fire or other cause.

#### **SECTION FIFTEEN: WAIVERS**

The failure of Lessor to insist on a strict performance of any of the terms and conditions hereof shall be deemed a waiver of the rights or remedies that Lessor may have regarding that specific instance only, and shall not be deemed a waiver of any subsequent breach or default in any terms and conditions.

#### **SECTION SIXTEEN: NOTICE**

All notices to be given with respect to this lease shall be in writing. Each notice shall be sent by registered or certified mail, postage prepaid and return receipt requested, to the party to be notified at the address set forth herein or at such other address as either party may from time to time designate in writing.

Every notice shall be deemed to have been given at the time it shall be deposited in the United States mails in the manner prescribed herein. Nothing contained herein shall be construed to preclude personal service of any notice in the manner prescribed for personal service of a summons or other legal process.

#### **SECTION SEVENTEEN: ASSIGNMENT, MORTGAGE OR SUBLEASE**

Neither Lessee nor his successors or assigns shall assign, mortgage, pledge or encumber this lease or sublet the demised premises in whole or in part, or permit the premises to be used or occupied by others, nor shall this lease be assigned or transferred by operation of law, without the prior consent in writing of Lessor in each instance. If this lease is assigned or transferred, or if all or any part of the demised premises is sublet or occupied by anybody other than Lessee, Lessor may, after default by Lessee, collect rent from the assignee, transferee, subtenant, or occupant, and apply the net amount collected to the rent reserved herein, but no such assignment, subletting, occupancy or collection shall be deemed a waiver of any agreement or condition hereof, or the acceptance of the assignee, transferee, subtenant or occupant as Lessee. Lessee shall continue to be liable hereunder in accordance with the terms and conditions of this lease and shall not be released from the performance of the terms and conditions hereof. The consent by Lessor to an assignment, mortgage, pledge or transfer shall not be construed to relieve Lessee from obtaining the express written consent of Lessor to any future transfer of interest.

#### **SECTION EIGHTEEN: SURRENDER OF POSSESSION**

Lessee shall, on the last day of the term, or on earlier termination and forfeiture of the lease, peaceably and quietly surrender and deliver the demised premises to Lessor free of subtenancies, including all buildings, additions and improvements constructed or placed thereon by Lessee, except moveable trade fixtures, all in good condition and repair. Any trade fixtures or

personal property not used in connection with the operation of the demised premises and belonging to Lessee, if not removed at the termination or default, and if Lessor shall so elect, shall be deemed abandoned and become the property of Lessor without any payment or offset therefore. Lessor may remove such fixtures or property from the demised premises and store them at the risk and expense of Lessee if Lessor shall not so elect. Lessee shall repair and restore all damage to the demised premises caused by the removal of equipment, trade fixtures and personal property.

#### **SECTION NINETEEN: REMEDIES OF LESSOR**

- a. In the event of a breach or a threatened breach by Lessee of any of the terms or conditions hereof, Lessor shall have the right of injunction to restrain Lessee and the right to invoke any remedy allowed by law or in equity, as if the specific remedies of indemnity or reimbursement were not provided herein.
- b. No receipt of money by Lessor from Lessee, after default or cancellation of this lease in any lawful manner shall (1) reinstate, continue or extend the term or affect any notice given to Lessee, (2) operate as a waiver of the right of Lessor to enforce the payment of rent and additional rent then due or falling due, or (3) operate as a waiver of the right of Lessor to recover possession of the demised premises by proper suit, action, proceeding or other remedy, unless so stated by Lessor in writing. After (1) service of notice of termination and forfeiture as herein provided and the expiration of the time specified therein, (2) the commencement of any suit, action, proceeding, or other remedy, or (3) final order or judgment for possession of the demised premises, Lessor may demand, receive and collect any monies due, without in any manner affecting such notice, order or judgment. Any and all such monies so collected shall be deemed to be payment on account of the use and occupation of the demised premises or at the election of Lessor, on account of the liability of Lessee hereunder.

#### **SECTION TWENTY: UNILATERAL TERMINATION**

##### **By Lessee:**

**Due to Lack of Funds:** Any obligation to pay under this contract is contingent upon an annual appropriation by the Legislature. In the event funds to finance this contract become unavailable, the Coalition (Lessee) may terminate this contract upon no less than one hundred and twenty (120) calendar day notice in writing to the Lessor (NEFEC). Said notice shall be delivered by certified mail, return receipt requested or in person with proof of delivery.

##### **By Lessor:**

##### **Due to Lack of Availability:**

In the event the Lessor (NEFEC) should require said office space back for NEFEC operations, the Lessor (NEFEC) will terminate this contract upon no less than one hundred and twenty (120) calendar day notice in writing to the Coalition (Lessee). Said notice shall be delivered by certified mail, return receipt requested or in person with proof of delivery.

#### **SECTION TWENTY-ONE: TOTAL AGREEMENT; APPLICABLE TO SUCCESSORS**

This lease contains the entire agreement between the parties and cannot be changed or terminated except by a written instrument subsequently executed by the parties hereto. This lease and the terms and conditions hereof apply to and are binding on the heirs, legal representatives, successors and assigns of both parties.

**SECTION TWENTY-TWO: APPLICABLE LAW**

This agreement shall be governed by and construed in accordance with the laws of the State of Florida.

**SECTION TWENTY-THREE: ASSURANCES AND CERTIFICATIONS**

NEFEC/Lessor agrees to comply with all applicable assurances and certifications as listed on Attachment I – Assurances and Certifications.

**SECTION TWENTY-FOUR: TIME OF THE ESSENCE**

Time is of the essence in all provisions of this lease.

**IN WITNESS WHEREOF**, the parties have executed this lease at Palatka, Putnam County, Florida.

**Lessor:**

**Lessee:**

by \_\_\_\_\_  
Richard M. Surrency Sr., Ed.D., Superintendent  
Putnam County District Schools  
Date: \_\_\_\_\_

by \_\_\_\_\_  
Dawn Bell, Chief Executive Officer  
Early Learning Coalition of North Florida,  
Inc.  
Date: \_\_\_\_\_

by \_\_\_\_\_  
Sandra Gilyard, Chairperson  
District School Board of Putnam County  
Date: \_\_\_\_\_

by \_\_\_\_\_  
Dr. Patrick J. Wnek, Executive Director  
North East Florida Educational Consortium  
Date: \_\_\_\_\_

## **ATTACHMENT I – ASSURANCES AND CERTIFICATIONS**

### **ASSURANCES AND CERTIFICATIONS**

- A. Assurances – Non-construction Programs (OMB Standard Form SF 424B)**
- B. Certification Regarding Debarment and Suspension (29 CFR Part 98 and 45 CFR Part 74)**
- C. Certification Regarding Lobbying (29 CFR Part 93 and 45 CFR Part 93)**
- D. Drug-Free Workplace Certification (29 CFR Part 98 and 45 CFR Part 82)**
- E. Certification Regarding Convicted Vendor List and Discriminatory Vendor List**
- F. United States Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriations Act of 1995 (s. 507, P.L. 103-333)**
- G. Trafficking Victims Protection Act of 2000**
- H. Certification Regarding Environmental Tobacco Smoke – The Pro Children Act of 2001**
- I. Certification Regarding Immigration Status**
- J. Certification Regarding Standards of Conduct**
- K. Certification Regarding Prohibition for Distribution of Funds to the Association of Community Organization for Reform Now (ACORN)**
- L. The Transparency Act, as 2 CFR Part 170, defines**
- M. Equal Employment Opportunity (E.E.O.) Assurance**
- N. Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq.)**
- O. Energy Efficiency**
- P. Scrutinized Companies Lists**
- Q. Davis-Bacon Act, as amended (40 USC 276a, et seq.)**
- R. Copeland “Anti-Kickback” Act (18 U.S.C. 874 and 40 U.S.C. 276c)**
- S. Contract Work Hours and Safety Standards Act**
- T. Access To Records**



**A. ASSURANCES – NON-CONSTRUCTION PROGRAMS.**

As the duly authorized representative of the CONTRACTOR, I certify that the CONTRACTOR:

1. Has the legal authority to apply for federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay for the non-federal share of project costs, as applicable) to ensure proper planning, management and completion of described services.
2. Will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, federal and state funds paid to that agency under each program. Access to such records shall be made available to authorized representatives of U.S. governmental agencies, the Florida Department of Education (DOE), the Florida Department of Financial Services (DFS) and the Auditor General of the state of Florida for the purpose of program and fiscal auditing and monitoring.
3. Will establish safeguards to prohibit employees and board members from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receiving the awarding agency's approval.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728 – 4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
6. Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972, as amended, (P.L. 92-255) relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, as amended (P.L. 91-616), relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912, as amended (42 U.S.C. 290 dd-3 and 290 ee-3), relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968, as amended, (42 U.S.C. 3601 et seq.) relating to nondiscrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and (j) any other non-discrimination statute(s) requirements that may apply to the application.

7. Will comply with, or has already complied with, the Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646), requirements, which provide for treating fairly and equitably persons displaced or whose property is acquired as a result of federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328), which limit the political activities of employees for whom federal funds, in whole or in part, pay for their principal employment activities.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40.327-333) regarding labor standards for federally assisted construction sub-agreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et. seq.); (f) conformity of federal actions to state (Clear Air) Implementation Plans under section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting the national wild and scenic rivers system's components or potential components.
13. Will assist the awarding agency in assuring compliance with section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human services involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will Comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB CFR § 200 Uniform Audit Requirements and/or Section 215.97, Florida Statutes, Florida Single Audit Act, as applicable.
18. Will comply with all applicable requirements of all other federal and state laws, executive orders, regulations and policies governing each funded program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

**B. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS – PRIMARY COVERED TRANSACTION.**

As required by E.O.(s) 12549 and 12689, Debarment and Suspension, and implemented at 45 CFR Part 85, Government wide Debarment and Suspension (Nonprocurement) for prospective participants in primary covered transactions, no contract shall be made to parties the General Services Administration's List of Parties Excluded in the System for Award Management (SAM) identifies as excluded from Federal Procurement or Nonprocurement Programs. This list contains the names of parties debarred, suspended or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contracts with awards that exceed the small purchase threshold shall provide the required certification regarding their exclusion status and that of their principal employees.

The federal government imposes this requirement in order to protect the public interest, and to ensure that only responsible organizations and individuals do business with the government and receive and spend government grant funds. Failure to adhere to those requirements may have serious consequences (e.g., disallowance of cost, termination of project or debarment). To assure that this requirement is met, there are four options for obtaining satisfaction that CONTRACTORS are not suspended, debarred or disqualified. The CONTRACTOR through the duly appointed undersigned representative, certifies, to the best of its knowledge and belief, that it, its principals or its officers-

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any federal department or agency. The Federal Excluded Parties list

is currently located at <https://www.sam.gov/> (Systems for Award Management) and also available passing through the Florida Department of Management Services website. The United States Department of Agriculture Food Program's National Disqualification List is available through the Florida Department of Health.

2. Have not, within a three-year period preceding the CONTRACT, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or CONTRACT under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in this certification's paragraph B.2.
4. Have not, within a three-year period preceding the CONTRACT, had one or more public transactions (federal, state, or local) terminated for cause or default.

Where the prospective CONTRACTOR is unable to certify to any of the statements in this certification, such prospective CONTRACTOR shall attach an explanation to the CONTRACT.

**C. CERTIFICATION REGARDING LOBBYING – Certification for Contracts, Grants, Loans, and Cooperative Agreements.**

In accordance with s. 216.347, F.S., the disbursement of grants and aids appropriations for lobbying is prohibited. COALITION may not authorize or make any disbursement of funds or aids appropriations pursuant to a CONTRACT to any person or organization unless the terms of the CONTRACT prohibit the expenditure of funds for the purpose of lobbying the legislature, the judicial branch or a state agency. The provisions of this section are supplemental to the provisions of s. 11.062, F.S., and any other law prohibiting the use of state funds for lobbying purposes.

The undersigned, as a duly authorized representative of the CONTRACTOR, certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the CONTRACTOR, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employees of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employees of Congress, or employee of a member of

Congress in connection with this federal contract, grant, loan, or cooperative agreement, the CONTRACTOR shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

3. The CONTRACTOR shall require that language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### **D. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

The CONTRACTOR will maintain a drug-free workplace and will comply with the requirements of the Drug-Free Workplace Act of 1988. Pursuant to the Drug-Free Workplace Act of 1988: 45 CFR Part 76 subpart F, ss. 76.630(c) and (d)(2), and 76.645(a)(1) and (b), the CONTRACTOR, through the duly appointed undersigned representative, attests and certifies that the CONTRACTOR will provide a drug-free workplace by the following actions-

1. Publishing a statement notifying employees that the CONTRACTOR prohibits unlawful manufacturing, distributing, dispensing, possessing or using a controlled substance in the CONTRACTOR’s workplace and specifying the actions that the CONTRACTOR will take against employees for violating such prohibition.
2. Establishing an ongoing drug-free awareness program to inform employees concerning:
  - a. The dangers of drug abuse in the workplace.
  - b. The policy of maintaining a drug-free workplace.
  - c. Any available drug counseling, rehabilitation and employee assistance programs.
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the CONTRACT be given a copy of the statement required by paragraph 1 above.
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the CONTRACT, the employee will:
  - a. Abide by the terms of the statement.
  - b. Notify the employer, in writing, of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.
5. Notifying COALITION in writing within ten (10) calendar days of receiving notice from an employee, of the employee’s conviction of a violation of a criminal drug statute in the

workplace or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to-

**Early Learning Coalition of North Florida, Inc.**  
**2450 Old Moultrie Road, Suite 103**  
**St. Augustine, Florida 32086**

6. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph 4, with respect to any employee who is so convicted.
  - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended.
  - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program that a federal, state or local, health, law enforcement, or other appropriate agency approved for such purposes.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of this entire certification.

The following are the sites for the performance of work done in connection with the specific CONTRACT including street address, city, county, state, and zip code:

**Northeast Florida Educational Consortium (NEFEC)**  
**3841 Reid Street**  
**Palatka, FL 32177**

Check ( ) if there are workplaces on file that are not identified here.

Check ( ) if an additional page was required for the listing of the workplaces.

The CONTRACTOR will inform the COALITION of any changes relevant to the provisions of this section.

#### **E. CERTIFICATION REGARDING CONVICTED VENDOR LIST AND DISCRIMINATORY VENDOR LIST**

The CONTRACTOR hereby certifies, through the duly appointed undersigned representative, that neither it, nor any person or affiliate of the CONTRACTOR, has been convicted of a Public Entity Crime as defined in section 287.133, Florida Statutes, nor placed on the convicted vendor list or discriminatory vendor list pursuant to s. 287.134, Florida Statutes, all of which are located at the Florida Department of Management Services website. The CONTRACTOR understands and agrees that it is required to inform the COALITION immediately upon any change of circumstances regarding this status.

#### **F. UNITED STATES DEPARTMENTS OF LABOR, HEALTH AND HUMAN SERVICES, AND EDUCATION AND RELATED AGENCIES APPROPRIATIONS ACT OF 1995 – PURCHASE OF AMERICAN-MADE EQUIPMENT AND PRODUCTS**

The CONTRACTOR agrees that, to the greatest extent practicable, all equipment and products purchased with funds made available by this CONTRACT will be American-made.

P.L. 103-333, the Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act of 1995, section 507 – “It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available in this Act should be American-made.

**G. TRAFFICKING VICTIMS PROTECTION ACT OF 2000 (TVPA), AS AMENDED, (22 U.S.C. 7104 (G))**

This CONTRACT is subject to the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104(g)). The following award term is hereby adopted and incorporated herein by reference as fully set forth herein.

The United States Health and Human Services Administration for Children and Families Child Care and Development Fund Terms and Conditions require the CONTRACTOR to comply with section 106(g) of the Trafficking Victims Protection Act of 2000. In each COALITION CONTRACT (i.e., grant or cooperative agreement) under which a private entity receives funding, section 106(g) of the Trafficking Victims Protection Act of 2000, as amended, requires the COALITION to include a condition that authorizes the COALITION to terminate the CONTRACT, without penalty, if the CONTRACTOR (a) Engages in severe forms of trafficking in persons during the period of time that the CONTRACT is in effect; (b) Procures a commercial sex act during the period of time that the CONTRACT is in effect; or (c) Uses forced labor in the performance of the CONTRACT or subcontracts under the CONTRACT.

**H. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE – THE PRO-CHILDREN ACT OF 2001**

The Pro-Children Act of 2001, 42 U.S.C. 7181-7184, imposes restrictions on smoking in facilities where federally-funded children’s services are provided. Health and Human Services (HHS) grants are subject to these requirements only if they meet the Act’s specified coverage. The Act specifically prohibits smoking in any indoor facility (owned or leased or contracted) where kindergarten, elementary, or secondary education or library services to children under the age of 18 routinely or regularly occur. In addition, the act prohibits smoking in any indoor facility or portion of a facility (owned, leased, or contracted) where federally-funded health care, child care, or early childhood development, including Head Start services, to children under the age of 18 routinely or regularly occur. The statutory prohibition also applies if such facility is constructed, operated, or maintained with federal funds. The statute does not apply to children’s services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where Women, Infants and Children (WIC) coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

**I. CERTIFICATION REGARDING IMMIGRATION STATUS**

The CONTRACTOR certifies that it agrees to comply with the provisions of section 432 of the Personal Responsibility and Work Opportunity Reconciliation Act (42 USC part 1611); ensuring that only individuals eligible for CCDF services receive them.

#### **J. CERTIFICATION REGARDING STANDARDS OF CONDUCT**

The CONTRACTOR certifies that it shall comply with the provisions of **45 CFR part 92.36(b)(3)** regarding standards of conduct. It will establish safeguards to prohibit employees and board members from using their positions for any purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.

#### **K. CERTIFICATION PROHIBITING DISTRIBUTION OF FUNDS TO THE ASSOCIATION OF COMMUNITY ORGANIZATION FOR REFORM NOW (ACORN)**

To comply with Public Law 111-117, the CONTRACTOR may not distribute federal funds made available under this CONTRACT to the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries. In addition, no federal funds may be provided to any covered organization as defined in House of Representatives (H.R.) 3571, the Defund ACORN Act.

#### **L. THE TRANSPARENCY ACT (AS CFR PART 170 DEFINES)**

The following award term is hereby adopted and incorporated herein by reference as if fully set forth herein-

HHS now requires this program award to adhere to the Transparency Act's Sub-award and Executive Compensation reporting requirements (as CFR Part 170 defines). Under the Transparency Act, the CONTRACTOR must report all sub-awards (as 2 CFR part 170 defines) more than \$25,000, unless exempted. Please see the newly applicable Award Term for Federal Financial Accountability and Transparency Act at the USDHHS ACF website.

#### **M. EQUAL EMPLOYMENT OPPORTUNITY (E.E.O.)**

The CONTRACTOR agrees that it will comply with Executive Order No. 11246, Equal Employment Opportunity (30 Federal Register (F.R.) 12319, 12935, 3 CFR, 1964-1965 comp. p. 339), September 24, 1965, as E.O. 11375, Amending Executive Order 11246 Relating to Equal Employment Opportunity, of October 13, 1967, amended, and as the Department of Labor regulations (41 CFR part 60) Office of Federal Compliance Programs, Equal Opportunity, Department of Labor supplements. See 45 CFR part 92.36(i)(3).

#### **N. CLEAN AIR ACT (42 U.S.C. 7401, ET SEQ.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. 1251, ET SEQ.) AS AMENDED**

If this CONTRACT is in an amount in excess of \$150,000, the CONTRACTOR shall comply with all applicable standards, orders or regulations issued under Section 306 of the Clean Air Act as amended (42 U.S.C. 1857(h) et seq. and 42 U.S.C. 7401, et seq.), Section 508 of the Federal Water Pollution Control Act as amended (33 U.S.C. 1368 et seq. and 33 U.S.C. 1251, et seq.), Executive Order 11738 and Environmental Protection Agency regulations (40 C.F.R. Part 15). Violations shall be reported to the COALITION, the federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). See 45 CFR part 92.36 (i)(12).

#### **O. ENERGY EFFICIENCY**

The CONTRACTOR shall comply with mandatory standards and policies relating to energy efficiency contained in the State of Florida's Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163, 89 Stat.871). See 45 CFR part 92.36 (i)(13).



#### **P. SCRUTINIZED COMPANIES LISTS**

If this CONTRACT is for goods or services of one million dollars or more and entered into or renewed on or after July 1, 2011, then the COALITION may terminate this CONTRACT at its sole option if the COALITION finds the CONTRACTOR submitted a false certification as s. 287.135(5), F.S., defines, or is on the Scrutinized Companies with Activity in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Both lists are provisions of s. 215.473, F.S.

If this CONTRACT is in the amount of one million dollars or more, in compliance with s. 287.135, F.S., the CONTRACTOR, by signing this CONTRACT, hereby certifies that it is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

#### **Q. DAVIS-BACON ACT, AS AMENDED (40 USC 276a, ET SEQ.)**

When federal program legislation requires, all construction CONTRACTS of more than \$2,000 the recipients and subrecipients shall include a provision for compliance with the Davis-Bacon Act (40 USC 276a, et seq.), as supplemented by Department of Labor (DOL) regulations (29 CFR Part 5, Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction). Under this Act, CONTRACTORS shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, CONTRACTORS shall be required to pay wages not less than once a week. The recipient shall place a copy of the DOL-issued current prevailing wage determination in each solicitation, and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the federal awarding agency. DOL regulations, rules and instructions concerning implementation of the Davis-Bacon Act and other labor laws can be found at Title 29 CFR Part(s) 1, 3, 5, 6 and 7.

#### **R. COPELAND ANTI-KICKBACK ACT (18 U.S.C. 874 and 40 U.S.C. 276c)**

When applicable, (all construction or repair contracts awarded by the Coalition in excess of \$2,000) the CONTRACTOR agrees to comply with the Copeland Anti-kickback Act (18 U.S.C. 874 and 40 U.S.C. 276c), as supplemented by the Department of Labor (29 CFR Part 3). The Act provides that each CONTRACTOR shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.

#### **S. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT**

When applicable, (all contracts awarded by the Coalition in excess of \$100,000 for construction contracts and in excess of for other contracts that involve the employment of mechanics or laborers) CONTRACTOR agrees to comply with the Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by the Department of Labor regulations (29 CFR Part 5). Under Section 102 of the Act, each Contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of 40 hours in the work

week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies and materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

#### **T. ACCESS TO RECORDS**

Pursuant to 2 CFR §200.336, *Access to records*, the CONTRACTOR agrees to provide access by the COALITION, the Office of Early Learning, the Federal Health and Human Services (HHS) Agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the CONTRACTOR which are directly pertinent to this specific award for the purpose of making audit, examination, excerpts, and transcriptions. The right also includes timely and reasonable access to the non-Federal entity's personnel for the purpose of interview and discussion related to such documents. The rights of access in this section are not limited to the required retention period but last as long as the records are retained.

## **VI. New/Unfinished Business**

### **C. Approval of Episcopal Children's Services 2019/2020 Contract Amendment #0002-19\***

**\*ACTION ITEM**

## ACTION ITEM SUMMARY

<b>DESCRIPTION</b>	Episcopal Children's Services 2019/2020 Contract Amendment #0002-19:
<b>Reason for Recommended Action</b>	<p><u>Revisions:</u></p> <ul style="list-style-type: none"> <li>A. Items #1, 2, and 4 were to update the <u>School Readiness</u> budgeted amounts per the September 13, 2019 Notice of Award.</li> <li>B. Items #2 and 4 were to update the <u>Program Assessment and Preschool Development Grant Services (P.D.G.)</u> budgeted amounts per the September 30, 2019 Notice of Award.</li> <li>C. Item #2, under "<u>Additional School Readiness-Related Programs and Funding</u>" was to: <ul style="list-style-type: none"> <li>• Remove the one "Early Learning Florida" contract that has expired.</li> <li>• Add the new "Early Learning Florida" contract for 19/20.</li> <li>• Update the "School Readiness Program Assessment" project section.</li> <li>• Update the "Preschool Development Grant Services" project section.</li> </ul> </li> <li>D. Item #3 was to correct language regarding Travel classifications and required prior approvals.</li> <li>E. Note: In both Attachment 9's, the yellow-highlighted revision in the far right, last column for "Total Non-Slots (Non-Direct)" is a CORRECTION. The wrong amount was entered here for Contract Amendment #0001-19, so this is only a correction.</li> </ul> <p><b><u>If this is not done, the following would occur:</u></b></p> <ul style="list-style-type: none"> <li>A. ECS's contract would not have the correct budgeted amounts for the School Readiness program.</li> <li>B. ECS's contract would not have the correct budgeted amounts for the Program Assessment and Preschool Development Grant programs.</li> <li>C. ECS's contract section, "Additional School Readiness-Related Programs and Funding" would not be up to date nor accurate.</li> <li>D. ECS's contract would not contain needed corrections regarding Travel.</li> <li>E. ECS's SR Budget Attachment 9 would not have a needed dollar amount correction.</li> </ul>
<b>How the Action will be accomplished</b>	Approval of ECS 2019/2020 amendment #0002-19, and party signatures.

**Amendment 0002-19 to Primary Services Contract  
Episcopal Children's Services**

THIS AMENDMENT, entered into between the Early Learning Coalition of North Florida, Inc. hereinafter referred to as the Coalition, and Episcopal Children's Services, hereinafter referred to as the Contractor, amends the 2019-20 primary services contract as follows:

Item #	Page #	Headings and Text
1	9	<b>C. <u>RESOURCE MANAGEMENT</u> (SR)</b>
		<p>Pursuant to the Request for Proposal and the Contractor's signed response, and the fact that this contract is <b>upon a cost-reimbursement method of payment</b>, the CONTRACTOR shall be fiscally responsible pursuant to the following:</p> <p><b>1. BUDGET SURPLUS/DEFICIT:</b> The Contractor shall serve no fewer than <b>3,800</b> children with the <b>slot dollars</b> provided under this contract, unless the available School Readiness grant funding would not financially provide for all <b>3,800 slots</b>. Regardless of the total amount of funding for slots, the Coalition (through its Sub-Contractors) will ensure that no less than <b>78%</b> of School Readiness grant funds will be used for slot funding. The 78 percent calculation includes direct services, applicable Gold Seal OCA expenditures, and performance-based payment differentials to providers up to the provider's private pay rate, as defined in the most recent version of the OEL Standard Codes document, and local match. The slot funding will be expended within 1.5% under and 0% over the contracted budget amount, with the understanding that the goal is to use 0.75% under. The CONTRACTOR further agrees that reimbursements under this contract shall be up to, and are capped at the total budgeted amount of funding for direct childcare <b>slot funding</b> which is <del>\$14,250,795</del> <b>\$14,734,976</b>. This funding is inclusive of the annual OEL School Readiness Grant Award that does not include <b>local</b> match funds, and is <b>based on availability of funds. If county allocations are reduced at the state level, contracts will be amended accordingly. Gold Seal payments are subject to adjustments due to budget constraints.</b> Additionally, the Contractor shall be responsible for actively soliciting and obtaining local match funds for children in School Readiness Programs to be used only for slots.</p>
2	21	<b>VII. Method of Payment (SR)</b>
		<p>This is a cost-reimbursement contract. The Coalition shall pay the contractor for the delivery of service provided in accordance with the terms of this contract for a <b>total dollar amount</b> up to and not to exceed <del>\$16,946,880</del> <b>\$17,431,061</b>. This funding is inclusive of the annual OEL School Readiness Grant Award which does not include <b>local</b> match funds, and is <b>based on availability of funds. If county allocations are reduced at the state level, contracts will</b></p>

		<p><b>be amended accordingly.</b> Up to and no more than <b>\$373,411</b> (97BBA) may be allocated to administrative expenditures. <b>Local match</b> will be reimbursed based on funding from match raised from <b>local grants</b> up to the amount earned or the amount of the local grants, whichever is less.</p> <p><b>Additional School Readiness-Related Programs and Funding:</b></p> <p>The following programs' funding is <b>exclusive</b> of the annual OEL School Readiness Grant Award funding. Contractor reimbursements will be based on all provisions as set forth in the individual contracts and/or OEL Grant Agreements.</p> <p><b>Early Learning Florida</b>  AND, the Coalition shall pay the contractor for the delivery of service provided in accordance with the terms and conditions of <b>OEL's "Early Learning Florida Contracts"</b> [in cooperation with <b>The University of Florida</b> Board of Trustees, a public body corporate of the State of Florida for the benefit of its Lastinger Center for Learning ("University")] with the Coalition:</p> <p><del>#SR974 (effective dates 01/04/19 – 08/31/19) for a total dollar amount up to and not to exceed \$22,500.</del></p> <p><b><u>To support the implementation of Early Learning Florida courses for the Coalition's Child Care Providers</u></b>  <b><u>(Effective dates 09/01/19 – 08/31/20) for a total dollar amount up to and not to exceed \$12,000.</u></b></p> <p>Contractor will observe and meet the terms of OEL's Grant Agreement regarding conditions of the <b>2019/2020</b> agreement for components of <b>House Bill 1091</b>, specifically Exhibit 2, Parts B33-B.35 [definitions for Quality Improvement Plan, Quality Performance System (QPS), and Child Assessments], Part C.5.3.1 (Conducting Program Assessments and Determining SR Provider Eligibility), Part C.5.7 (Quality Improvement Plan Management), and Part C.5.8 (Child Assessment Management).</p> <p><b>School Readiness Program Assessment</b>  Contractor shall provide program assessments on School Readiness providers. These program assessments will be conducted in accordance with OEL Program Guidance 420.02 – Program Assessment and 250.01 – Other Cost Accumulators, and for a <b>total dollar amount</b> up to and not to exceed <del>\$267,900</del> <b>\$217,598</b>.</p> <p><b>Preschool Development Grant Services (P.D.G.)</b>  This is a federal grant designed to fund states to conduct a comprehensive statewide birth through five needs assessment followed by in-depth strategic planning, while enhancing parent choice and expanding the current mixed delivery system consisting of a wide range of provider types and settings.</p>
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		<p>Contractor must complete and submit a PDG Plan for Implementation of Child Assessment Best Practices to OEL for review and approval. Contractor must submit the ELC board approved PDG Plan to the Office of Early Learning no later than close of business July 31, 2019.</p> <p>Best practices for supporting child assessment implementation are outlined in OEL Program Guidance 420.02 Attachment C – School Readiness Child Assessment Guide. To the extent possible, each coalition's plan for supporting child assessment implementation should align to these best practices.</p> <p>To the extent possible, Contractor will complete all targets and goals of the plan. Contractor may not exceed the PDG Plan <b>total dollar amount</b> of <del>\$115,526</del> <b>\$132,424</b>.</p>
<b>3</b>	<b>22</b>	<b>Travel and Entertainment</b>
		<p>In addition, the Contractor agrees that entertainment costs are unallowable and all travel must be pre-approved by <del>another Board Member or</del> the Contractor's Board of Directors (for agency head and board members) and by the Contractor's agency head (for all employees) <u>prior to travel taking place</u>. ALL TRAVEL is defined as <del>both in-state (local and overnight)</del> <u>in-state local, in-state overnight</u>, and all out-of-state travel, <del>and</del> <u>And</u>, such costs shall be reimbursed at the standard travel reimbursement rates established in section 112.061, F.S. and per the regulations of OEL Program Guidance 240.10 – Travel and DFS-approved travel forms of the Florida Department of Financial Services and Florida Department of Education. In addition, all out-of-state travel must be pre-approved by <del>another Board Member or</del> the Contractor's Board of Directors <u>prior to travel taking place</u>.</p>
<b>4</b>	<b>69-70</b>	<b>Attachment 9 School Readiness Budget</b>
		<p>(Attached, Pages 4-5 show the deletions, and pages 6-7 show the additions. Pages 6-7 replaces original contract attachment and is incorporated as part of this amendment.)</p>
		<b>END OF AMENDMENTS</b>

**ATTACHMENT 9**  
**SCHOOL READINESS BUDGET**

State of Florida Notice of Award No. EL430	
DUNS # 130220796	
CFDA# / Name	Federal Award #
93.558 / TANF and MOE	G1901FLTANF (21.95%)
93.575 / CCDF Discretionary	G1901FLCCDD (50.54%)
93.596 / CCDF Mandatory	G1901FLCCDF (5.65%)
93.596 / CCDF Matching and MOE	G1901FLCCDM (21.79%)
93.667 / SSBG	G1901FLS0SR (0.07%)
	Grand Total 100%

Description	OCA	ECS Dollar Amounts	Coalition Dollar Amounts	Total ECS and ELC
General Administration	97BBA, 97FIR, 97LCA	\$373,411	\$522,915	\$896,326
Non-direct Services	97BBD	\$288,026		\$288,026
Systems	97SYS			
Eligibility Determination	97BDE	\$628,518		\$628,518
Quality	97QOO, 97QHS, 97QCS, 97QST, 97QCR, 97QAS, 97QTA, 97QPD, 97QPT	\$651,625	\$431,733	\$1,083,358
Infant & Toddler Services	97INT, 97ICR, 97IAS, 97ICS	\$362,017	\$25,000	\$387,017
Inclusion	97QIN	\$98,028		\$98,028
Resource & Referral	97Q14	\$294,460		\$294,460
<b>Total Non-Slots (Non-Direct)</b>		<b>\$2,696,085</b>	<b>\$979,648</b>	<b>\$3,943,836</b>
Gold Seal Payments	97GSD	\$600,000		\$600,000
SR Matching Funding		\$151,008		\$151,008
Slots		\$13,499,787		\$13,499,787
<b>Total Slots (Direct Services)</b>		<b>\$14,250,795</b>		<b>\$14,250,795</b>
<b>Grand Totals</b>		<b>\$16,946,880</b>	<b>\$979,648</b>	<b>\$17,926,528</b>
				<b>NOA Total</b>



## Supplemental Contracts

(Exclusive of OEL School Readiness Grant Award Funding)

<p><b>Early Learning Florida</b> (through the University of Florida Lastinger Center)</p> <p><del>Contract #SR974</del> (eff dates 01/04/19-<del>08/31/19</del>) <b>Total</b></p>	<p><b>\$22,500</b></p>
<p><b>Preschool Development Grant (PDG)</b></p> <p>General Administration <del>(OCA - SRPAS)</del></p> <p><b>Total Allocation</b></p>	<p><b>\$5,776</b></p> <p><b>\$115,526</b></p>
<p><b>SR Program Assessment</b> <del>(EL439)</del></p> <p>CFDA# 93.575/CCDF, Federal Award No. <del>G1802FLCCDF</del> 100% funding</p> <p>For General Administration of CLASS Assessments (OCA - SRPAS)</p> <p><b>Total</b> (total dollar amount up to and not to exceed)</p>	<p><b>\$267,900</b></p>

**ATTACHMENT 9**  
**SCHOOL READINESS BUDGET**

State of Florida Notice of Award No. EL430	
DUNS # 130220796	
CFDA# / Name	Federal Award #
93.558 / TANF and MOE	G1901FLTANF (21.95%)
93.575 / CCDF Discretionary	G1901FLCCDD (50.54%)
93.596 / CCDF Mandatory	G1901FLCCDF (5.65%)
93.596 / CCDF Matching and MOE	G1901FLCCDM (21.79%)
93.667 / SSBG	G1901FLS0SR (0.07%)
	Grand Total 100%

Description	OCA	ECS Dollar Amounts	Coalition Dollar Amounts	Total ECS and ELC
General Administration	97BBA, 97FIR, 97LCA	\$373,411	\$522,915	\$896,326
Non-direct Services	97BBD	\$288,026		\$288,026
Systems	97SYS			
Eligibility Determination	97BDE	\$628,518		\$628,518
Quality	97QOO, 97QHS, 97QCS, 97QST, 97QCR, 97QAS, 97QTA, 97QPD, 97QPT	\$651,625	\$431,733	\$1,083,358
Infant & Toddler Services	97INT, 97ICR, 97IAS, 97ICS	\$362,017	\$25,000	\$387,017
Inclusion	97QIN	\$98,028		\$98,028
Resource & Referral	97Q14	\$294,460		\$294,460
<b>Total Non-Slots (Non-Direct)</b>		<b>\$2,696,085</b>	<b>\$979,648</b>	<b>\$3,675,733</b>
Gold Seal Payments	97GSD	\$600,000		\$600,000
Performance Funding	QPIIPD, QPICA, QPIPIQ, QPICQ	\$484,181		\$484,181
SR Matching Funding		\$151,008		\$151,008
Slots		\$13,499,787		\$13,499,787
<b>Total Slots (Direct Services)</b>		<b>\$14,734,976</b>		<b>\$14,734,976</b>
<b>Grand Totals</b>		<b>\$17,431,061</b>	<b>\$979,648</b>	<b>\$18,410,709</b>

**NOA Total**

## Supplemental Contracts

(Exclusive of OEL School Readiness Grant Award Funding)

<p><b>Early Learning Florida</b> (through the University of Florida Lastinger Center)</p> <p><b><u>To support the implementation of Early Learning Florida courses for the Coalition's Child Care Providers</u></b>  <u>(Effective dates 09/01/19 – 08/31/20) for a total dollar amount up to and not to exceed \$12,000.</u></p>	<p><b><u>\$12,000</u></b></p>
<p><b>Preschool Development Grant (PDG) <u>(EL430)</u></b></p> <p><u>CFDA# 93.434/ESSA Preschool Development Grants Birth Through Five.</u>  <u>Federal Award No. 9OTP0004–100% funding</u></p> <p><u><i>Targeted Funds and Restrictions:</i></u></p> <p>General Administration <u>(no more than 5%)</u></p> <p><u>Preschool Development Stipends</u></p> <p><b>Total Allocation</b></p>	<p><b><u>\$6,621</u></b></p> <p><b><u>\$16,898</u></b></p> <p><b><u>\$132,424</u></b></p>
<p><b>SR Program Assessment <u>(EL430)</u></b></p> <p>CFDA# 93.575/CCDF, Federal Award No. <u>G1902FLCCDF</u>–100% funding  For General Administration of CLASS Assessments (OCA - SRPAS)</p> <p><b>Total</b> (total dollar amount up to and not to exceed)</p>	<p><b><u>\$217,598</u></b></p>

THIS AMENDMENT shall begin on December 4, 2019, or the date, on which the amendment has been signed by both parties, whichever is later.

All provisions in the contract and any attachments thereto in conflict with this amendment shall be and are hereby changed to conform to this amendment.

All provisions not in conflict with this amendment are still in effect and are to be performed at the level specified in the contract.

This amendment is hereby made a part of the contract.

IN WITNESS WHEREOF, the parties hereto have caused this 8 page amendment to be executed by their officials thereunto duly authorized.

**EARLY LEARNING COALITION OF  
NORTH FLORIDA**

**EPISCOPAL CHILDREN'S SERVICES,  
INC.**

**NAME** \_\_\_\_\_

**NAME** \_\_\_\_\_

**TITLE** \_\_\_\_\_

**TITLE** \_\_\_\_\_

**SIGNED** \_\_\_\_\_

**SIGNED** \_\_\_\_\_

**DATE** \_\_\_\_\_

**DATE** \_\_\_\_\_

## **VI. New/Unfinished Business**

**D. Retro Active Approval (effective 09/01/2019)  
of ELC of North Florida and the University of  
Florida/Lastinger Center Early Learning Florida  
Contract effective 09/01/19-08/31/20\***

**\*ACTION ITEM**

## ACTION ITEM SUMMARY

<b>DESCRIPTION</b>	<b>RETRO ACTIVE Approval (effective 09/01/19)</b> ELC of North Florida and the University of Florida/Lastinger Center Early Learning Florida Contract effective 09/01/19 – 08/31/20
<b>Reason for Recommended Action</b>	<p>This Contract for Services is made and entered into by and between The University of Florida Board of Trustees (a public body corporate of the State of Florida for the benefit of its Lastinger Center for Learning) and the ELC of North Florida.</p> <p>THIS CONTRACT is to support the implementation of Early Learning Florida courses (e.g., online only, online with Community of Practice (CoP) Facilitation, and online with Technical Assistance (TA) Coaching) that aligns with quality improvement goals/initiatives, for the Coalition’s Child Care Providers.</p> <p>The total contract is <b>not to exceed \$12,000.</b></p> <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none"><li>• The Coalition would not be able to extend this professional development opportunity to the child care providers in the Coalition’s service area.</li></ul>
<b>How the Action will be accomplished</b>	<b>RETRO ACTIVE Approval (effective 09/01/19)</b> of this Contract and party signatures.

## **CONTRACT FOR SERVICES**

**This Contract for Services** (this "Contract") is made and entered into as of this 1<sup>st</sup> day of September, 2019, by and between the **University of Florida Board of Trustees**, a public body corporate of the State of Florida, on behalf and for the benefit of the University of Florida ("**University**"), and Early Learning Coalition of North Florida ("**Vendor**"), collectively the "**Parties**."

University hereby engages Vendor to provide the Services (hereinafter defined), and Vendor hereby accepts such engagement, on the terms and conditions set forth in this Contract.

1. **Services.** Vendor shall perform the services described on Exhibit A, attached hereto and incorporated herein by reference (the "Services"). All Services shall be performed in a timely, diligent and professional manner, consistent with the best practices of Vendor's industry.

2. **Compensation and Payment.** University shall pay Vendor for the Services in accordance with Exhibit A, a total amount not to exceed the total set forth in Exhibit A. Vendor shall not be entitled to any other fees, reimbursements or compensation under this Contract, unless mutually agreed to in writing and executed by both Parties, for additional services. Vendor shall be responsible for the payment of all general excise taxes, income taxes and any other taxes required to be paid to federal, state and local taxing authorities with respect to any fees or other amounts paid to Vendor. Payment shall be made within thirty (30) days of satisfactory completion of the Services and presentation of a properly completed invoice.

3. **Addresses for Notices.** All Notices under this Contract shall be made in writing and addressed to the following:

University:  
Lastinger Center for Learning  
2-068 Norman Hall  
PO Box 117052  
Gainesville, FL 32611

Attention: Dr. Philip Poekert  
Phone: (352) 273-4103  
Cell:  
Fax: (352) 392-3505  
Email: [poekert@coe.ufl.edu](mailto:poekert@coe.ufl.edu)

Vendor:  
Early Learning Coalition of North Florida  
2450 Old Moultrie Road  
Suite 103  
St. Augustine, FL 32086

Attention: Susan Pettijohn  
Phone: (904) 342-2267  
Cell:  
Fax: (904) 342-2268  
Email: [spettijohn@elcnorthflorida.org](mailto:spettijohn@elcnorthflorida.org)

4. **Standard Terms.** The standard terms and conditions of this Contract are set forth on Exhibit B, Standard Terms, attached hereto and incorporated herein by reference. All capitalized terms, unless otherwise defined herein, shall have the meanings given to them in the Standard Terms. In the event of a conflict between the terms contained herein and the Standard Terms, the Standard Terms shall prevail.

5. **Term.** The term of this Contract begins on the day entered above and continues until Services are completed to the University's satisfaction and final payment is made or the Contract is terminated in accordance with section 10 of Exhibit B.

*[Signature Page to follow]*

## SIGNATURE PAGE TO CONTRACT FOR SERVICES

IN WITNESS WHEREOF, the Parties hereto have executed this Contract as of the date first set forth above.

UNIVERSITY:

Signature: Wendy Byrne

Name: Wendy Byrne

Title: Procurement Agent II

Date: 9/27/19

VENDOR:

Signature: Dawn E Bell

Name: Dawn E Bell

Title: CEO

Date: \_\_\_\_\_



## **EXHIBIT A**

### **1. Scope of Services (Section 1).**

Early Learning Coalition of North Florida agrees to support the implementation of Early Learning Florida and provide the **University of Florida, Lastinger Center for Learning** (University) with the following support, services, and/or materials:

- I. Identify two Early Learning Florida liaisons between Vendor and University:
  - A. An Administrative liaison who is authorized to invoice, collect and maintain a record of W-9 forms, distribute and certify payment of Early Learning Florida stipends for practitioners.
  - B. A Program/Professional Development liaison who will lead the development of a local implementation plan for Early Learning Florida courses (e.g., online only, online with Community of Practice (CoP) Facilitation, and online with Technical Assistance (TA) Coaching) that aligns with the Contractor quality improvement goals/initiatives.
- II. Recruit Centers and Family Child Care Homes to enroll in Early Learning Florida courses; participating programs must serve young children birth to five years of age and have either an active school readiness contract or VPK contract.
  - A. Distribute the electronic Early Learning Florida registration flyer to selected Administrators/Directors of Centers and Family Child Care Homes to participate in Early Learning Florida
  - B. Establish criteria and select eligible Centers and Family Child Care Homes
  - C. Provide University with names and email addresses of Center Directors and Family Child Care homes selected.
  - D. Provide University with names and email addresses of participants from selected Centers and Family Child Care Homes who will enroll in Early Learning Florida courses.
- III. Select Early Learning Florida courses that support local quality improvement goals.
  - A. Hosting or Statewide Course Seats: Identify the courses and model (e.g., online only, online with CoP Facilitation, or online with TA Coaching) of each course selected that will be available to the Centers and Family Child Care Homes.
    1. Assign practitioners from selected Centers and Family Child Care Homes to the courses and models that best meet their professional development needs.
  - B. Practitioner Direct Enrollment: Provide the link and/or flyer for participants to direct enroll into courses from Early Learning Florida online course catalog
- IV. Maintain a list of all staff or affiliated partners who completed the CoP Facilitation and TA Coaching Institutes.
  - A. Assign a qualified CoP Facilitator or TA Coach who has completed the appropriate University training to each section and provide this information to the University.
- V. Identify the location for CoP Facilitation meetings and the location of centers/homes where TA coaching will take place and provide this information to the University.
- VI. Ensure administrative support by staff assigned to support Early Learning Florida implementation (e.g., providing time for planning, coordinating, and collaborating with staff and local partners to support Early Learning Florida implementation; sharing information about Early Learning Florida with Centers and Family Child Care Homes providing school readiness services; completing required documentation

of CoP sessions and coaching; submitting timely invoices)

- VII. Collect and provide University with documentation on Early Learning Florida CoP meetings and TA Coaching sessions (e.g., coaching logs, CoP agendas, sign-in sheets).
- VIII. Provide regular feedback to University on application, registration/enrollment process, courses, CoP and TA Coaching support, learning management system, and other elements of Early Learning Florida to meet the professional development needs of practitioners, CoP Facilitators, and TA Coaches.
- IX. Support evaluation of Early Learning Florida through providing existing data (e.g., demographic information, existing CLASS scores) and/or facilitating original data collection, including focus groups, as needed.
- X. Distribute information (e.g., brochures, flyers, announcements) on Early Learning Florida.
- XI. Complete timely invoicing for practitioner stipends and CoP facilitation and TA coaching. Provide timely payment of individual stipends to practitioners who attain mastery in each course.
- A. Maintain accurate and detailed financial records
- B. Submit appropriate invoicing documentation and written confirmation of payment per University invoicing procedures

35. **Term (Section 2).** The term of this contract shall begin on September 1, 2019 and terminate on August 31, 2020.

36. **Compensation and Payment (Section 3).**

The Vendor shall receive stipends as detailed in the Payment Schedule below:

**Payment Schedule**

Description	Unit Cost	Evidence of Completion
Practitioners - Online Only	\$125/practitioner achieving course mastery	Copy of General Ledger
ELC Admin	\$35/practitioner enrolled	Number enrolled via LMS

**Total Contract not to exceed Twelve Thousand Dollars (\$12,000.00).**

The Vendor must provide written confirmation that stipends were distributed to practitioners who attain mastery in each course. The Vendor must also provide documentation that CoP Facilitation and/or TA Coaching was provided. The Vendor agrees that the money received can only be used for the purpose described under this section. Should the Vendor be unable to distribute the stipend to the practitioner, the undistributed stipend funds must be returned to the University of Florida, Lastinger Center for Learning via check. Check must be made payable to the **University of Florida** and mailed to the address for University under Notices (Section 3). Funds must be received no later than August 31, 2020.

## **EXHIBIT B**

### **University of Florida Standard Terms and Conditions**

These Standard Terms and Conditions (the "Terms") are hereby attached to the Contract, together with any invoices, attachments, appendices, exhibits, specifications, drawings, notes, instructions and other information, whether physically attached or otherwise issued in connection therewith (collectively, the "Agreement"), constitutes the entire and exclusive agreement between The University of Florida Board of Trustees ("UF") and the vendor identified in the Agreement (the "Vendor"). UF's approval and acceptance of the Agreement is conditioned on Vendor's agreement that any terms different from or in addition to these Terms, whether communicated orally or contained in any confirmation, invoice, acknowledgement, release, acceptance or other written correspondence, irrespective of the timing, shall not form a part of the Agreement, even if Vendor purports to condition its acceptance of these Terms on UF's agreement to such different or additional terms. Vendor's electronic acceptance, receipt of payment, acknowledgement of these Terms, or commencement of performance constitutes Vendor's acceptance of these Terms. If any discrepancy, difference or conflict exists between the various provisions of these Terms and the Agreement, these Terms shall control.

1. **PAYMENT.** Vendor shall submit bills for compensation for goods, services or expenses in sufficient detail for a pre-and post-audit; payment procedures and invoice requirements are available on UF's Disbursement Services [website](#). If UF does not issue payment within 30 days of receipt of a proper invoice, UF may pay to Vendor, an interest penalty at the rate established pursuant to §55.03(1) Fla. Stat. if the interest exceeds one dollar (\$1.00). The foregoing provisions apply only to undisputed amounts for which payment has been authorized by UF. Vendors experiencing payment problems may contact University Disbursements at (352) 392-1241. UF may make payments to Vendor via the University's EFT/ACH or ePayables payment process. Vendor shall provide the necessary information to UF upon request. If Vendor is making payment to UF, Vendor shall pay timely and not offset any amounts or be cause for termination.
2. **TAXES.** UF is tax-exempt and therefore is not obligated to pay sales, use and excise taxes. A copy of [UF's Certificate of Exemption](#) is available from the UF website. Vendor is responsible for applicable taxes under the Agreement.
3. **VENDOR STATUS.** Vendor will supply UF with a complete [vendor application](#) and W-9 or W8-BC (Foreign Vendor); if Vendor fails to supply UF with a complete and accurate W-9 or W8-BC, the invoice will be deemed insufficient for payment until such information has been provided.
4. **AVAILABILITY OF FUNDS.** UF's performance and obligation to pay under the Agreement is contingent upon an annual appropriation by the Legislature.
5. **AUDIT & RECORD KEEPING.** Vendor will cooperate with UF and shall provide specific records and/or access to all of the Vendor's records related to the Agreement. Vendor agrees to retain all records relating to the Agreement during the term and for a period of three (3) years thereafter, or for the period required by law, whichever is greater, and to make those records available at all reasonable times for investigation, inspection and/or audit by UF and/or the State of Florida Auditor General. In connection with an inspection or audit, the records shall be provided at a location designated by UF upon reasonable notice to UF. UF will provide Vendor with reasonable notice of the need for such.
6. **TRAVEL.** Vendor shall not charge UF for any travel expenses, meals, and lodging unless expressly authorized in the Agreement. To the extent that UF is responsible for paying for Vendor's travel expenses, meals and lodging, such travel expenses shall be paid in accordance with Florida Statutes §112.061, and UF's [Travel Directives and Procedures](#), and only to the extent such expenses are supported by written, itemized and paid invoices submitted by Vendor to UF. Any expenses in excess of the amounts prescribed shall be borne by Vendor.
7. **INDEMNITY.** Nothing in the Agreement shall be construed as UF's indemnification of the Vendor or as a waiver of sovereign immunity as set forth and limited by Florida Statutes §768.28. To the fullest extent permitted by law, Vendor shall indemnify, defend, protect, and hold harmless University of Florida, the UF Board of Trustees, the Florida Board of Governors, the State of Florida and their respective trustees, officers, agents, employees, and their respective successors and assigns (each an "Indemnitee", and collectively, the "Indemnitees") for, from and against all fines, fees, demands, suits, claims, losses, liabilities, damages, lawsuits, royalties, actions, proceedings, arbitrations, taxes, penalties, or interest, associated auditing and legal expenses, and other costs incurred by Indemnitee(s) (including reasonable costs and attorneys' fees) ("Indemnified Claims") arising from Vendor's provision of services, negligence, misrepresentation or breach of any representation, warranty, obligation, or covenant of the Agreement. Such Indemnified Claims shall include, without limitation, all direct, actual, general, special, and consequential damages. This provision shall survive the expiration or earlier termination of the Agreement.
8. **ASSUMPTION OF RISK.** Each party hereby assumes any and all risk of personal injury and property damage attributable to the acts or omissions of that party and the officers, employees, and agents thereof. Vendor also assumes such risk with respect to the acts or omissions of Vendor's subcontractors or persons otherwise acting or engaged to act at the instance of Vendor in furtherance of Vendor fulfilling its obligations in the Agreement. UF is not liable for the acts of third parties or the consequences of the acts of third parties.
9. **INFRINGEMENT.** Vendor represents that any goods or services furnished or provided to UF, if any, will not infringe upon or violate any patent, copyright, trademark, trade secret, or any other proprietary right of any third party. Vendor will, at its own expense, defend any suit brought against UF and will indemnify UF against an award of damages and costs made against UF by a settlement or final judgment of a court that is based on a claim that the use of the Vendor's goods or services by UF infringes a trademark or copyright of a third party; provided that UF notifies Vendor in writing of the suit or any claim of infringement within 20 days after receiving notice thereof. Such defense and indemnity shall survive expiration or earlier termination of the Agreement.
10. **TERMINATION.** The Agreement may be terminated by UF by written notice to Vendor of such intent to terminate at least ten (10) days prior to the effective date of such termination. UF may, upon five (5) days' written notice to Vendor setting forth with specificity the basis for the termination, terminate the Agreement for Cause (as hereinafter defined). For purposes of the Agreement, "Cause" is defined as Vendor's failure to perform the services within the time specified or to the reasonable satisfaction of the University, or Vendor's failure to adhere to any terms of the Agreement. If the Agreement is terminated, UF shall only be liable for payment of goods received and services rendered prior to the date of termination and accepted by UF.
11. **INSURANCE.** UF, as a public body corporate entity, warrants and represents that it is self-funded for liability insurance, with said protection being applicable to officers, employees, servants, and agents while acting within the scope of their employment by UF, and will provide its Certificate of Insurance upon request; UF is not required to obtain additional insurance for the Agreement.
  - a) Vendor shall have and maintain the types and amounts of insurance that, at minimum, will cover the Vendor's (or subcontractor's) exposure in performing the Agreement and at UF's request, name UF as additional insured on the Vendor's policies. **If Vendor is required to obtain specific insurance under paragraph 49 of these Terms**, then the policy must carry an endorsement to provide thirty (30) days prior written notice to UF in the event of cancellation or reduction in coverage or amount. In the event the Vendor's insurance carrier refuses to provide an endorsement to provide thirty (30) days prior written notice to UF, then the Vendor

will be required to provide thirty (30) days prior written notice to UF in the event of cancellation or reduction in the coverage or amount and secure any new insurance as required to comply with the Agreement to ensure continuous coverage. If the Vendor fails to secure and maintain insurance policies complying with the provisions of the Agreement, UF may terminate the Agreement. Vendor shall do nothing that will adversely affect UF, in any way, including increasing risks, insurance premiums or liability. In addition to the insurance required to be obtained and maintained by the Vendor, if the Vendor assigns any portion of the duties under the Agreement in accordance with the terms thereof, each subcontractor or assignee is required to purchase and maintain insurance coverage that adequately covers each subcontractor's or assignee's exposure based on the type of services they are providing in connection with the Agreement. UF reserves the right to cancel any award made or cancel the Agreement if Vendor fails to supply and/or maintain the required coverage. Vendor's procuring of the required insurance shall not relieve the Vendor of any obligation or liability assumed under the Agreement, including specifically the indemnity obligations. The Vendor may carry, at his own expense, such additional insurance, as Vendor deems necessary. The Vendor shall assist and cooperate in every manner possible in connection with the adjustment of all claims arising out of Vendor's operations within the scope provided for under the Agreement, and shall cooperate in all litigated claims and demands, arising from said operations, which its insurance carrier or carriers are requested to respond.

1. **ADVERTISING OR PUBLICATION.** Neither Vendor nor any of its subcontractors or affiliates shall cause or allow the name of UF or any UF logo or mark (or any variation thereof), or that of any of its schools, departments, or employees to be used in any advertising or promotional literature, electronic or otherwise, or in any publication whatsoever, without the prior written approval of UF. Except with the prior written consent of the other party, no party shall make any press or media announcement concerning the Agreement. In the case of UF, consent must be provided by its Office of Strategic Communications and Marketing.

2. **RELATIONSHIP OF THE PARTIES.** Vendor is an independent contractor, and neither Vendor nor Vendor's employees, agents, or other representatives shall be considered UF employees or agents. Vendor is retained by UF only for those purposes and to the extent set forth in the Agreement.

3. **PROHIBITIONS.** Vendor is prohibited from (a) incurring any debt on behalf of UF; (b) entering into any contract, arrangement, or transaction which binds UF to any extent or creates any obligation on UF; or (c) utilizing UF's name, credit, reputation, good-will, resources, or assets for any purpose.

4. **GOVERNING LAW.** The Agreement is governed by the laws of the State of Florida without regards to any conflicts of law principles. Venue for all actions or proceedings arising in connection with the Agreement shall be tried and litigated exclusively in the state courts located in Alachua County, Florida.

5. **DELETION.** Any term and/or condition in the Agreement on the following subject matters are hereby deleted and declared null and void: (a) Grants of exclusivity by UF to the Vendor; (b) Restrictions on the hiring of the Vendor's employees; (c) Automatic renewals or extensions of the term of the Agreement; (d) Limitation of time to bring suit; (e) Limitation of the Vendor's liability; (f) Indemnification of the Vendor by UF; (g) Attorney's and collection fees provisions; and (h) Mediation and arbitration provisions.

6. **NON-WAIVER.** Except as otherwise provided in the Agreement, failure by UF to insist on strict performance of any provision of the Agreement, complain of any action, non-action, or default of the Vendor, or to exercise any right or privilege, shall not constitute a waiver of UF's rights hereunder.

7. **ASSIGNMENT.** The Agreement may not be assigned, whether by operation of law or otherwise, subcontracted or modified by either party except as agreed to in writing and signed by the Parties, and the Agreement shall be binding upon the Parties' successors and assigns.

8. **THIRD PARTY BENEFICIARIES.** The Agreement does not and is not intended to confer any rights or remedies upon any person other than the parties to the Agreement.

9. **ACCESS TO WORK.** If applicable, UF shall at all times have access to review the ongoing work of Vendor for purposes of inspecting the same and determining that the Vendor's performance is in accordance with the terms of the Agreement.

10. **OWNERSHIP OF WORKS.** UF shall retain all rights, title and interest in any content, data or other intellectual property owned or supplied by UF.

11. **CONFIDENTIALITY/PRIVACY.** Vendor acknowledges and agrees that any and all documents, materials and information furnished to the Vendor by UF or its affiliates in connection with the Agreement (the "Confidential Information") are and shall remain at all times proprietary, and the sole property of UF. Vendor shall not disclose Confidential Information to third parties unless it obtains UF's prior written consent prior to such disclosure. Vendor shall at all times comply with any and all applicable state and federal laws governing the use and/or safe-keeping of Confidential Information and/or any Personally Identifiable Information ("PII"), as the term may be defined by state or federal law, including, but not limited to, The Family Educational Rights and Privacy Act (FERPA), the Gramm-Leach Bliley Act, the Federal Trade Commission's Red Flags Rule (which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003), and The Health Insurance Portability and Accountability Act (HIPAA), and Vendor shall obtain, in advance, all necessary permissions and consents in regards to its collection and/or receipt of any such Confidential Information or PII. In the event that UF will share with Vendor or provides access to Vendor of any Protected Health Information ("PHI"), as that term is defined by state or federal law, in order to perform the Agreement, UF and Vendor shall enter into a separate business associate agreement which will govern the use of the PHI (in lieu of this provision). Vendor agrees that, upon request from UF or upon the termination or expiration of the Agreement, Vendor shall return to UF, and shall erase, destroy, and render unreadable as applicable, all Confidential Information, PII and PHI from all files, hard drives, computer or network systems, backup systems, cloud storing services or from any other location containing any such information, and certify in writing to UF that these actions have been completed within thirty (30) days of the termination or expiration of the Agreement or within seven (7) days of the request of UF, whichever shall come first. In the event of a breach of any of Vendor's obligations herein, Vendor agrees to indemnify, hold harmless and defend UF against any claims, damages, or other harm related to such breach. In the event the Vendor required by subpoena or other judicial or administrative process or by law to disclose such records PII, PHI, or Confidential Information, the Vendor shall (i) provide UF with prompt notice thereof; (ii) consult with UF on the advisability of taking steps to resist or narrow such disclosure; (iii) furnish only that portion of the information that is responsive to the request; (iv) comply with the requirements of all state and federal privacy laws applicable to the Information; and (v) reasonably cooperate with UF in any attempt that UF may make to obtain an order or other reliable assurance that confidential treatment will be accorded the records. This provision shall survive the expiration or earlier termination of the Agreement.

12. **PUBLIC RECORDS.** UF is subject to applicable public records laws as provided by provisions of Florida Statutes Chapter 119 (the "Florida Public Records Laws"), and UF will respond to such public records request without any duty to give the Vendor prior notice. If Vendor is a "contractor" as defined under Section 119.0701, Florida Statutes, it shall comply with all applicable public records laws. Specifically, Vendor shall: (1) keep and maintain public records required by UF to perform the service; (2) Upon request from UF's custodian of public records, provide UF with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided under that section, or as otherwise provide by law; (3) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term and following completion of the Agreement if Vendor does not transfer the records to UF; and (4) upon completion of the Agreement, transfer, at no cost, to UF all public records in possession of Vendor or keep and maintain public records required by UF to perform the service. If Vendor transfers all public records to UF upon completion of the Agreement, Vendor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Vendor keeps and maintains public

records upon completion of the Agreement, Vendor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to UF, upon request by UF's public records custodian, in a format that is compatible with UF's information technology systems. If UF receives a request for public records, and UF does not possess such records, UF shall immediately notify Vendor of such request, and Vendor must provide them to UF or allow the records to be inspected or copied within a reasonable time. If Vendor does not comply with the request for records, UF shall enforce the terms of the Agreement, and Vendor may be subject to civil action under Section 119.0701, Florida Statutes, and the penalties outlined under Section 119.10, Florida Statutes. UF may unilaterally cancel the Agreement for Vendor's refusal to allow public access to all public records that were made or received in conjunction with the Agreement.

This provision shall survive the expiration or earlier termination of the Agreement. **IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (352) 846-3903, BY EMAIL AT [pr-request@ufl.edu](mailto:pr-request@ufl.edu), OR BY MAIL AT 101 TIGERT HALL, PO Box 113156, GAINESVILLE, FLORIDA 32611.**

1. **COMPLIANCE WITH LAWS.** In the performance of the Agreement, Vendor shall, at its own expense, at all times, comply with all applicable federal, state, and local laws, rules, regulations, and ordinances and all other governmental requirements. Vendor acknowledges and agrees that Vendor has and will at all times maintain all governmental permits, licenses, consents, and approvals necessary to perform its obligations under the Agreement. Vendor shall also comply with all applicable UF policies and regulations applicable to the Agreement. This provision shall survive the expiration or earlier termination of the Agreement.
2. **COMPLIANCE WITH EXPORT CONTROL REGULATIONS.** To the extent that U.S. Export Control Regulations apply to Vendor, then Vendor agrees to comply with export control laws, including the International Traffic in Arms Regulations (ITAR); the Export Administration Regulations (EAR); and the Office of Foreign Assets Control Regulations (OFAC). If Vendor provides export controlled products, technology and/or software ("goods") to UF, Vendor will provide UF with a list of ECCNs (Export Control Classification Numbers) or the United States Munitions List (USML) Category Numbers, for such goods. This provision shall survive the expiration or earlier termination of the Agreement.
3. **COMPLIANCE WITH PCI-DSS.** If the Vendor is performing any credit card processing on behalf of UF, Vendor warrants and represents that it has the appropriate safeguarding measures to protect cardholder data, and, at a minimum, shall fully comply with the Payment Card Industry Data Security Standard ("PCI DSS"). Vendor further agrees to comply with UF's [Payment Card Policy and UF Credit Card Standards](#).
4. **CERTIFICATION.** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not perform work as a contractor, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statutes § 287.017, for CATEGORY TWO for a period of 36 months from the date being placed on the convicted vendor list. By entering into the Agreement, Vendor is certifying that Vendor is not on any convicted vendor list (see § 287.133(2)(a), F.S.).
5. **LOBBYING.** Vendor is prohibited from using funds provided under the Agreement for the purpose of lobbying the Legislature or any official, officer, commission, board, authority, council, committee, or department of the executive branch or the judicial branch of state government.
6. **UNAUTHORIZED ALIENS.** The Vendor's employment of unauthorized aliens is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the Vendor knowingly employs unauthorized aliens, such violation shall be cause for UF's unilateral cancellation of the Agreement.
7. **EQUAL OPPORTUNITY.** Vendor affirms the principles of equal opportunity employment. Vendor will not discriminate against qualified candidates for any unlawful reasons, including race, religion, sex, sexual orientation, national origin, age or disability.
32. **NO CONFLICT OF INTEREST.** Vendor represents that neither Vendor nor its employees, officers or owners have, or whose relative have, a relationship with UF, that will result in a violation of the Code of Ethics for Public Officers and Employees, including, but not limited to Florida Statutes Section 112.313(3) and (7) and Florida Statutes 112.3185(6) thereof, by reason of the Vendor entering into the Agreement. In addition, as applicable, neither Vendor nor any employee, agent or other person acting on its behalf will: undertake, cause, or permit any act that would violate any applicable anti-corruption law, including, but not limited to, the U.S. Foreign Corrupt Practices Act, and the UK Bribery Act; or make, cause, or permit any offer, promise, or payment of money or any other thing of value to any third party, directly or indirectly, to improperly influence the actions of any person, or to obtain any improper advantage in favor of UF in connection with any of the Services.
33. **AGREEMENTS RELATED TO UF'S AGREEMENT WITH UNITED STATES OF AMERICA.** IF UF HAS ENTERED INTO AN AGREEMENT WITH THE UNITED STATES OF AMERICA, OR ANY DEPARTMENT THEREOF, AND THE AGREEMENT IS ENTERED INTO WITH THE VENDOR TO FURTHER THE PERFORMANCE OF THE WORK REQUIRED IN SUCH AGREEMENT, THE VENDOR SHALL COMPLY WITH THE **FEDERAL FLOW THROUGH REQUIREMENTS**, ON THE UF PROCUREMENT SERVICES WEBSITE UNDER PURCHASE ORDER TERMS AND CONDITIONS
34. **AUTHORITY TO EXECUTE.** The Vendor represents and warrants that the Agreement has been duly authorized, executed and delivered by and on behalf of the Vendor and constitutes the valid, binding and enforceable agreement in accordance with the terms hereof. If the Agreement is signed by the Vendor's agent, such agent warrants that he/she is duly authorized to act for and on behalf of the Vendor, that he/she is authorized to enter into the Agreement, and that the agent and Vendor shall be jointly and severally liable for any breach of the Agreement or of the representation.
35. **FACSIMILE SIGNATURES ALLOWED.** The Agreement, along with any and all Exhibits, may be executed and delivered by facsimile signature by any of the parties to the other parties; to the extent permissible under Florida law, a facsimile signature shall have the same legal force and effect as an original signature.
36. **SURVIVAL.** Any provision of the Agreement providing for performance by either party after termination of the Agreement shall survive such termination and continue to be effective and enforceable.
37. **SEVERABILITY.** Each term, covenant, condition, or provision of the Agreement shall be valid and enforceable to the fullest extent permitted by law, and if any such term, covenant, condition or provision of the Agreement, or the application thereof to any Vendor or circumstance, shall ever be held to be invalid, illegal or unenforceable by a court or judicial officer, such term, covenant, condition, or provision shall be deemed replaced by a term or provision that is valid and enforceable and that comes closest to expressing the intention of the invalid, illegal, or unenforceable term, covenant, condition, or provision.
38. **NOTICE.** Any notice to either party hereunder must be in writing and signed by the party giving it, and served: 1) by hand; 2) through the United States Mail, postage prepaid, registered or certified, return receipt requested; or 3) through expedited mail or package service, if a receipt showing the delivery has been retained; addressed to the address in the Agreement.
39. **AMENDMENTS.** The Agreement may only be amended by written amendments duly executed by the parties hereto. If any provision or application thereto to any circumstance is held to be invalid or unenforceable, such provision shall be ineffective and the remainder of the Agreement shall remain valid and enforceable.



32. **COUNTERPARTS; FACSIMILES.** The Agreement may NOT be executed in counterparts. Pursuant to Florida law, a facsimile signature shall be deemed to constitute an original signature.

33. **DATA PROTECTION COMPLIANCE.** To the extent applicable, Vendor shall ensure and hereby represents and warrants that all personal data is properly collected, stored, processed, secured, archived or destroyed in compliance with Federal, State and applicable international privacy laws, including the EU General Data Protection Regulation 2016/679 (GDPR).

**ADDITIONAL TERMS FOR INDEPENDENT CONTRACTORS.**

34. **Key Personnel.** Vendor may only reassign or substitute Key Personnel upon consent by UF, not to be unreasonably withheld, or upon the unavailability of assigned Key Personnel due to illness or other factors beyond Vendor's control, provided that prior notice of such reassignment or substitution is delivered to UF. Additionally, Vendor shall substitute Key Personnel upon UF's reasonable request.

35. **Ownership of Work Product.** All right, title and interest in and to any invention, work product, idea or creation conceived, developed or produced during the performance of services under the Agreement (including but not limited to creative, copy, scripts, story boards, writing, copyrights, trademarks, art, music, software and documentation, business systems or ideas, and research projects) are considered a work-made-for hire and shall be property of UF whether created individually by the Vendor or jointly with UF, on or off premises. If Vendor is providing software, UF may create and retain a copy of the Vendor and related documentation for back up and disaster recovery purposes, and for archival purposes for use after the Agreement is terminated. This provision shall survive the expiration or earlier termination of the Agreement.

36. **Access to Work.** Although Vendor has the authority to control and direct the performance of the details of the work, the work contemplated herein must meet UF's standards and approval and shall be subject to UF's general right of inspection to secure the satisfactory completion thereof.

37. **Non-Compete.** If Vendor is acting as a consultant to UF and is representing UF's interests in dealings with other third parties, Vendor shall not accept employment with or act as an independent contractor for such third parties for a period of one (1) year after the Agreement is terminated.

38. **Force Majeure.** Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by an act of war, hostile foreign action, labor strike, nuclear explosion, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.

**ADDITIONAL TERMS FOR SERVICES/ENTERTAINMENT/PERFORMANCE AGREEMENTS.**

39. **Deposit.** Unless non-state funds are being used to pay, UF cannot make deposits or prepay any amounts. Any deposits made by UF are refundable.

40. **Warranty.** Vendor warrants that it has all of the requisite resources, skill, experience and qualifications to perform all of the services obtained by UF in a professional and workmanlike manner, in accordance with industry standards for similar services.

41. **Insurance.** In addition to paragraph 11(a) of these Terms, the Vendor shall provide and keep in full force and effect during the term of the Agreement, at the Vendor's own cost and expense, the following insurance policies for the joint benefit of the Vendor and UF, with an insurer reasonably acceptable to UF: (i) Commercial General Liability which includes coverage for bodily injury, property damage, personal injury and contractual liability in the minimum amount of \$1,000,000 per occurrence and \$2,000,000 in the aggregate; (ii) Workers Compensation Coverage, to be maintained in an amount equal to or greater than the statutory limits required by the laws of the State of Florida. In the event the Vendor is exempt by law from carrying Worker's Compensation insurance, Vendor must provide proof of exemption. The Vendor shall deliver to UF true and correct copies of certificates of such insurance and/or exemption. The certificate shall indicate that the Commercial General Liability policy carries an endorsement which names *The University of Florida Board of Trustees and their respective trustees, directors, officers, employees and agents*, as additional insureds. The Vendor's policy shall be primary and any insurance carried by UF shall be noncontributing with respect thereto.

## **VI. New/Unfinished Business**

**E. Retro Active Approval (effective 09/01/2019)  
of ELC of North Florida-- the University of  
Florida/Lastinger Center and Episcopal  
Children's Services Early Learning Florida  
Contract effective 09/01/19-08/31/20\***

**\*ACTION ITEM**





## ACTION ITEM SUMMARY

<b>DESCRIPTION</b>	<b>RETRO ACTIVE Approval (effective 09/01/19)</b> ELC of North Florida - University of Florida/Lastinger Center and Episcopal Children's Services Early Learning Florida Contract effective 09/01/19 – 08/31/20
<b>Reason for Recommended Action</b>	<p>(This Contract and dollar amount was also added to ECS's 2019/2020 primary contract with amendment #2.)</p> <p>THIS CONTRACT is to support the implementation of Early Learning Florida courses (e.g., online only, online with Community of Practice (CoP) Facilitation, and online with Technical Assistance (TA) Coaching) that aligns with quality improvement goals/initiatives, for the Coalition's Child Care Providers.</p> <p>The total contract is <b>not to exceed \$12,000.</b></p> <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none"><li>• The Coalition would not be able to extend this professional development opportunity to the child care providers in the Coalition's service area (through ECS).</li></ul>
<b>How the Action will be accomplished</b>	<b>RETRO ACTIVE Approval (effective 09/01/19)</b> of this Contract and party signatures.

## **CONTRACT FOR SERVICES**

**This Contract for Services** (this “Contract”) is made and entered into as of this 1<sup>st</sup> day of September, 2019, by and between the **Early Learning Coalition of North Florida (“ELC”)**, and **Episcopal Children’s Services (“Vendor”)** in cooperation with the **University of Florida Board of Trustees**, a public body corporate of the State of Florida, on behalf and for the benefit of the University of Florida (**“University”**), collectively the “Parties.”

University hereby engages Vendor to provide the Services (hereinafter defined), and Vendor hereby accepts such engagement, on the terms and conditions set forth in this Contract.

1. **Services.** Vendor shall perform the services described on Exhibit A, attached hereto and incorporated herein by reference (the “Services”). All Services shall be performed in a timely, diligent and professional manner, consistent with the best practices of Vendor’s industry.

2. **Compensation and Payment.** University shall pay Vendor for the Services in accordance with Exhibit A, a total amount not to exceed the total set forth in Exhibit A. Vendor shall not be entitled to any other fees, reimbursements or compensation under this Contract, unless mutually agreed to in writing and executed by both Parties, for additional services. Vendor shall be responsible for the payment of all general excise taxes, income taxes and any other taxes required to be paid to federal, state and local taxing authorities with respect to any fees or other amounts paid to Vendor. Payment shall be made within thirty (30) days of satisfactory completion of the Services and presentation of a properly completed invoice.

3. **Addresses for Notices.** All Notices under this Contract shall be made in writing and addressed to the following:

**University:**

Lastinger Center for Learning  
2-68 Norman Hall  
PO Box 117052  
Gainesville, FL 32611

Attention: Dr. Philip Poekert  
Phone: (352) 273-4103  
Cell:  
Fax: (352) 392-3505  
Email: [poekert@coe.ufl.edu](mailto:poekert@coe.ufl.edu)

**ELC:**

Early Learning Coalition of North Florida  
2450 Old Moultrie Road  
Suite 103  
St. Augustine, FL 32086

Attention: Susan Pettijohn  
Phone: (904) 342-2267  
Cell:  
Fax: (904) 342-2268  
Email: [spettijohn@elcnorthflorida.org](mailto:spettijohn@elcnorthflorida.org)

4. **Standard Terms.** The standard terms and conditions of this Contract are set forth on Exhibit B, Standard Terms, attached hereto and incorporated herein by reference. All capitalized terms, unless otherwise defined herein, shall have the meanings given to them in the Standard Terms. In the event of a conflict between the terms contained herein and the Standard Terms, the Standard Terms shall prevail.

5. **Term.** The term of this Contract begins on the day entered above and continues until Services are completed to the University’s satisfaction and final payment is made or the Contract is terminated in accordance with section 10 of Exhibit B.

*[Signature Page to follow]*

**SIGNATURE PAGE TO CONTRACT FOR SERVICES**

IN WITNESS WHEREOF, the Parties hereto have executed this Contract as of the date first set forth above.

Early Learning Coalition of North Florida **(ELC):**

Episcopal Children’s Services **(VENDOR):**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **EXHIBIT A**

### **1. Scope of Services (Section 1).**

**Early Learning Coalition of North Florida (“ELC”) and Episcopal Children’s Services (“Vendor”)** agrees to support the implementation of Early Learning Florida and provide the **University of Florida, Lastinger Center for Learning (“University”)** with the following support, services, and/or materials:

- I. Identify two Early Learning Florida liaisons between Vendor and University:
  - A. An Administrative liaison who is authorized to invoice, collect and maintain a record of W-9 forms, distribute and certify payment of Early Learning Florida stipends for practitioners.
  - B. A Program/Professional Development liaison who will lead the development of a local implementation plan for Early Learning Florida courses (e.g., online only, online with Community of Practice (CoP) Facilitation, and online with Technical Assistance (TA) Coaching) that aligns with the Contractor quality improvement goals/initiatives.
- II. Recruit Centers and Family Child Care Homes to enroll in Early Learning Florida courses; participating programs must serve young children birth to five years of age and have either an active school readiness contract or VPK contract.
  - A. Distribute the electronic Early Learning Florida registration flyer to selected Administrators/Directors of Centers and Family Child Care Homes to participate in Early Learning Florida
  - B. Establish criteria and select eligible Centers and Family Child Care Homes
  - C. Provide University with names and email addresses of Center Directors and Family Child Care homes selected.
  - D. Provide University with names and email addresses of participants from selected Centers and Family Child Care Homes who will enroll in Early Learning Florida courses.
- III. Select Early Learning Florida courses that support local quality improvement goals.
  - A. Hosting or Statewide Course Seats: Identify the courses and model (e.g., online only, online with CoP Facilitation, or online with TA Coaching) of each course selected that will be available to the Centers and Family Child Care Homes.
    1. Assign practitioners from selected Centers and Family Child Care Homes to the courses and models that best meet their professional development needs.
  - B. Practitioner Direct Enrollment: Provide the link and/or flyer for participants to direct enroll into courses from Early Learning Florida online course catalog
- IV. Maintain a list of all staff or affiliated partners who completed the CoP Facilitation and TA Coaching Institutes.
  - A. Assign a qualified CoP Facilitator or TA Coach who has completed the appropriate University training to each section and provide this information to the University.
- V. Identify the location for CoP Facilitation meetings and the location of centers/homes where TA coaching will take place and provide this information to the University.
- VI. Ensure administrative support by staff assigned to support Early Learning Florida implementation (e.g., providing time for planning, coordinating, and collaborating with staff and local partners to support Early Learning Florida implementation; sharing information about Early Learning Florida with Centers and Family Child Care Homes providing school readiness services; completing required documentation

of CoP sessions and coaching; submitting timely invoices)

- VII. Collect and provide University with documentation on Early Learning Florida CoP meetings and TA Coaching sessions (e.g., coaching logs, CoP agendas, sign-in sheets).
- VIII. Provide regular feedback to University on application, registration/enrollment process, courses, CoP and TA Coaching support, learning management system, and other elements of Early Learning Florida to meet the professional development needs of practitioners, CoP Facilitators, and TA Coaches.
- IX. Support evaluation of Early Learning Florida through providing existing data (e.g., demographic information, existing CLASS scores) and/or facilitating original data collection, including focus groups, as needed.
- X. Distribute information (e.g., brochures, flyers, announcements) on Early Learning Florida.
- XI. Complete timely invoicing for practitioner stipends and CoP facilitation and TA coaching. Provide timely payment of individual stipends to practitioners who attain mastery in each course.
  - A. Maintain accurate and detailed financial records
  - B. Submit appropriate invoicing documentation and written confirmation of payment per University invoicing procedures

35. **Term (Section 2).** The term of this contract shall begin on September 1, 2019 and terminate on August 31, 2020.

36. **Compensation and Payment (Section 3).**

The Vendor shall receive stipends as detailed in the Payment Schedule below:

**Payment Schedule**

Description	Unit Cost	Evidence of Completion
Practitioners - Online Only	\$125/practitioner achieving course mastery	Copy of General Ledger
ELC Admin	\$35/practitioner enrolled	Number enrolled via LMS

**Total Contract not to exceed Twelve Thousand Dollars (\$12,000.00).**

The Vendor must provide written confirmation that stipends were distributed to practitioners who attain mastery in each course. The Vendor must also provide documentation that CoP Facilitation and/or TA Coaching was provided. The Vendor agrees that the money received can only be used for the purpose described under this section. Should the Vendor be unable to distribute the stipend to the practitioner, the undistributed stipend funds must be returned to the University of Florida, Lastinger Center for Learning via check. Check must be made payable to the **University of Florida** and mailed to the address for University under Notices (Section 3). Funds must be received no later than August 31, 2020.

## **EXHIBIT B**

### **University of Florida Standard Terms and Conditions**

These Standard Terms and Conditions (the "Terms") are hereby attached to the Contract, together with any invoices, attachments, appendices, exhibits, specifications, drawings, notes, instructions and other information, whether physically attached or otherwise issued in connection therewith (collectively, the "Agreement"), constitutes the entire and exclusive agreement between The University of Florida Board of Trustees ("UF") and the vendor identified in the Agreement (the "Vendor"). UF's approval and acceptance of the Agreement is conditioned on Vendor's agreement that any terms different from or in addition to these Terms, whether communicated orally or contained in any confirmation, invoice, acknowledgement, release, acceptance or other written correspondence, irrespective of the timing, shall not form a part of the Agreement, even if Vendor purports to condition its acceptance of these Terms on UF's agreement to such different or additional terms. Vendor's electronic acceptance, receipt of payment, acknowledgement of these Terms, or commencement of performance constitutes Vendor's acceptance of these Terms. If any discrepancy, difference or conflict exists between the various provisions of these Terms and the Agreement, these Terms shall control.

1. **PAYMENT.** Vendor shall submit bills for compensation for goods, services or expenses in sufficient detail for a pre-and post-audit; payment procedures and invoice requirements are available on UF's Disbursement Services [website](#). If UF does not issue payment within 30 days of receipt of a proper invoice, UF may pay to Vendor, an interest penalty at the rate established pursuant to §55.03(1) Fla. Stat. if the interest exceeds one dollar (\$1.00). The foregoing provisions apply only to undisputed amounts for which payment has been authorized by UF. Vendors experiencing payment problems may contact University Disbursements at (352) 392-1241. UF may make payments to Vendor via the University's EFT/ACH or ePayables payment process. Vendor shall provide the necessary information to UF upon request. If Vendor is making payment to UF, Vendor shall pay timely and not offset any amounts or be cause for termination.
2. **TAXES.** UF is tax-exempt and therefore is not obligated to pay sales, use and excise taxes. A copy of [UF's Certificate of Exemption](#) is available from the UF website. Vendor is responsible for applicable taxes under the Agreement.
3. **VENDOR STATUS.** Vendor will supply UF with a complete [vendor application](#) and W-9 or W-8-BC (Foreign Vendor); if Vendor fails to supply UF with a complete and accurate W-9 or W-8-BC, the invoice will be deemed insufficient for payment until such information has been provided.
4. **AVAILABILITY OF FUNDS.** UF's performance and obligation to pay under the Agreement is contingent upon an annual appropriation by the Legislature.
5. **AUDIT & RECORD KEEPING.** Vendor will cooperate with UF and shall provide specific records and/or access to all of the Vendor's records related to the Agreement. Vendor agrees to retain all records relating to the Agreement during the term and for a period of three (3) years thereafter, or for the period required by law, whichever is greater, and to make those records available at all reasonable times for investigation, inspection and/or audit by UF and/or the State of Florida Auditor General. In connection with an inspection or audit, the records shall be provided at a location designated by UF upon reasonable notice to UF. UF will provide Vendor with reasonable notice of the need for such.
6. **TRAVEL.** Vendor shall not charge UF for any travel expenses, meals, and lodging unless expressly authorized in the Agreement. To the extent that UF is responsible for paying for Vendor's travel expenses, meals and lodging, such travel expenses shall be paid in accordance with Florida Statutes §112.061, and UF's [Travel Directives and Procedures](#), and only to the extent such expenses are supported by written, itemized and paid invoices submitted by Vendor to UF. Any expenses in excess of the amounts prescribed shall be borne by Vendor.
7. **INDEMNITY.** Nothing in the Agreement shall be construed as UF's indemnification of the Vendor or as a waiver of sovereign immunity as set forth and limited by Florida Statutes §768.28. To the fullest extent permitted by law, Vendor shall indemnify, defend, protect, and hold harmless University of Florida, the UF Board of Trustees, the Florida Board of Governors, the State of Florida and their respective trustees, officers, agents, employees, and their respective successors and assigns (each an "Indemnitee", and collectively, the "Indemnitees") for, from and against all fines, fees, demands, suits, claims, losses, liabilities, damages, lawsuits, royalties, actions, proceedings, arbitrations, taxes, penalties, or interest, associated auditing and legal expenses, and other costs incurred by Indemnitee(s) (including reasonable costs and attorneys' fees) ("Indemnified Claims") arising from Vendor's provision of services, negligence, misrepresentation or breach of any representation, warranty, obligation, or covenant of the Agreement. Such Indemnified Claims shall include, without limitation, all direct, actual, general, special, and consequential damages. This provision shall survive the expiration or earlier termination of the Agreement.
8. **ASSUMPTION OF RISK.** Each party hereby assumes any and all risk of personal injury and property damage attributable to the acts or omissions of that party and the officers, employees, and agents thereof. Vendor also assumes such risk with respect to the acts or omissions of Vendor's subcontractors or persons otherwise acting or engaged to act at the instance of Vendor in furtherance of Vendor fulfilling its obligations in the Agreement. UF is not liable for the acts of third parties or the consequences of the acts of third parties.
9. **INFRINGEMENT.** Vendor represents that any goods or services furnished or provided to UF, if any, will not infringe upon or violate any patent, copyright, trademark, trade secret, or any other proprietary right of any third party. Vendor will, at its own expense, defend any suit brought against UF and will indemnify UF against an award of damages and costs made against UF by a settlement or final judgment of a court that is based on a claim that the use of the Vendor's goods or services by UF infringes a trademark or copyright of a third party; provided that UF notifies Vendor in writing of the suit or any claim of infringement within 20 days after receiving notice thereof. Such defense and indemnity shall survive expiration or earlier termination of the Agreement.
10. **TERMINATION.** The Agreement may be terminated by UF by written notice to Vendor of such intent to terminate at least ten (10) days prior to the effective date of such termination. UF may, upon five (5) days' written notice to Vendor setting forth with specificity the basis for the termination, terminate the Agreement for Cause (as hereinafter defined). For purposes of the Agreement, "Cause" is defined as Vendor's failure to perform the services within the time specified or to the reasonable satisfaction of the University, or Vendor's failure to adhere to any terms of the Agreement. If the Agreement is terminated, UF shall only be liable for payment of goods received and services rendered prior to the date of termination and accepted by UF.
11. **INSURANCE.** UF, as a public body corporate entity, warrants and represents that it is self-funded for liability insurance, with said protection being applicable to officers, employees, servants, and agents while acting within the scope of their employment by UF, and will provide its Certificate of Insurance upon request; UF is not required to obtain additional insurance for the Agreement.
  - a) Vendor shall have and maintain the types and amounts of insurance that, at minimum, will cover the Vendor's (or subcontractor's) exposure in performing the Agreement and at UF's request, name UF as additional insured on the Vendor's policies. **If Vendor is required to obtain specific insurance under paragraph 49 of these Terms**, then the policy must carry an endorsement to provide thirty (30) days prior written notice to UF in the event of cancellation or reduction in coverage or amount. In the event the Vendor's insurance carrier refuses to provide an endorsement to provide thirty (30) days prior written notice to UF, then the Vendor

will be required to provide thirty (30) days prior written notice to UF in the event of cancellation or reduction in the coverage or amount and secure any new insurance as required to comply with the Agreement to ensure continuous coverage. If the Vendor fails to secure and maintain insurance policies complying with the provisions of the Agreement, UF may terminate the Agreement. Vendor shall do nothing that will adversely affect UF, in any way, including increasing risks, insurance premiums or liability. In addition to the insurance required to be obtained and maintained by the Vendor, if the Vendor assigns any portion of the duties under the Agreement in accordance with the terms thereof, each subcontractor or assignee is required to purchase and maintain insurance coverage that adequately covers each subcontractor's or assignee's exposure based on the type of services they are providing in connection with the Agreement. UF reserves the right to cancel any award made or cancel the Agreement if Vendor fails to supply and/or maintain the required coverage. Vendor's procuring of the required insurance shall not relieve the Vendor of any obligation or liability assumed under the Agreement, including specifically the indemnity obligations. The Vendor may carry, at his own expense, such additional insurance, as Vendor deems necessary. The Vendor shall assist and cooperate in every manner possible in connection with the adjustment of all claims arising out of Vendor's operations within the scope provided for under the Agreement, and shall cooperate in all litigated claims and demands, arising from said operations, which its insurance carrier or carriers are requested to respond.

1. **ADVERTISING OR PUBLICATION.** Neither Vendor nor any of its subcontractors or affiliates shall cause or allow the name of UF or any UF logo or mark (or any variation thereof), or that of any of its schools, departments, or employees to be used in any advertising or promotional literature, electronic or otherwise, or in any publication whatsoever, without the prior written approval of UF. Except with the prior written consent of the other party, no party shall make any press or media announcement concerning the Agreement. In the case of UF, consent must be provided by its Office of Strategic Communications and Marketing.
2. **RELATIONSHIP OF THE PARTIES.** Vendor is an independent contractor, and neither Vendor nor Vendor's employees, agents, or other representatives shall be considered UF employees or agents. Vendor is retained by UF only for those purposes and to the extent set forth in the Agreement.
3. **PROHIBITIONS.** Vendor is prohibited from (a) incurring any debt on behalf of UF; (b) entering into any contract, arrangement, or transaction which binds UF to any extent or creates any obligation on UF; or (c) utilizing UF's name, credit, reputation, good-will, resources, or assets for any purpose.
4. **GOVERNING LAW.** The Agreement is governed by the laws of the State of Florida without regards to any conflicts of law principles. Venue for all actions or proceedings arising in connection with the Agreement shall be tried and litigated exclusively in the state courts located in Alachua County, Florida.
5. **DELETION.** Any term and/or condition in the Agreement on the following subject matters are hereby deleted and declared null and void: (a) Grants of exclusivity by UF to the Vendor; (b) Restrictions on the hiring of the Vendor's employees; (c) Automatic renewals or extensions of the term of the Agreement; (d) Limitation of time to bring suit; (e) Limitation of the Vendor's liability; (f) Indemnification of the Vendor by UF; (g) Attorney's and collection fees provisions; and (h) Mediation and arbitration provisions.
6. **NON-WAIVER.** Except as otherwise provided in the Agreement, failure by UF to insist on strict performance of any provision of the Agreement, complaint of any action, non-action, or default of the Vendor, or to exercise any right or privilege, shall not constitute a waiver of UF's rights hereunder.
7. **ASSIGNMENT.** The Agreement may not be assigned, whether by operation of law or otherwise, subcontracted or modified by either party except as agreed to in writing and signed by the Parties, and the Agreement shall be binding upon the Parties' successors and assigns.
8. **THIRD PARTY BENEFICIARIES.** The Agreement does not and is not intended to confer any rights or remedies upon any person other than the parties to the Agreement.
9. **ACCESS TO WORK.** If applicable, UF shall at all times have access to review the ongoing work of Vendor for purposes of inspecting the same and determining that the Vendor's performance is in accordance with the terms of the Agreement.
10. **OWNERSHIP OF WORKS.** UF shall retain all rights, title and interest in any content, data or other intellectual property owned or supplied by UF.
11. **CONFIDENTIALITY/PRIVACY.** Vendor acknowledges and agrees that any and all documents, materials and information furnished to the Vendor by UF or its affiliates in connection with the Agreement (the "Confidential Information") are and shall remain at all times proprietary, and the sole property of UF. Vendor shall not disclose Confidential Information to third parties unless it obtains UF's prior written consent prior to such disclosure. Vendor shall at all times comply with any and all applicable state and federal laws governing the use and/or safe-keeping of Confidential Information and/or any Personally Identifiable Information ("PII"), as the term may be defined by state or federal law, including, but not limited to, The Family Educational Rights and Privacy Act (FERPA), the Gramm-Leach Bliley Act, the Federal Trade Commission's Red Flags Rule (which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003), and The Health Insurance Portability and Accountability Act (HIPAA), and Vendor shall obtain, in advance, all necessary permissions and consents in regards to its collection and/or receipt of any such Confidential Information or PII. In the event that UF will share with Vendor or provides access to Vendor of any Protected Health Information ("PHI"), as that term is defined by state or federal law, in order to perform the Agreement, UF and Vendor shall enter into a separate business associate agreement which will govern the use of the PHI (in lieu of this provision). Vendor agrees that, upon request from UF or upon the termination or expiration of the Agreement, Vendor shall return to UF, and shall erase, destroy, and render unreadable as applicable, all Confidential Information, PII and PHI from all files, hard drives, computer or network systems, backup systems, cloud storing services or from any other location containing any such information, and certify in writing to UF that these actions have been completed within thirty (30) days of the termination or expiration of the Agreement or within seven (7) days of the request of UF, whichever shall come first. In the event of a breach of any of Vendor's obligations herein, Vendor agrees to indemnify, hold harmless and defend UF against any claims, damages, or other harm related to such breach. In the event the Vendor required by subpoena or other judicial or administrative process or by law to disclose such records PII, PHI, or Confidential Information, the Vendor shall (i) provide UF with prompt notice thereof; (ii) consult with UF on the advisability of taking steps to resist or narrow such disclosure; (iii) furnish only that portion of the information that is responsive to the request; (iv) comply with the requirements of all state and federal privacy laws applicable to the Information; and (v) reasonably cooperate with UF in any attempt that UF may make to obtain an order or other reliable assurance that confidential treatment will be accorded the records. This provision shall survive the expiration or earlier termination of the Agreement.
12. **PUBLIC RECORDS.** UF is subject to applicable public records laws as provided by provisions of Florida Statutes Chapter 119 (the "Florida Public Records Laws"), and UF will respond to such public records request without any duty to give the Vendor prior notice. If Vendor is a "contractor" as defined under Section 119.0701, Florida Statutes, it shall comply with all applicable public records laws. Specifically, Vendor shall: (1) keep and maintain public records required by UF to perform the service; (2) Upon request from UF's custodian of public records, provide UF with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided under that section, or as otherwise provide by law; (3) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term and following completion of the Agreement if Vendor does not transfer the records to UF; and (4) upon completion of the Agreement, transfer, at no cost, to UF all public records in possession of Vendor or keep and maintain public records required by UF to perform the service. If Vendor transfers all public records to UF upon completion of the Agreement, Vendor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Vendor keeps and maintains public

records upon completion of the Agreement, Vendor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to UF, upon request by UF's public records custodian, in a format that is compatible with UF's information technology systems. If UF receives a request for public records, and UF does not possess such records, UF shall immediately notify Vendor of such request, and Vendor must provide them to UF or allow the records to be inspected or copied within a reasonable time. If Vendor does not comply with the request for records, UF shall enforce the terms of the Agreement, and Vendor may be subject to civil action under Section 119.0701, Florida Statutes, and the penalties outlined under Section 119.10, Florida Statutes. UF may unilaterally cancel the Agreement for Vendor's refusal to allow public access to all public records that were made or received in conjunction with the Agreement.

This provision shall survive the expiration or earlier termination of the Agreement. **IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (352) 846-3903, BY EMAIL AT [pr-request@ufl.edu](mailto:pr-request@ufl.edu), OR BY MAIL AT 101 TIGERT HALL, PO Box 113156, GAINESVILLE, FLORIDA 32611.**

1. **COMPLIANCE WITH LAWS.** In the performance of the Agreement, Vendor shall, at its own expense, at all times, comply with all applicable federal, state, and local laws, rules, regulations, and ordinances and all other governmental requirements. Vendor acknowledges and agrees that Vendor has and will at all times maintain all governmental permits, licenses, consents, and approvals necessary to perform its obligations under the Agreement. Vendor shall also comply with all applicable UF policies and regulations applicable to the Agreement. This provision shall survive the expiration or earlier termination of the Agreement.
2. **COMPLIANCE WITH EXPORT CONTROL REGULATIONS.** To the extent that U.S. Export Control Regulations apply to Vendor, then Vendor agrees to comply with export control laws, including the International Traffic in Arms Regulations (ITAR); the Export Administration Regulations (EAR); and the Office of Foreign Assets Control Regulations (OFAC). If Vendor provides export controlled products, technology and/or software ("goods") to UF, Vendor will provide UF with a list of ECCNs (Export Control Classification Numbers) or the United States Munitions List (USML) Category Numbers, for such goods. This provision shall survive the expiration or earlier termination of the Agreement.
3. **COMPLIANCE WITH PCI-DSS.** If the Vendor is performing any credit card processing on behalf of UF, Vendor warrants and represents that it has the appropriate safeguarding measures to protect cardholder data, and, at a minimum, shall fully comply with the Payment Card Industry Data Security Standard ("PCI DSS"). Vendor further agrees to comply with UF's [Payment Card Policy and UF Credit Card Standards](#).
4. **CERTIFICATION.** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not perform work as a contractor, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statutes § 287.017, for CATEGORY TWO for a period of 36 months from the date being placed on the convicted vendor list. By entering into the Agreement, Vendor is certifying that Vendor is not on any convicted vendor list (see § 287.133(2)(a), F.S.).
5. **LOBBYING.** Vendor is prohibited from using funds provided under the Agreement for the purpose of lobbying the Legislature or any official, officer, commission, board, authority, council, committee, or department of the executive branch or the judicial branch of state government.
6. **UNAUTHORIZED ALIENS.** The Vendor's employment of unauthorized aliens is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the Vendor knowingly employs unauthorized aliens, such violation shall be cause for UF's unilateral cancellation of the Agreement.
7. **EQUAL OPPORTUNITY.** Vendor affirms the principles of equal opportunity employment. Vendor will not discriminate against qualified candidates for any unlawful reasons, including race, religion, sex, sexual orientation, national origin, age or disability.
32. **NO CONFLICT OF INTEREST.** Vendor represents that neither Vendor nor its employees, officers or owners have, or whose relative have, a relationship with UF, that will result in a violation of the Code of Ethics for Public Officers and Employees, including, but not limited to Florida Statutes Section 112.313(3) and (7) and Florida Statutes 112.3185(6) thereof, by reason of the Vendor entering into the Agreement. In addition, as applicable, neither Vendor nor any employee, agent or other person acting on its behalf will: undertake, cause, or permit any act that would violate any applicable anti-corruption law, including, but not limited to, the U.S. Foreign Corrupt Practices Act, and the UK Bribery Act; or make, cause, or permit any offer, promise, or payment of money or any other thing of value to any third party, directly or indirectly, to improperly influence the actions of any person, or to obtain any improper advantage in favor of UF in connection with any of the Services.
33. **AGREEMENTS RELATED TO UF'S AGREEMENT WITH UNITED STATES OF AMERICA.** IF UF HAS ENTERED INTO AN AGREEMENT WITH THE UNITED STATES OF AMERICA, OR ANY DEPARTMENT THEREOF, AND THE AGREEMENT IS ENTERED INTO WITH THE VENDOR TO FURTHER THE PERFORMANCE OF THE WORK REQUIRED IN SUCH AGREEMENT, THE VENDOR SHALL COMPLY WITH THE **FEDERAL FLOW THROUGH REQUIREMENTS**, ON THE UF PROCUREMENT SERVICES WEBSITE UNDER PURCHASE ORDER TERMS AND CONDITIONS
34. **AUTHORITY TO EXECUTE.** The Vendor represents and warrants that the Agreement has been duly authorized, executed and delivered by and on behalf of the Vendor and constitutes the valid, binding and enforceable agreement in accordance with the terms hereof. If the Agreement is signed by the Vendor's agent, such agent warrants that he/she is duly authorized to act for and on behalf of the Vendor, that he/she is authorized to enter into the Agreement, and that the agent and Vendor shall be jointly and severally liable for any breach of the Agreement or of the representation.
35. **FACSIMILE SIGNATURES ALLOWED.** The Agreement, along with any and all Exhibits, may be executed and delivered by facsimile signature by any of the parties to the other parties; to the extent permissible under Florida law, a facsimile signature shall have the same legal force and effect as an original signature.
36. **SURVIVAL.** Any provision of the Agreement providing for performance by either party after termination of the Agreement shall survive such termination and continue to be effective and enforceable.
37. **SEVERABILITY.** Each term, covenant, condition, or provision of the Agreement shall be valid and enforceable to the fullest extent permitted by law, and if any such term, covenant, condition or provision of the Agreement, or the application thereof to any Vendor or circumstance, shall ever be held to be invalid, illegal or unenforceable by a court or judicial officer, such term, covenant, condition, or provision shall be deemed replaced by a term or provision that is valid and enforceable and that comes closest to expressing the intention of the invalid, illegal, or unenforceable term, covenant, condition, or provision.
38. **NOTICE.** Any notice to either party hereunder must be in writing and signed by the party giving it, and served: 1) by hand; 2) through the United States Mail, postage prepaid, registered or certified, return receipt requested; or 3) through expedited mail or package service, if a receipt showing the delivery has been retained; addressed to the address in the Agreement.
39. **AMENDMENTS.** The Agreement may only be amended by written amendments duly executed by the parties hereto. If any provision or application thereto to any circumstance is held to be invalid or unenforceable, such provision shall be ineffective and the remainder of the Agreement shall remain valid and enforceable.



32. **COUNTERPARTS; FACSIMILES.** The Agreement may NOT be executed in counterparts. Pursuant to Florida law, a facsimile signature shall be deemed to constitute an original signature.

33. **DATA PROTECTION COMPLIANCE.** To the extent applicable, Vendor shall ensure and hereby represents and warrants that all personal data is properly collected, stored, processed, secured, archived or destroyed in compliance with Federal, State and applicable international privacy laws, including the EU General Data Protection Regulation 2016/679 (GDPR).

**ADDITIONAL TERMS FOR INDEPENDENT CONTRACTORS.**

34. **Key Personnel.** Vendor may only reassign or substitute Key Personnel upon consent by UF, not to be unreasonably withheld, or upon the unavailability of assigned Key Personnel due to illness or other factors beyond Vendor's control, provided that prior notice of such reassignment or substitution is delivered to UF. Additionally, Vendor shall substitute Key Personnel upon UF's reasonable request.

35. **Ownership of Work Product.** All right, title and interest in and to any invention, work product, idea or creation conceived, developed or produced during the performance of services under the Agreement (including but not limited to creative, copy, scripts, story boards, writing, copyrights, trademarks, art, music, software and documentation, business systems or ideas, and research projects) are considered a work-made-for hire and shall be property of UF whether created individually by the Vendor or jointly with UF, on or off premises. If Vendor is providing software, UF may create and retain a copy of the Vendor and related documentation for back up and disaster recovery purposes, and for archival purposes for use after the Agreement is terminated. This provision shall survive the expiration or earlier termination of the Agreement.

36. **Access to Work.** Although Vendor has the authority to control and direct the performance of the details of the work, the work contemplated herein must meet UF's standards and approval and shall be subject to UF's general right of inspection to secure the satisfactory completion thereof.

37. **Non-Compete.** If Vendor is acting as a consultant to UF and is representing UF's interests in dealings with other third parties, Vendor shall not accept employment with or act as an independent contractor for such third parties for a period of one (1) year after the Agreement is terminated.

38. **Force Majeure.** Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by an act of war, hostile foreign action, labor strike, nuclear explosion, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.

**ADDITIONAL TERMS FOR SERVICES/ENTERTAINMENT/PERFORMANCE AGREEMENTS.**

39. **Deposit.** Unless non-state funds are being used to pay, UF cannot make deposits or prepay any amounts. Any deposits made by UF are refundable.

40. **Warranty.** Vendor warrants that it has all of the requisite resources, skill, experience and qualifications to perform all of the services obtained by UF in a professional and workmanlike manner, in accordance with industry standards for similar services

41. **Insurance.** In addition to paragraph 11(a) of these Terms, the Vendor shall provide and keep in full force and effect during the term of the Agreement, at the Vendor's own cost and expense, the following insurance policies for the joint benefit of the Vendor and UF, with an insurer reasonably acceptable to UF: (i) Commercial General Liability which includes coverage for bodily injury, property damage, personal injury and contractual liability in the minimum amount of \$1,000,000 per occurrence and \$2,000,000 in the aggregate; (ii) Workers Compensation Coverage, to be maintained in an amount equal to or greater than the statutory limits required by the laws of the State of Florida. In the event the Vendor is exempt by law from carrying Worker's Compensation insurance, Vendor must provide proof of exemption. The Vendor shall deliver to UF true and correct copies of certificates of such insurance and/or exemption. The certificate shall indicate that the Commercial General Liability policy carries an endorsement which names **The University of Florida Board of Trustees and their respective trustees, directors, officers, employees and agents**, as additional insureds. The Vendor's policy shall be primary and any insurance carried by UF shall be noncontributing with respect thereto.

## **VI. New/Unfinished Business**

### **F. Approval of 2019-21 School Readiness Plan Amendment #24 (Part 1- Attachment II C Combined Eligibility Policies)\***

**\*ACTION ITEM**

## ACTION ITEM SUMMARY

<b>DESCRIPTION</b>	Approval of 2017-19 School Readiness Plan Amendment #24 (Part 1)
<b>Reason for Recommended Action</b>	<p>Updated Attachment II C Combined Eligibility Policies Rev 091919. The edits are on pages 27, 31, 43-44, and 51-52 ONLY from the entire SR Plan Attachment. We have condensed the document for board review to show only these pages (instead of the entire policy of 58 pages).</p> <ul style="list-style-type: none"><li>• To change the term “CCEP (Child Care Executive Partnership)” to “SR Match Funding” to align with current grant language.</li><li>• To add procedures for verifying the frequency of client employment bonuses or overtime (recommendations from OEL following our last Accountability review).</li></ul> <p><b><u>If this is not done, the following would occur:</u></b></p> <ul style="list-style-type: none"><li>• The Coalition’s School Readiness Plan would not be in compliance with OEL.</li></ul>
<b>How the Action will be accomplished</b>	Board Approval, then OEL Approval.

## Policy and Procedures

### Policy:

Note: *Until EFS Mod is fully functional, ECS will determine eligibility using work-arounds to the extent needed. These work-arounds may include hand calculations and hard copies of documents or other methods of documenting the family's eligibility so that they may receive services.*

### Income Based Eligibility Categories.

#### (a) Initial Eligibility Determination.

The age limits of eligible children are set forth in Section 1002.87(1), F.S. as follows:

**Priority 3-** *Priority shall be given next to a child from birth to the beginning of the school year for which the child is eligible for admission to kindergarten in a public school under s. 1003.21(1)(a)2. who is from a working family that is economically disadvantaged, and may include such child's eligible siblings, beginning with the school year in which the sibling is eligible for admission to kindergarten in a public school under s. 1003.21(1)(a)2. until the beginning of the school year in which the sibling is eligible to begin 6th grade, provided that the first priority for funding an eligible sibling is local revenues available to the coalition for funding direct services.*

**Priority 6-** *Priority shall be given next to a child who is younger than 13 years of age from a working family that is economically disadvantaged. A child who is eligible under this paragraph whose sibling is enrolled in the school readiness program under paragraph (c) shall be given priority over other children who are eligible under this paragraph.*

The family's income, as defined in Section 1002.81(8), F.S., must be at or below 150 percent of the Federal Poverty Level (FPL) for economically disadvantaged and 200 percent of the FPL for ~~SR Match Funding~~ [formerly known as] Child Care Executive Partnership (CCEP) children for entry into the school readiness program. If 85 percent of the State Median Income (SMI) is less than 150 percent of the FPL, then 85 percent of the SMI is the income threshold for entry into the school readiness program for economically disadvantaged. If 85 percent of the SMI is less than 200 percent of the FPL, then 85 percent of the SMI is the income threshold for entry into the school readiness program for ~~CCEP~~ ~~SR Match Funding~~ children.

Categories:

## School Readiness Service Priorities

Priority	Billing Group	Billing Group Title	Eligibility Code	Eligibility Title	Definition
3, 6, 9	BG8	Economically Disadvantaged	ECON	Economically Disadvantage	<p><b>Description:</b> Child care for a child from a family that is economically disadvantaged including, but not limited to, a working migratory family that is economically disadvantaged as defined by 34 CFR s. 200.81(d) or (f) or an agricultural worker who is employed by more than one agricultural employer during the course of a year, and whose income varies according to weather conditions and market stability.</p> <p><b>Applicable Purpose for Care:</b> Employment (EM), Education &amp; Training (ET), Both Employment and Training and/or Education (TT), Migrant Employed (ME) or Disability (DI)</p> <p><b>Work Requirements:</b> In a one parent family, the parent must be employed at least 20 hours per week or engaged in eligible educational activities unless exempt from work requirements due to age or disability. In two parent families, both parents must be working a combined total of 40 hours per week or engaged in eligible education activities unless exempt from work requirements due to age or disability. Parent(s) with whom the child resides can be exempt from work requirements due to age or disability, as determined and documented by a physician licensed under chapter 458 or chapter 459, F.S.</p> <p><b>Child Age Requirements:</b> Birth to younger than 13 years</p> <p><b>Child Care Authorization Form:</b> No</p> <p><b>Countable Income:</b> Earned and countable unearned income from all household members who are a part of the family unit. Exclude income earned by children, including a concurrently enrolled high school student who has attained 18 years or a concurrently enrolled student with a disability who has attained 22 years.</p> <p><b>Household Size:</b> All children younger than 18 years and household members who are 18 years of age or older who are currently residing in the same dwelling unit.</p> <p><b>Income Eligible:</b> Yes-- at or below 150 percent of FPL for entry into program, at or below 85 percent for continued eligibility; if 85 percent of State Median Income (SMI) is less than 150 percent of FPL, this is the income threshold for entry into the program</p> <p><b>Authorization Period:</b> 12 months.</p> <p><b>Reference:</b> 45 CFR. §§§ 98.20(a)(1)(ii), 98.44, 98.50; CCDF State Plan, Part 2.5; Sections 1002.81(7) &amp; 1002.87(1)(c)(f), F.S.;</p>

	CCPP	Child Care Executive Partnership	P1	<p><b>Description:</b> Child care for a child from a working family that is economically disadvantaged and receives CCEP SR matching funds. The CCEP SR Matching Fund program provides state, federal and local funds to offer subsidies to low-income working parents whose family income does not exceed the allowable income for any federally subsidized child care program with a dollar-for-dollar match from employers, local government, and other matching contributions.</p> <p><b>Applicable Purpose for Care:</b> Employment (EM), Education &amp; Training (ET), Both Employment and Training and/or Education (TT) or Disability (DI)</p> <p><b>Work Requirements:</b> In a one parent family, the parent must be employed at least 20 hours per week or engaged in eligible educational activities unless exempt from work requirements due to age or disability. In two parent families, both parents must be working a combined total of 40 hours per week or engaged in eligible education activities unless exempt from work requirements due to age or disability. Parent(s) with whom the child resides can be exempt from work requirements due to age or disability, as determined and documented by a physician licensed under chapter 458 or chapter 459, F.S.</p> <p><b>Child Age Requirements:</b> Younger than 13 years of age</p> <p><b>Child Care Authorization Form:</b> No</p> <p><b>Countable Income:</b> Earned and countable unearned income from all household members who are a part of the family unit. Exclude income earned by children, including a concurrently enrolled high school student who has attained 18 years or a concurrently enrolled student with a disability who has attained 22 years.</p> <p><b>Household Size:</b> All children younger than 18 years and household members who are 18 years of age or older who are currently residing in the same dwelling unit. Income Eligible: Yes -- at or below 200 percent of FPL initial entry and continued eligibility</p> <p><b>Authorization Period:</b> 12 months.</p> <p><b>Reference:</b> 45 CFR §§ 98.20(a)(1)(ii), 98.44, 98.50; Section 1002.94, F.S.</p>
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CCPP – SR Child Care Executive Partnership. Local business, local government, and other funders provide dollar for dollar match with SR Match Funding (formerly known as CCEP funding) to provide child care services. Regular parent fees apply.

## SRPP19 ECS Case-notes

### Policy and Procedures

#### Policy:

Case history notes are a tool for the eligibility counselor to use when determining eligibility or denying eligibility for SR services. Case history notes can fill in gaps and explain missing documentation for income calculations and/or determination of family size that are not readily explained by reviewing the paperwork and documents submitted for eligibility. They also serve as a reminder as to what was discussed in an interview, the next appointment date, redetermination due date, and benefits or services given to the family. Good case history notes also help program supervisors, reviewers, or other counselors who monitor the case files or are assigned to determine eligibility for services at a later date. The case should stand alone and proper narration of the reasons behind eligibility decisions will enable reviewers to reach the same conclusion as the authorizing worker.

If the coalition followed policy and procedures and narrated actions well, any reviewer should reach the same conclusions as the specialist that determined eligibility.

Following are SOME examples that should be documented with a casenote:

- Child is enrolled
- Redeterminations
- Mailing of Termination notices
- Mailing of Notice of Eligibility redetermination
- Any conversations with the family
- Calls received and/or returned
- Change of status: address, last name, guardianship, income, (list in EFS the previous address/name, etc. & what you changed it to)
- Change in provider
- Change in fees
- Family is receiving Food Stamps
- Complaints
- Conversations with other agencies, resources, other FSS about the family
  
- Verification of employment/tips, including employee's name, date of hire, date first pay is expected, hourly rate, **overtime/bonus** and projected hours of employment also indicate the employer's information including the name of the employer, name/title of person with whom info. was verified
- When requesting a different proof of residency other than the parent's license.
- Child support received and for which children as well as how child support was calculated if not evident
- Notes regarding calculation of income if not straightforward and/or certain income was not counted, etc.

- When countable income is \$0 for BG8 eligibilities (ex. How does a parent who is in school FT live on \$0 income?)
- When client is a full time student:
 

*If your potential client qualifies based on the above, in your EFS parent history notes, please write, "(person's name) is a full time student as defined by (school's name). With (# hours) weekly driving time and reasonable study time, (person's name) qualifies for full time care." Be sure to always include your initials with the history notes.*
- Case narrations should indicate any whereabouts of absentee parents, to prevent unclaimed child support
- Changes to referrals should be initialed and case narrations noted that a discussion occurred with the referring case manager on specified date and the change was authorized or a new referral
- When ASQ's are completed and if they are not completed, they reason why
- All unusual circumstances (for example, verification with employer regarding overtime and bonuses)
- Loss of purpose of care
- Review dates

## SRPP34 Verifying Employment Information

### Policy and Procedures

#### Policy:

When a parent/guardian is unable to provide 4 weeks of consecutive paystubs, ECS staff may obtain employment income information through a locally developed employment verification form (VOE), signed statement from the employer or a signed contract for employment. ECS staff should give the parent/guardian an employment verification form for the employer to complete and sign or have the parent/guardian obtain a signed statement or signed contract for employment from the employer. Whichever document is used to verify employment it should include the employee's name, date of hire, date first pay is expected, hourly rate, and projected hours of employment. The document shall also contain the employer's information including the name of the employer, name of person completing the document and title, contact information, signature and date. If a VOE form is submitted, all fields must be completed fully and accurately.

**The employer** may fax, mail, or deliver the document in person to the ECS office. The employer may also provide a written statement with the required information on the company's letterhead. If this source is not available, the FSS should make direct contact with the employer to request the information. The FSS should record all contact with the employer in the case history notes and on the locally developed employment verification form.



Only in extreme and rare circumstances that must be pre-approved by the Family Service Coordinator should the FSS complete a VOE by phone for the employer in place of the employer-signed statement described above.

**The FSS should record in the case notes the parent/guardian's employment date of hire, date of first pay expected, hourly rate, overtime/bonus frequency (if applicable) and projected hours of employment and the employers information as indicated above.**

If the employer is uncertain about the number of hours the parent/ guardian will work, FSS should authorize eligibility for a shorter period of time, to allow time for the parent/guardian to obtain the required number of paystubs and redetermine parent/guardian at that time. History notes explaining why paystubs are not available should be entered.

VOEs should only be used for new employment (less than 4 weeks) or for employers that pay "under the table". Do not accept VOEs for clients who receive paystubs. If a client does not have the necessary eligibility paperwork at the time of the interview, do not make the client eligible for services. Do not enroll or redetermine a client who receives paystubs without having 4 weeks of consecutive paystubs in hand.

#### **Procedures:**

##### **Reviewing Pay Stubs**

**If a parent/guardian provides the FSS with paystubs, the following should be reviewed:**

- 1. Date and period of pay**
- 2. Gross/Regular Pay**
- 3. Bonus and Overtime Pay (YTD)**
- 4. Hours worked**
- 5. Status**
- 6. Name and Address**
- 7. Child Support Deductions**

**Please question the parent and employer of any variation in payment. For example, if the FSS notices that parent/guardian has a significant YTD under bonus or overtime. The parent/guardian should be asked about the amount. It should be verified by the employer and noted with a detailed history note. Information provided by the employer will help the FSS determine if the bonus/OT should be included in the count.**

#### **Using a VOE form or employer letter:**

At the time of new enrollment and/or redetermination ECS staff must verify VOE's or letters from employers by phone. All pertinent information on the VOE or letter must be verified and manual notes and EFS history Case notes must contain the following information: employee's name, date of hire, date first pay is expected, hourly rate, and projected hours of employment. The document shall also contain the employer's information including the name of the employer, name of person completing the document and title, contact information, signature and date. (A copy of the case history notes for employment verification shall be placed in the eligibility file.)

12/13/06-called employer at 850-922-4620-spoke to area manager Ed Bell who stated Ms. Johnson was employed beginning 12/10/06 works 30-35 hours per week at \$9.50/hour- your initials

## **VI. New/Unfinished Business**

### **G. Approval of 2019-21 School Readiness Plan Amendment #24 (Part 2 – Attachment II I Provider Payment Rates)\***

**\*ACTION ITEM**

## ACTION ITEM SUMMARY

<b>DESCRIPTION</b>	Approval of 2017-19 School Readiness Plan Amendment #24 (Part 2)
<b>Reason for Recommended Action</b>	<p>Revisions to the SR Plan Attachment II I Provider Payment Rates, to give all providers in the Coalition's six counties an across-the-board increase of 10% (except for one part time rate in Bradford county, as that would put it at above the 75<sup>th</sup> percentile of the market rate).</p> <p><b><u>If this is not done, the following would occur:</u></b></p> <ul style="list-style-type: none"><li>• The Coalition's School Readiness Providers would not receive a payment increase effective January 1, 2020.</li></ul>
<b>How the Action will be accomplished</b>	Board Approval, then OEL Approval.



# Executive Summary – Provider Rate Increase

## Overview

*Provider rates paid by the ELC are below the market rate (75<sup>th</sup> percentile of all rates in a county by age group and care type). In some cases, our rates are below 60 percent, which leaves large gaps in what we pay versus what providers charge causing hardships for both providers and parents. According to federal and state regulations, the ELC should to the extent possible pay providers at the 75<sup>th</sup> percentile. However, it is not acceptable to disenroll children to reach this goal and often, it is hard to get permission to raise rates if we have a wait list.*

*Over the past couple of years, the ELC has received an increase in School Readiness funding and has eliminated our waiting lists for all but school age children. Additionally, OEL is considering imposing mandatory provider rates in the next couple of years as a component of a legislatively required funding formula.*

## Report Findings

*Between July 2017 and September of 2019, the ELC has received \$2,747,858 in additional School Readiness Funding. Part of this increase is covering the costs of payment rate differentials based on CLASS scores and registration fees. We have also enrolled an additional 250 children per month on average during this time and we continue to enroll as parents come onto the waitlist. However, this still leaves the ELC projecting a surplus of \$920,000 this year without a rate increase. At least 78% of our budget must be spent on direct services (child care) so very little of the surplus could be diverted to other program areas.*

*A 10% rate increase effective on January 1, 2020 will cost approximately \$660,000 this year. This is less than the amount listed on the Fiscal Impact tab that we will be submitting to OEL. The reason for this is that their forms do not consider assigned parent fees or days the child is not in attendance making their projected costs higher than our projections.*

*Next year, the costs will double since it is for the full year, but we also will have some additional cost savings next year. We would not be paying the \$75 per child registration fee for each child, only newly enrolled or 1<sup>st</sup> time transfers. The current budget for 1<sup>st</sup> time registration fees for*

*those currently enrolled is \$312,000. We also have funds set aside to correct school age enrollments from the first 2 months of the year due to EFS Mod issues that will not be reoccurring next year. Even with the increase this year we are projecting to have surplus without further enrollment. While this surplus can be used for additional enrollment or in other areas and we will still meet the 78% direct services threshold, we can count this as part of the funding that will be available next year as well. We are not including any possible attrition but allowing attrition to occur is a strategy that we can employ if needed. Below is a breakdown of how the ELC would fund the additional \$660,000 next year with a small surplus while holding enrollment steady.*

<i>Registration fees:</i>	<i>\$312,000</i>
<i>School-Age enrollment</i>	<i>\$130,000</i>
<i>Surplus 19/20</i>	<i><u>\$260,000</u></i>
<i>Total</i>	<i>\$702,000</i>

## **Conclusion**

*We are proposing a 10% across the board rate increase for all providers in all counties. Three smaller areas or rather individual rates will not receive the 10% increase because this would place them above the 75<sup>th</sup> percentile but all provider types and all age groups will receive a 10% increase or an increase to the 75<sup>th</sup> percentile. This will be a help to both providers and parents and is supported by both groups as borne out by our survey where 85% of respondents favored an increase in rates.*

Step 4: Complete the table with the coalition's current approved provider payment rates. Complete for both full-time and part-time rates.  
 \*Proposed provider payment rates will populate from tab 3.

Baker County

### Current Full Time Rates

\*These rates should match what are approved and on file with OEL

CARE CODE	Description	Licensed or Exempt Centers and Public/Non-Public Schools	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
(INF)	<12 MTH	23.00	4.80	21.90	4.38	21.90	4.38	10.95
(TOD)	12-24 MTH	19.00	3.80	18.60	3.72	18.60	3.72	9.30
(2YR)	24-36 MTH	16.00	3.20	16.00	3.20	16.00	3.20	8.00
(PR3)	36-48 MTH	15.60	3.12	14.00	2.80	14.00	2.80	7.00
(PR4)	48-60 MTH	15.60	3.12	14.00	2.80	14.00	2.80	7.00
(PR5)	60-72 MTH	15.60	3.12	14.00	2.80	14.00	2.80	7.00
(SCH)	In School	12.60	2.52	12.00	2.40	12.00	2.40	6.00
(SPCR)	Special Needs	23.00	4.80	21.90	4.38	21.90	4.38	10.95

### Current Part Time Rates

\*These rates should match what are approved and on file with OEL

CARE CODE	Licensed or Exempt Centers and Public/Non-Public Schools	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
(INF)	15.00	3.00	14.40	2.88	14.40	2.88	7.20
(TOD)	14.55	2.91	12.80	2.52	12.80	2.52	6.30
(2YR)	8.00	1.60	8.00	1.60	8.00	1.60	4.00
(PR3)	8.00	1.60	8.00	1.60	8.00	1.60	4.00
(PR4)	8.00	1.60	8.00	1.60	8.00	1.60	4.00
(PR5)	8.00	1.60	8.00	1.60	8.00	1.60	4.00
(SCH)	8.00	1.60	8.00	1.60	8.00	1.60	4.00
(SPCR)	15.00	3.00	14.40	2.88	14.40	2.88	7.20

### Proposed Full Time Rates

CARE CODE	Description	Licensed or Exempt Centers and Public/Non-Public Schools	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
(INF)	<12 MTH	\$25.30	\$5.06	\$24.00	\$4.82	\$24.09	\$4.82	\$12.05
(TOD)	12-24 MTH	\$20.90	\$4.18	\$19.50	\$4.09	\$20.46	\$4.09	\$10.23
(2YR)	24-36 MTH	\$17.80	\$3.52	\$17.80	\$3.52	\$17.80	\$3.52	\$8.80
(PR3)	36-48 MTH	\$17.16	\$3.43	\$15.40	\$3.08	\$15.40	\$3.08	\$7.70
(PR4)	48-60 MTH	\$17.16	\$3.43	\$15.40	\$3.08	\$15.40	\$3.08	\$7.70
(PR5)	60-72 MTH	\$17.16	\$3.43	\$15.40	\$3.08	\$15.40	\$3.08	\$7.70
(SCH)	In School	\$13.86	\$2.77	\$13.20	\$2.64	\$13.20	\$2.64	\$6.60
(SPCR)	Special Needs	\$25.30	\$5.06	\$24.09	\$4.82	\$24.09	\$4.82	\$12.05

### Proposed Part Time Rates

CARE CODE	Licensed or Exempt Centers and Public/Non-Public Schools	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
(INF)	\$16.50	\$3.30	\$15.84	\$3.17	\$15.84	\$3.17	\$7.92
(TOD)	\$16.01	\$3.20	\$13.86	\$2.77	\$13.86	\$2.77	\$6.93
(2YR)	\$8.80	\$1.76	\$8.80	\$1.76	\$8.80	\$1.76	\$4.40
(PR3)	\$8.80	\$1.76	\$8.80	\$1.76	\$8.80	\$1.76	\$4.40
(PR4)	\$8.80	\$1.76	\$8.80	\$1.76	\$8.80	\$1.76	\$4.40
(PR5)	\$8.80	\$1.76	\$8.80	\$1.76	\$8.80	\$1.76	\$4.40
(SCH)	\$8.80	\$1.76	\$8.80	\$1.76	\$8.80	\$1.76	\$4.40
(SPCR)	\$16.50	\$3.30	\$15.84	\$3.17	\$15.84	\$3.17	\$7.92

### FT - Increase by Care Level and Provider Type

Provider Type	Licensed or Exempt and Non-Public Schools				Gold Seal Differential		Licensed Family Child Care Homes				Gold Seal Differential		Registered Family Child Care Homes				Gold Seal Differential		Informal Providers			
Care Level	Current	Proposed	\$ Amt	% Amt	\$ Amt	% Amt	Current	Proposed	\$ Amt	% Amt	\$ Amt	% Amt	Current	Proposed	\$ Amt	% Amt	\$ Amt	% Amt	Current	Proposed	\$ Amt	% Amt
INF	\$23.00	\$25.30	\$2.30	10.00%	\$0.46	10.00%	\$21.90	\$24.00	\$2.10	9.59%	\$0.44	10.00%	\$21.90	\$24.09	\$2.19	10.00%	\$0.44	10.00%	\$10.95	\$12.05	\$1.10	10.00%
TOD	\$19.00	\$20.90	\$1.90	10.00%	\$0.38	10.00%	\$18.60	\$19.50	\$0.90	4.84%	\$0.37	10.00%	\$18.60	\$20.46	\$1.86	10.00%	\$0.37	10.00%	\$9.30	\$10.23	\$0.93	10.00%
2YR	\$16.00	\$17.60	\$1.60	10.00%	\$0.32	10.00%	\$16.00	\$17.60	\$1.60	10.00%	\$0.32	10.00%	\$16.00	\$17.60	\$1.60	10.00%	\$0.32	10.00%	\$8.00	\$8.80	\$0.80	10.00%
PR3	\$15.60	\$17.16	\$1.56	10.00%	\$0.31	10.00%	\$14.00	\$15.40	\$1.40	10.00%	\$0.28	10.00%	\$14.00	\$15.40	\$1.40	10.00%	\$0.28	10.00%	\$7.00	\$7.70	\$0.70	10.00%
PR4	\$15.60	\$17.16	\$1.56	10.00%	\$0.31	10.00%	\$14.00	\$15.40	\$1.40	10.00%	\$0.28	10.00%	\$14.00	\$15.40	\$1.40	10.00%	\$0.28	10.00%	\$7.00	\$7.70	\$0.70	10.00%
PR5	\$15.60	\$17.16	\$1.56	10.00%	\$0.31	10.00%	\$14.00	\$15.40	\$1.40	10.00%	\$0.28	10.00%	\$14.00	\$15.40	\$1.40	10.00%	\$0.28	10.00%	\$7.00	\$7.70	\$0.70	10.00%
SCH	\$12.60	\$13.86	\$1.26	10.00%	\$0.25	10.00%	\$12.00	\$13.20	\$1.20	10.00%	\$0.24	10.00%	\$12.00	\$13.20	\$1.20	10.00%	\$0.24	10.00%	\$6.00	\$6.60	\$0.60	10.00%
SPCR	\$23.00	\$25.30	\$2.30	10.00%	\$0.46	10.00%	\$21.90	\$24.09	\$2.19	10.00%	\$0.44	10.00%	\$21.90	\$24.09	\$2.19	10.00%	\$0.44	10.00%	\$10.95	\$12.05	\$1.10	10.00%

### PT - Increase by Care Level and Provider Type

Provider Type	Licensed or Exempt and Non-Public Schools				Gold Seal Differential		Licensed Family Child Care Homes				Gold Seal Differential		Registered Family Child Care Homes				Gold Seal Differential		Informal Providers			
Care Level	Current	Proposed	\$ Amt	% Amt	\$ Amt	% Amt	Current	Proposed	\$ Amt	% Amt	\$ Amt	% Amt	Current	Proposed	\$ Amt	% Amt	\$ Amt	% Amt	Current	Proposed	\$ Amt	% Amt
INF	\$15.00	\$16.50	\$1.50	10.00%	\$0.30	10.00%	\$14.40	\$15.84	\$1.44	10.00%	\$0.29	10.00%	\$14.40	\$15.84	\$1.44	10.00%	\$0.29	10.00%	\$7.20	\$ 7.92	\$0.72	10.00%
TOD	\$14.55	\$16.01	\$1.46	10.00%	\$0.29	10.00%	\$12.60	\$13.86	\$1.26	10.00%	\$0.25	10.00%	\$12.60	\$13.86	\$1.26	10.00%	\$0.25	10.00%	\$6.30	\$ 6.93	\$0.63	10.00%
2YR	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$4.00	\$ 4.40	\$0.40	10.00%
PR3	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$4.00	\$ 4.40	\$0.40	10.00%
PR4	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$4.00	\$ 4.40	\$0.40	10.00%
PR5	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$4.00	\$ 4.40	\$0.40	10.00%
SCH	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$4.00	\$ 4.40	\$0.40	10.00%
SPCR	\$15.00	\$16.50	\$1.50	10.00%	\$0.30	10.00%	\$14.40	\$15.84	\$1.44	10.00%	\$0.29	10.00%	\$14.40	\$15.84	\$1.44	10.00%	\$0.29	10.00%	\$7.20	\$ 7.92	\$0.72	10.00%



Step 4: Complete the table with the coalition's current approved provider payment rates. Complete for both full-time and part-time rates.  
 \*Proposed provider payment rates will populate from tab 3.

Bradford County

### Current Full Time Rates

\*These rates should match what are approved and on file with OEL

CARE CODE	Description	Licensed or Exempt Centers and Public/Non-Public Schools	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
(INF)	<12 MTH	23.00	4.60	21.90	4.38	21.90	4.38	10.95
(TOD)	12-24 MTH	19.00	3.80	18.60	3.72	18.60	3.72	9.30
(2YR)	24 <36 MTH	16.00	3.20	16.00	3.20	16.00	3.20	8.00
(PR3)	36 <48 MTH	15.60	3.12	14.00	2.80	14.00	2.80	7.00
(PR4)	48 <60 MTH	15.00	3.12	14.00	2.80	14.00	2.80	7.00
(PR5)	60 <72 MTH	15.60	3.12	14.00	2.80	14.00	2.80	7.00
(SCH)	In School	12.00	2.40	12.00	2.40	12.00	2.40	6.00
(SPCR)	Special Needs	23.00	4.60	21.90	4.38	21.90	4.38	10.95

### Current Part Time Rates

\*These rates should match what are approved and on file with OEL

CARE CODE	Licensed or Exempt Centers and Public/Non-Public Schools	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
(INF)	15.00	3.00	14.40	2.88	14.40	2.88	7.20
(TOD)	14.55	2.91	12.80	2.52	12.80	2.52	6.30
(2YR)	8.00	1.60	8.00	1.60	8.00	1.60	4.00
(PR3)	8.00	1.60	8.00	1.60	8.00	1.60	4.00
(PR4)	8.00	1.60	8.00	1.60	8.00	1.60	4.00
(PR5)	8.00	1.60	8.00	1.60	8.00	1.60	4.00
(SCH)	9.00	1.80	8.00	1.60	8.00	1.60	4.00
(SPCR)	15.00	3.00	14.40	2.88	14.40	2.88	7.20

### Proposed Full Time Rates

CARE CODE	Description	Licensed or Exempt Centers and Public/Non-Public Schools	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
(INF)	<12 MTH	\$25.30	\$5.06	\$24.09	\$4.82	\$24.09	\$4.82	\$12.05
(TOD)	12-24 MTH	\$20.00	\$4.18	\$20.48	\$4.09	\$20.48	\$4.09	\$10.23
(2YR)	24 <36 MTH	\$17.60	\$3.52	\$17.60	\$3.52	\$17.60	\$3.52	\$8.80
(PR3)	36 <48 MTH	\$17.16	\$3.43	\$15.40	\$3.08	\$15.40	\$3.08	\$7.70
(PR4)	48 <60 MTH	\$17.16	\$3.43	\$15.40	\$3.08	\$15.40	\$3.08	\$7.70
(PR5)	60 <72 MTH	\$17.16	\$3.43	\$15.40	\$3.08	\$15.40	\$3.08	\$7.70
(SCH)	In School	\$13.20	\$2.64	\$13.20	\$2.64	\$13.20	\$2.64	\$6.60
(SPCR)	Special Needs	\$25.30	\$5.06	\$24.09	\$4.82	\$24.09	\$4.82	\$12.05

### Proposed Part Time Rates

CARE CODE	Licensed or Exempt Centers and Public/Non-Public Schools	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
(INF)	\$16.50	\$3.30	\$15.84	\$3.17	\$15.84	\$3.17	\$7.92
(TOD)	\$15.00	\$3.20	\$13.88	\$2.77	\$13.88	\$2.77	\$6.93
(2YR)	\$8.80	\$1.76	\$8.80	\$1.76	\$8.80	\$1.76	\$4.40
(PR3)	\$8.80	\$1.76	\$8.80	\$1.76	\$8.80	\$1.76	\$4.40
(PR4)	\$8.80	\$1.76	\$8.80	\$1.76	\$8.80	\$1.76	\$4.40
(PR5)	\$8.80	\$1.76	\$8.80	\$1.76	\$8.80	\$1.76	\$4.40
(SCH)	\$9.00	\$1.80	\$8.80	\$1.76	\$8.80	\$1.76	\$4.40
(SPCR)	\$16.50	\$3.30	\$15.84	\$3.17	\$15.84	\$3.17	\$7.92

### FT - Increase by Care Level and Provider Type

Provider Type	Licensed or Exempt and Non-Public Schools				Gold Seal Differential		Licensed Family Child Care Homes				Gold Seal Differential		Registered Family Child Care Homes				Gold Seal Differential		Informal Providers			
Care Level	Current	Proposed	\$ Amt	% Amt	\$ Amt	% Amt	Current	Proposed	\$ Amt	% Amt	\$ Amt	% Amt	Current	Proposed	\$ Amt	% Amt	\$ Amt	% Amt	Current	Proposed	\$ Amt	% Amt
INF	\$23.00	\$25.30	\$2.30	10.00%	\$0.46	10.00%	\$21.90	\$24.09	\$2.19	10.00%	\$0.44	10.00%	\$21.90	\$24.09	\$2.19	10.00%	\$0.44	10.00%	\$10.95	\$12.05	\$1.10	10.00%
TOD	\$19.00	\$20.90	\$1.90	10.00%	\$0.38	10.00%	\$18.60	\$20.46	\$1.86	10.00%	\$0.37	10.00%	\$18.60	\$20.46	\$1.86	10.00%	\$0.37	10.00%	\$9.30	\$10.23	\$0.93	10.00%
2YR	\$16.00	\$17.60	\$1.60	10.00%	\$0.32	10.00%	\$16.00	\$17.60	\$1.60	10.00%	\$0.32	10.00%	\$16.00	\$17.60	\$1.60	10.00%	\$0.32	10.00%	\$8.00	\$8.80	\$0.80	10.00%
PR3	\$15.60	\$17.16	\$1.56	10.00%	\$0.31	10.00%	\$14.00	\$15.40	\$1.40	10.00%	\$0.28	10.00%	\$14.00	\$15.40	\$1.40	10.00%	\$0.28	10.00%	\$7.00	\$7.70	\$0.70	10.00%
PR4	\$15.60	\$17.16	\$1.56	10.00%	\$0.31	10.00%	\$14.00	\$15.40	\$1.40	10.00%	\$0.28	10.00%	\$14.00	\$15.40	\$1.40	10.00%	\$0.28	10.00%	\$7.00	\$7.70	\$0.70	10.00%
PR5	\$15.60	\$17.16	\$1.56	10.00%	\$0.31	10.00%	\$14.00	\$15.40	\$1.40	10.00%	\$0.28	10.00%	\$14.00	\$15.40	\$1.40	10.00%	\$0.28	10.00%	\$7.00	\$7.70	\$0.70	10.00%
SCH	\$12.00	\$13.20	\$1.20	10.00%	\$0.24	10.00%	\$12.00	\$13.20	\$1.20	10.00%	\$0.24	10.00%	\$12.00	\$13.20	\$1.20	10.00%	\$0.24	10.00%	\$6.00	\$6.60	\$0.60	10.00%
SPCR	\$23.00	\$25.30	\$2.30	10.00%	\$0.46	10.00%	\$21.90	\$24.09	\$2.19	10.00%	\$0.44	10.00%	\$21.90	\$24.09	\$2.19	10.00%	\$0.44	10.00%	\$10.95	\$12.05	\$1.10	10.00%

### PT - Increase by Care Level and Provider Type

Provider Type	Licensed or Exempt and Non-Public Schools				Gold Seal Differential		Licensed Family Child Care Homes				Gold Seal Differential		Registered Family Child Care Homes				Gold Seal Differential		Informal Providers			
Care Level	Current	Proposed	\$ Amt	% Amt	\$ Amt	% Amt	Current	Proposed	\$ Amt	% Amt	\$ Amt	% Amt	Current	Proposed	\$ Amt	% Amt	\$ Amt	% Amt	Current	Proposed	\$ Amt	% Amt
INF	\$15.00	\$16.50	\$1.50	10.00%	\$0.30	10.00%	\$14.40	\$15.84	\$1.44	10.00%	\$0.29	10.00%	\$14.40	\$15.84	\$1.44	10.00%	\$0.29	10.00%	\$7.20	\$7.92	\$0.72	10.00%
TOD	\$14.55	\$15.00	\$0.45	3.09%	\$0.29	10.00%	\$12.60	\$13.86	\$1.26	10.00%	\$0.25	10.00%	\$12.60	\$13.86	\$1.26	10.00%	\$0.25	10.00%	\$6.30	\$6.93	\$0.63	10.00%
2YR	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$4.00	\$4.40	\$0.40	10.00%
PR3	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$4.00	\$4.40	\$0.40	10.00%
PR4	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$4.00	\$4.40	\$0.40	10.00%
PR5	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$4.00	\$4.40	\$0.40	10.00%
SCH	\$9.00	\$9.90	\$0.90	10.00%	\$0.18	10.00%	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$4.00	\$4.40	\$0.40	10.00%
SPCR	\$15.00	\$16.50	\$1.50	10.00%	\$0.30	10.00%	\$14.40	\$15.84	\$1.44	10.00%	\$0.29	10.00%	\$14.40	\$15.84	\$1.44	10.00%	\$0.29	10.00%	\$7.20	\$7.92	\$0.72	10.00%

Step 4: Complete the table with the coalition's current approved provider payment rates. Complete for both full-time and part-time rates.  
 \*Proposed provider payment rates will populate from tab 3.

Clay County

### Current Full Time Rates

\*These rates should match what are approved and on file with OEL

CARE CODE	Description	Licensed or Exempt Centers and Public/Non-Public Schools	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
(INF)	<12 MTH	23.00	4.60	21.90	4.38	21.90	4.38	10.95
(TOD)	12<24 MTH	19.00	3.80	18.60	3.72	18.60	3.72	8.30
(2YR)	24 <36 MTH	18.80	3.72	16.20	3.24	16.20	3.24	6.10
(PR3)	36 <48 MTH	16.85	3.37	15.90	3.18	15.90	3.18	7.95
(PR4)	48 <60 MTH	16.85	3.37	15.90	3.18	15.90	3.18	7.95
(PR5)	60 <72 MTH	16.85	3.37	15.90	3.18	15.90	3.18	7.95
(SCH)	In School	15.00	3.00	12.00	2.40	12.00	2.40	6.00
(SPCR)	Special Needs	23.00	4.60	21.90	4.38	21.90	4.38	10.95

### Current Part Time Rates

\*These rates should match what are approved and on file with OEL

CARE CODE	Description	Licensed or Exempt Centers and Public/Non-Public Schools	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
(INF)	<12 MTH	15.00	3.00	14.40	2.88	14.40	2.88	7.20
(TOD)	12<24 MTH	14.55	2.91	12.80	2.52	12.80	2.52	6.30
(2YR)	24 <36 MTH	14.55	2.91	12.80	2.52	12.80	2.52	6.30
(PR3)	36 <48 MTH	12.80	2.56	11.20	2.24	11.20	2.24	5.60
(PR4)	48 <60 MTH	12.80	2.56	11.20	2.24	11.20	2.24	5.60
(PR5)	60 <72 MTH	12.80	2.56	11.20	2.24	11.20	2.24	5.60
(SCH)	In School	10.08	2.02	10.20	2.04	10.20	2.04	5.10
(SPCR)	Special Needs	15.00	3.00	14.40	2.88	14.40	2.88	7.20

### Proposed Full Time Rates

CARE CODE	Description	Licensed or Exempt Centers and Public/Non-Public Schools	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
(INF)	<12 MTH	\$25.30	\$5.08	\$24.09	\$4.82	\$24.09	\$4.82	\$12.05
(TOD)	12<24 MTH	\$20.00	\$4.18	\$20.48	\$4.09	\$20.48	\$4.09	\$10.23
(2YR)	24 <36 MTH	\$20.48	\$4.09	\$17.82	\$3.56	\$17.82	\$3.56	\$8.01
(PR3)	36 <48 MTH	\$18.54	\$3.71	\$17.49	\$3.50	\$17.49	\$3.50	\$8.75
(PR4)	48 <60 MTH	\$18.54	\$3.71	\$17.49	\$3.50	\$17.49	\$3.50	\$8.75
(PR5)	60 <72 MTH	\$18.54	\$3.71	\$17.49	\$3.50	\$17.49	\$3.50	\$8.75
(SCH)	In School	\$16.50	\$3.30	\$13.20	\$2.64	\$13.20	\$2.64	\$6.60
(SPCR)	Special Needs	\$25.30	\$5.08	\$24.09	\$4.82	\$24.09	\$4.82	\$12.05

### Proposed Part Time Rates

CARE CODE	Description	Licensed or Exempt Centers and Public/Non-Public Schools	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
(INF)	<12 MTH	\$16.50	\$3.30	\$15.84	\$3.17	\$15.84	\$3.17	\$7.92
(TOD)	12<24 MTH	\$16.01	\$3.20	\$13.88	\$2.77	\$13.88	\$2.77	\$6.93
(2YR)	24 <36 MTH	\$16.01	\$3.20	\$13.88	\$2.77	\$13.88	\$2.77	\$6.93
(PR3)	36 <48 MTH	\$14.08	\$2.82	\$12.32	\$2.46	\$12.32	\$2.46	\$6.16
(PR4)	48 <60 MTH	\$14.08	\$2.82	\$12.32	\$2.46	\$12.32	\$2.46	\$6.16
(PR5)	60 <72 MTH	\$14.08	\$2.82	\$12.32	\$2.46	\$12.32	\$2.46	\$6.16
(SCH)	In School	\$11.09	\$2.22	\$11.22	\$2.24	\$11.22	\$2.24	\$5.61
(SPCR)	Special Needs	\$16.50	\$3.30	\$15.84	\$3.17	\$15.84	\$3.17	\$7.92

### FT - Increase by Care Level and Provider Type

Provider Type	Licensed or Exempt and Non-Public Schools				Gold Seal Differential		Licensed Family Child Care Homes				Gold Seal Differential		Registered Family Child Care Homes				Gold Seal Differential		Informal Providers			
Care Level	Current	Proposed	\$ Amt	% Amt	\$ Amt	% Amt	Current	Proposed	\$ Amt	% Amt	\$ Amt	% Amt	Current	Proposed	\$ Amt	% Amt	\$ Amt	% Amt	Current	Proposed	\$ Amt	% Amt
INF	\$23.00	\$25.30	\$2.30	10.00%	\$0.46	10.00%	\$21.90	\$24.09	\$2.19	10.00%	\$0.44	10.00%	\$21.90	\$24.09	\$2.19	10.00%	\$0.44	10.00%	\$10.95	\$12.05	\$1.10	10.00%
TOD	\$19.00	\$20.90	\$1.90	10.00%	\$0.38	10.00%	\$18.60	\$20.46	\$1.86	10.00%	\$0.37	10.00%	\$18.60	\$20.46	\$1.86	10.00%	\$0.37	10.00%	\$9.30	\$10.23	\$0.93	10.00%
2YR	\$18.80	\$20.46	\$1.86	10.00%	\$0.37	10.00%	\$16.20	\$17.82	\$1.62	10.00%	\$0.32	10.00%	\$16.20	\$17.82	\$1.62	10.00%	\$0.32	10.00%	\$8.10	\$8.91	\$0.81	10.00%
PR3	\$16.85	\$18.54	\$1.69	10.00%	\$0.34	10.00%	\$15.90	\$17.49	\$1.59	10.00%	\$0.32	10.00%	\$15.90	\$17.49	\$1.59	10.00%	\$0.32	10.00%	\$7.95	\$8.75	\$0.80	10.00%
PR4	\$16.85	\$18.54	\$1.69	10.00%	\$0.34	10.00%	\$15.90	\$17.49	\$1.59	10.00%	\$0.32	10.00%	\$15.90	\$17.49	\$1.59	10.00%	\$0.32	10.00%	\$7.95	\$8.75	\$0.80	10.00%
PR5	\$16.85	\$18.54	\$1.69	10.00%	\$0.34	10.00%	\$15.90	\$17.49	\$1.59	10.00%	\$0.32	10.00%	\$15.90	\$17.49	\$1.59	10.00%	\$0.32	10.00%	\$7.95	\$8.75	\$0.80	10.00%
SCH	\$15.00	\$16.50	\$1.50	10.00%	\$0.30	10.00%	\$12.00	\$13.20	\$1.20	10.00%	\$0.24	10.00%	\$12.00	\$13.20	\$1.20	10.00%	\$0.24	10.00%	\$6.00	\$6.60	\$0.60	10.00%
SPCR	\$23.00	\$25.30	\$2.30	10.00%	\$0.46	10.00%	\$21.90	\$24.09	\$2.19	10.00%	\$0.44	10.00%	\$21.90	\$24.09	\$2.19	10.00%	\$0.44	10.00%	\$10.95	\$12.05	\$1.10	10.00%

### PT - Increase by Care Level and Provider Type

Provider Type	Licensed or Exempt and Non-Public Schools				Gold Seal Differential		Licensed Family Child Care Homes				Gold Seal Differential		Registered Family Child Care Homes				Gold Seal Differential		Informal Providers			
Care Level	Current	Proposed	\$ Amt	% Amt	\$ Amt	% Amt	Current	Proposed	\$ Amt	% Amt	\$ Amt	% Amt	Current	Proposed	\$ Amt	% Amt	\$ Amt	% Amt	Current	Proposed	\$ Amt	% Amt
INF	\$15.00	\$16.50	\$1.50	10.00%	\$0.30	10.00%	\$14.40	\$15.84	\$1.44	10.00%	\$0.29	10.00%	\$14.40	\$15.84	\$1.44	10.00%	\$0.29	10.00%	\$7.20	\$7.92	\$0.72	10.00%
TOD	\$14.55	\$16.01	\$1.46	10.00%	\$0.29	10.00%	\$12.60	\$13.86	\$1.26	10.00%	\$0.25	10.00%	\$12.60	\$13.86	\$1.26	10.00%	\$0.25	10.00%	\$6.30	\$6.93	\$0.63	10.00%
2YR	\$14.55	\$16.01	\$1.46	10.00%	\$0.29	10.00%	\$12.60	\$13.86	\$1.26	10.00%	\$0.25	10.00%	\$12.60	\$13.86	\$1.26	10.00%	\$0.25	10.00%	\$6.30	\$6.93	\$0.63	10.00%
PR3	\$12.80	\$14.08	\$1.28	10.00%	\$0.26	10.00%	\$11.20	\$12.32	\$1.12	10.00%	\$0.22	10.00%	\$11.20	\$12.32	\$1.12	10.00%	\$0.22	10.00%	\$5.60	\$6.16	\$0.56	10.00%
PR4	\$12.80	\$14.08	\$1.28	10.00%	\$0.26	10.00%	\$11.20	\$12.32	\$1.12	10.00%	\$0.22	10.00%	\$11.20	\$12.32	\$1.12	10.00%	\$0.22	10.00%	\$5.60	\$6.16	\$0.56	10.00%
PR5	\$12.80	\$14.08	\$1.28	10.00%	\$0.26	10.00%	\$11.20	\$12.32	\$1.12	10.00%	\$0.22	10.00%	\$11.20	\$12.32	\$1.12	10.00%	\$0.22	10.00%	\$5.60	\$6.16	\$0.56	10.00%
SCH	\$10.08	\$11.09	\$1.01	10.00%	\$0.20	10.00%	\$10.20	\$11.22	\$1.02	10.00%	\$0.20	10.00%	\$10.20	\$11.22	\$1.02	10.00%	\$0.20	10.00%	\$5.10	\$5.61	\$0.51	10.00%
SPCR	\$15.00	\$16.50	\$1.50	10.00%	\$0.30	10.00%	\$14.40	\$15.84	\$1.44	10.00%	\$0.29	10.00%	\$14.40	\$15.84	\$1.44	10.00%	\$0.29	10.00%	\$7.20	\$7.92	\$0.72	10.00%



Step 4: Complete the table with the coalition's current approved provider payment rates. Complete for both full-time and part-time rates.  
 \*Proposed provider payment rates will populate from tab 3.

Nassau County

### Current Full Time Rates

\*These rates should match what are approved and on file with OEL

CARE CODE	Description	Licensed or Exempt Centers and Public/Non-Public Schools	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
(INF)	<12 MTH	23.00	4.60	21.90	4.38	21.90	4.38	10.95
(TOD)	12-24 MTH	19.00	3.80	19.80	3.92	19.80	3.92	9.80
(2YR)	24-36 MTH	17.42	3.48	16.00	3.20	16.00	3.20	8.00
(PR3)	36-48 MTH	16.80	3.36	14.00	2.80	14.00	2.80	7.00
(PR4)	48-60 MTH	16.80	3.36	14.00	2.80	14.00	2.80	7.00
(PR5)	60-72 MTH	16.80	3.36	14.00	2.80	14.00	2.80	7.00
(SCH)	In School	13.20	2.64	12.00	2.40	12.00	2.40	6.00
(SPCR)	Special Needs	23.00	4.60	21.90	4.38	21.90	4.38	10.95

### Current Part Time Rates

\*These rates should match what are approved and on file with OEL

CARE CODE	Licensed or Exempt Centers and Public/Non-Public Schools	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
(INF)	15.00	3.00	14.40	2.88	14.40	2.88	7.20
(TOD)	14.55	2.91	12.60	2.52	12.60	2.52	6.30
(2YR)	12.48	2.50	8.00	1.60	8.00	1.60	4.00
(PR3)	10.85	2.17	8.00	1.60	8.00	1.60	4.00
(PR4)	10.85	2.17	8.00	1.60	8.00	1.60	4.00
(PR5)	10.85	2.17	8.00	1.60	8.00	1.60	4.00
(SCH)	8.00	1.60	8.00	1.60	8.00	1.60	4.00
(SPCR)	15.00	3.00	14.40	2.88	14.40	2.88	7.20

### Proposed Full Time Rates

CARE CODE	Description	Licensed or Exempt Centers and Public/Non-Public Schools	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
(INF)	<12 MTH	\$25.30	\$5.06	\$24.09	\$4.82	\$24.09	\$4.82	\$12.05
(TOD)	12-24 MTH	\$20.90	\$4.18	\$21.68	\$4.31	\$21.68	\$4.31	\$10.78
(2YR)	24-36 MTH	\$19.16	\$3.83	\$17.60	\$3.52	\$17.60	\$3.52	\$8.80
(PR3)	36-48 MTH	\$18.48	\$3.70	\$15.40	\$3.08	\$15.40	\$3.08	\$7.70
(PR4)	48-60 MTH	\$18.48	\$3.70	\$15.40	\$3.08	\$15.40	\$3.08	\$7.70
(PR5)	60-72 MTH	\$18.48	\$3.70	\$15.40	\$3.08	\$15.40	\$3.08	\$7.70
(SCH)	In School	\$14.52	\$2.90	\$13.20	\$2.64	\$13.20	\$2.64	\$6.80
(SPCR)	Special Needs	\$25.30	\$5.06	\$24.09	\$4.82	\$24.09	\$4.82	\$12.05

### Proposed Part Time Rates

CARE CODE	Licensed or Exempt Centers and Public/Non-Public Schools	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
(INF)	\$18.50	\$3.30	\$15.84	\$3.17	\$15.84	\$3.17	\$7.92
(TOD)	\$16.01	\$3.20	\$13.86	\$2.77	\$13.86	\$2.77	\$6.93
(2YR)	\$13.73	\$2.75	\$8.80	\$1.76	\$8.80	\$1.76	\$4.40
(PR3)	\$11.94	\$2.39	\$8.80	\$1.76	\$8.80	\$1.76	\$4.40
(PR4)	\$11.94	\$2.39	\$8.80	\$1.76	\$8.80	\$1.76	\$4.40
(PR5)	\$11.94	\$2.39	\$8.80	\$1.76	\$8.80	\$1.76	\$4.40
(SCH)	\$8.80	\$1.76	\$8.80	\$1.76	\$8.80	\$1.76	\$4.40
(SPCR)	\$18.50	\$3.30	\$15.84	\$3.17	\$15.84	\$3.17	\$7.92

### FT - Increase by Care Level and Provider Type

Provider Type	Licensed or Exempt and Non-Public Schools					Gold Seal Differential					Licensed Family Child Care Homes					Gold Seal Differential					Registered Family Child Care Homes					Gold Seal Differential					Informal Providers				
Care Level	Current	Proposed	\$ Amt	% Amt		\$ Amt	% Amt	Current	Proposed	\$ Amt	% Amt		\$ Amt	% Amt	Current	Proposed	\$ Amt	% Amt		\$ Amt	% Amt	Current	Proposed	\$ Amt	% Amt		\$ Amt	% Amt							
INF	\$23.00	\$25.30	\$2.30	10.00%		\$0.46	10.00%	\$21.90	\$24.09	\$2.19	10.00%		\$0.44	10.00%	\$21.90	\$24.09	\$2.19	10.00%		\$0.44	10.00%	\$10.95	\$12.05	\$1.10	10.00%		\$1.10	10.00%							
TOD	\$19.00	\$20.90	\$1.90	10.00%		\$0.38	10.00%	\$19.60	\$21.56	\$1.96	10.00%		\$0.39	10.00%	\$19.60	\$21.56	\$1.96	10.00%		\$0.39	10.00%	\$9.80	\$10.78	\$0.98	10.00%		\$0.98	10.00%							
2YR	\$17.42	\$19.16	\$1.74	10.00%		\$0.35	10.00%	\$16.00	\$17.60	\$1.60	10.00%		\$0.32	10.00%	\$16.00	\$17.60	\$1.60	10.00%		\$0.32	10.00%	\$8.00	\$8.80	\$0.80	10.00%		\$0.80	10.00%							
PR3	\$16.80	\$18.48	\$1.68	10.00%		\$0.34	10.00%	\$14.00	\$15.40	\$1.40	10.00%		\$0.28	10.00%	\$14.00	\$15.40	\$1.40	10.00%		\$0.28	10.00%	\$7.00	\$7.70	\$0.70	10.00%		\$0.70	10.00%							
PR4	\$16.80	\$18.48	\$1.68	10.00%		\$0.34	10.00%	\$14.00	\$15.40	\$1.40	10.00%		\$0.28	10.00%	\$14.00	\$15.40	\$1.40	10.00%		\$0.28	10.00%	\$7.00	\$7.70	\$0.70	10.00%		\$0.70	10.00%							
PR5	\$16.80	\$18.48	\$1.68	10.00%		\$0.34	10.00%	\$14.00	\$15.40	\$1.40	10.00%		\$0.28	10.00%	\$14.00	\$15.40	\$1.40	10.00%		\$0.28	10.00%	\$7.00	\$7.70	\$0.70	10.00%		\$0.70	10.00%							
SCH	\$13.20	\$14.52	\$1.32	10.00%		\$0.26	10.00%	\$12.00	\$13.20	\$1.20	10.00%		\$0.24	10.00%	\$12.00	\$13.20	\$1.20	10.00%		\$0.24	10.00%	\$6.00	\$6.60	\$0.60	10.00%		\$0.60	10.00%							
SPCR	\$23.00	\$25.30	\$2.30	10.00%		\$0.46	10.00%	\$21.90	\$24.09	\$2.19	10.00%		\$0.44	10.00%	\$21.90	\$24.09	\$2.19	10.00%		\$0.44	10.00%	\$10.95	\$12.05	\$1.10	10.00%		\$1.10	10.00%							

### PT - Increase by Care Level and Provider Type

Provider Type	Licensed or Exempt and Non-Public Schools				Gold Seal Differential		Licensed Family Child Care Homes				Gold Seal Differential		Registered Family Child Care Homes				Gold Seal Differential		Informal Providers			
Care Level	Current	Proposed	\$ Amt	% Amt	\$ Amt	% Amt	Current	Proposed	\$ Amt	% Amt	\$ Amt	% Amt	Current	Proposed	\$ Amt	% Amt	\$ Amt	% Amt	Current	Proposed	\$ Amt	% Amt
INF	\$15.00	\$16.50	\$1.50	10.00%	\$0.30	10.00%	\$14.40	\$15.84	\$1.44	10.00%	\$0.29	10.00%	\$14.40	\$15.84	\$1.44	10.00%	\$0.29	10.00%	\$7.20	\$7.92	\$0.72	10.00%
TOD	\$14.55	\$16.01	\$1.46	10.00%	\$0.29	10.00%	\$12.60	\$13.86	\$1.26	10.00%	\$0.25	10.00%	\$12.60	\$13.86	\$1.26	10.00%	\$0.25	10.00%	\$6.30	\$6.93	\$0.63	10.00%
2YR	\$12.48	\$13.73	\$1.25	10.00%	\$0.25	10.00%	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$4.00	\$4.40	\$0.40	10.00%
PR3	\$10.85	\$11.94	\$1.09	10.00%	\$0.22	10.00%	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$4.00	\$4.40	\$0.40	10.00%
PR4	\$10.85	\$11.94	\$1.09	10.00%	\$0.22	10.00%	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$4.00	\$4.40	\$0.40	10.00%
PR5	\$10.85	\$11.94	\$1.09	10.00%	\$0.22	10.00%	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$4.00	\$4.40	\$0.40	10.00%
SCH	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$8.00	\$8.80	\$0.80	10.00%	\$0.16	10.00%	\$4.00	\$4.40	\$0.40	10.00%
SPCR	\$15.00	\$16.50	\$1.50	10.00%	\$0.30	10.00%	\$14.40	\$15.84	\$1.44	10.00%	\$0.29	10.00%	\$14.40	\$15.84	\$1.44	10.00%	\$0.29	10.00%	\$7.20	\$7.92	\$0.72	10.00%

Step 4: Complete the table with the coalition's current approved provider payment rates. Complete for both full-time and part-time rates.  
 \*Proposed provider payment rates will populate from tab 3.

Putnam

### Current Full Time Rates

\*These rates should match what are approved and on file with OEL

CARE CODE	Description	Licensed or Exempt Centers and Public/Non-Public Schools	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
(INF)	<12 MTH	23.00	4.60	21.90	4.38	21.90	4.38	10.95
(TOD)	12<24 MTH	19.00	3.80	18.60	3.72	18.60	3.72	9.30
(2YR)	24 <36 MTH	15.00	3.00	18.00	3.20	18.00	3.20	8.00
(PR3)	36 <48 MTH	15.00	3.00	15.00	3.00	15.00	3.00	7.50
(PR4)	48 <60 MTH	14.40	2.88	15.00	3.00	15.00	3.00	7.50
(PR5)	60 <72 MTH	14.40	2.88	15.00	3.00	15.00	3.00	7.50
(SCH)	In School	13.00	2.60	13.00	2.60	13.00	2.60	6.60
(SPCR)	Special Needs	23.00	4.60	21.90	4.38	21.90	4.38	10.95

### Current Part Time Rates

\*These rates should match what are approved and on file with OEL

CARE CODE	Description	Licensed or Exempt Centers and Public/Non-Public Schools	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
(INF)	<12 MTH	15.00	3.00	14.40	2.88	14.40	2.88	7.20
(TOD)	12<24 MTH	14.55	2.91	12.60	2.52	12.60	2.52	6.30
(2YR)	24 <36 MTH	11.25	2.25	12.00	2.40	12.00	2.40	6.00
(PR3)	36 <48 MTH	11.25	2.25	11.25	2.25	11.25	2.25	5.83
(PR4)	48 <60 MTH	10.80	2.16	11.25	2.25	11.25	2.25	5.63
(PR5)	60 <72 MTH	10.80	2.16	11.25	2.25	11.25	2.25	5.63
(SCH)	In School	9.75	1.95	9.75	1.95	9.75	1.95	4.88
(SPCR)	Special Needs	15.00	3.00	14.40	2.88	14.40	2.88	7.20

### Proposed Full Time Rates

CARE CODE	Description	Licensed or Exempt Centers and Public/Non-Public Schools	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
(INF)	<12 MTH	\$25.30	\$5.06	\$24.09	\$4.82	\$24.09	\$4.82	\$12.05
(TOD)	12<24 MTH	\$20.80	\$4.18	\$20.46	\$4.09	\$20.46	\$4.09	\$10.23
(2YR)	24 <36 MTH	\$16.50	\$3.30	\$17.60	\$3.52	\$17.60	\$3.52	\$8.80
(PR3)	36 <48 MTH	\$16.50	\$3.30	\$16.50	\$3.30	\$16.50	\$3.30	\$8.25
(PR4)	48 <60 MTH	\$15.84	\$3.17	\$16.50	\$3.30	\$16.50	\$3.30	\$8.25
(PR5)	60 <72 MTH	\$15.84	\$3.17	\$16.50	\$3.30	\$16.50	\$3.30	\$8.25
(SCH)	In School	\$14.30	\$2.86	\$14.30	\$2.86	\$14.30	\$2.86	\$7.15
(SPCR)	Special Needs	\$25.30	\$5.06	\$24.09	\$4.82	\$24.09	\$4.82	\$12.05

### Proposed Part Time Rates

CARE CODE	Description	Licensed or Exempt Centers and Public/Non-Public Schools	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
(INF)	<12 MTH	\$16.50	\$3.30	\$15.84	\$3.17	\$15.84	\$3.17	\$7.92
(TOD)	12<24 MTH	\$16.01	\$3.20	\$13.86	\$2.77	\$13.86	\$2.77	\$6.93
(2YR)	24 <36 MTH	\$12.38	\$2.48	\$13.20	\$2.64	\$13.20	\$2.64	\$6.80
(PR3)	36 <48 MTH	\$12.38	\$2.48	\$12.38	\$2.48	\$12.38	\$2.48	\$6.19
(PR4)	48 <60 MTH	\$11.88	\$2.38	\$12.38	\$2.48	\$12.38	\$2.48	\$6.19
(PR5)	60 <72 MTH	\$11.88	\$2.38	\$12.38	\$2.48	\$12.38	\$2.48	\$6.19
(SCH)	In School	\$10.73	\$2.15	\$10.73	\$2.15	\$10.73	\$2.15	\$5.38
(SPCR)	Special Needs	\$16.50	\$3.30	\$15.84	\$3.17	\$15.84	\$3.17	\$7.92

### FT - Increase by Care Level and Provider Type

Provider Type	Licensed or Exempt and Non-Public Schools				Gold Seal Differential		Licensed Family Child Care Homes				Gold Seal Differential		Registered Family Child Care Homes				Gold Seal Differential		Informal Providers			
Care Level	Current	Proposed	\$ Amt	% Amt	\$ Amt	% Amt	Current	Proposed	\$ Amt	% Amt	\$ Amt	% Amt	Current	Proposed	\$ Amt	% Amt	\$ Amt	% Amt	Current	Proposed	\$ Amt	% Amt
INF	\$23.00	\$25.30	\$2.30	10.00%	\$0.46	10.00%	\$21.90	\$24.09	\$2.19	10.00%	\$0.44	10.00%	\$21.90	\$24.09	\$2.19	10.00%	\$0.44	10.00%	\$10.95	\$12.05	\$1.10	10.00%
TOD	\$19.00	\$20.90	\$1.90	10.00%	\$0.38	10.00%	\$18.60	\$20.46	\$1.86	10.00%	\$0.37	10.00%	\$18.60	\$20.46	\$1.86	10.00%	\$0.37	10.00%	\$9.30	\$10.23	\$0.93	10.00%
2YR	\$15.00	\$16.50	\$1.50	10.00%	\$0.30	10.00%	\$16.00	\$17.60	\$1.60	10.00%	\$0.32	10.00%	\$16.00	\$17.60	\$1.60	10.00%	\$0.32	10.00%	\$8.00	\$8.80	\$0.80	10.00%
PR3	\$15.00	\$16.50	\$1.50	10.00%	\$0.30	10.00%	\$15.00	\$16.50	\$1.50	10.00%	\$0.30	10.00%	\$15.00	\$16.50	\$1.50	10.00%	\$0.30	10.00%	\$7.50	\$8.25	\$0.75	10.00%
PR4	\$14.40	\$15.84	\$1.44	10.00%	\$0.29	10.00%	\$15.00	\$16.50	\$1.50	10.00%	\$0.30	10.00%	\$15.00	\$16.50	\$1.50	10.00%	\$0.30	10.00%	\$7.50	\$8.25	\$0.75	10.00%
PR5	\$14.40	\$15.84	\$1.44	10.00%	\$0.29	10.00%	\$15.00	\$16.50	\$1.50	10.00%	\$0.30	10.00%	\$15.00	\$16.50	\$1.50	10.00%	\$0.30	10.00%	\$7.50	\$8.25	\$0.75	10.00%
SCH	\$13.00	\$14.30	\$1.30	10.00%	\$0.26	10.00%	\$13.00	\$14.30	\$1.30	10.00%	\$0.26	10.00%	\$13.00	\$14.30	\$1.30	10.00%	\$0.26	10.00%	\$6.50	\$7.15	\$0.65	10.00%
SPCR	\$23.00	\$25.30	\$2.30	10.00%	\$0.46	10.00%	\$21.90	\$24.09	\$2.19	10.00%	\$0.44	10.00%	\$21.90	\$24.09	\$2.19	10.00%	\$0.44	10.00%	\$10.95	\$12.05	\$1.10	10.00%

### PT - Increase by Care Level and Provider Type

Provider Type	Licensed or Exempt and Non-Public Schools										Gold Seal Differential				Licensed Family Child Care Homes				Gold Seal Differential				Registered Family Child Care Homes				Gold Seal Differential				Informal Providers			
Care Level	Current	Proposed	\$ Amt	% Amt	\$ Amt	% Amt	Current	Proposed	\$ Amt	% Amt	\$ Amt	% Amt	Current	Proposed	\$ Amt	% Amt	\$ Amt	% Amt	Current	Proposed	\$ Amt	% Amt	\$ Amt	% Amt	Current	Proposed	\$ Amt	% Amt						
INF	\$15.00	\$16.50	\$1.50	10.00%	\$0.30	10.00%	\$14.40	\$15.84	\$1.44	10.00%	\$0.29	10.00%	\$14.40	\$15.84	\$1.44	10.00%	\$0.29	10.00%	\$7.20	\$7.92	\$0.72	10.00%												
TOD	\$14.55	\$16.01	\$1.46	10.00%	\$0.29	10.00%	\$12.60	\$13.86	\$1.26	10.00%	\$0.25	10.00%	\$12.60	\$13.86	\$1.26	10.00%	\$0.25	10.00%	\$6.30	\$6.93	\$0.63	10.00%												
2YR	\$11.25	\$12.38	\$1.13	10.00%	\$0.23	10.00%	\$12.00	\$13.20	\$1.20	10.00%	\$0.24	10.00%	\$12.00	\$13.20	\$1.20	10.00%	\$0.24	10.00%	\$6.00	\$6.60	\$0.60	10.00%												
PR3	\$11.25	\$12.38	\$1.13	10.00%	\$0.23	10.00%	\$11.25	\$12.38	\$1.13	10.00%	\$0.23	10.00%	\$11.25	\$12.38	\$1.13	10.00%	\$0.23	10.00%	\$5.63	\$6.19	\$0.56	10.00%												
PR4	\$10.80	\$11.88	\$1.08	10.00%	\$0.22	10.00%	\$11.25	\$12.38	\$1.13	10.00%	\$0.23	10.00%	\$11.25	\$12.38	\$1.13	10.00%	\$0.23	10.00%	\$5.63	\$6.19	\$0.56	10.00%												
PR5	\$10.80	\$11.88	\$1.08	10.00%	\$0.22	10.00%	\$11.25	\$12.38	\$1.13	10.00%	\$0.23	10.00%	\$11.25	\$12.38	\$1.13	10.00%	\$0.23	10.00%	\$5.63	\$6.19	\$0.56	10.00%												
SGH	\$9.75	\$10.73	\$0.98	10.00%	\$0.20	10.00%	\$9.75	\$10.73	\$0.98	10.00%	\$0.20	10.00%	\$9.75	\$10.73	\$0.98	10.00%	\$0.20	10.00%	\$4.88	\$5.36	\$0.49	10.00%												
SPCR	\$15.00	\$16.50	\$1.50	10.00%	\$0.30	10.00%	\$14.40	\$15.84	\$1.44	10.00%	\$0.29	10.00%	\$14.40	\$15.84	\$1.44	10.00%	\$0.29	10.00%	\$7.20	\$7.92	\$0.72	10.00%												



Step 4: Complete the table with the coalition's current approved provider payment rates. Complete for both full-time and part-time rates.  
 \*Proposed provider payment rates will populate from tab 3.

## St. Johns County

### Current Full Time Rates

\*These rates should match what are approved and on file with OEL

CARE CODE	Description	Licensed or Exempt Centers and Public/Non-Public Schools	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
(INF)	<12 MTH	27.00	5.40	22.00	4.40	22.00	4.40	11.00
(TOD)	12<24 MTH	22.29	4.46	19.43	3.89	19.43	3.89	9.72
(2YR)	24 <36 MTH	22.29	4.46	19.43	3.89	19.43	3.89	9.72
(PR3)	36 <48 MTH	20.70	4.14	19.20	3.84	19.20	3.84	9.60
(PR4)	48 <60 MTH	20.70	4.14	17.60	3.52	17.60	3.52	8.80
(PR5)	60 <72 MTH	20.70	4.14	17.60	3.52	17.60	3.52	8.80
(SCH)	In School	19.05	3.81	14.40	2.88	14.40	2.88	7.20
(SPCR)	Special Needs	27.00	5.40	22.00	4.40	22.00	4.40	11.00

### Current Part Time Rates

\*These rates should match what are approved and on file with OEL

CARE CODE	Description	Licensed or Exempt Centers and Public/Non-Public Schools	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
(INF)	<12 MTH	22.56	4.51	16.50	3.30	16.50	3.30	8.25
(TOD)	12<24 MTH	19.67	3.93	13.60	2.72	13.60	2.72	6.80
(2YR)	24 <36 MTH	19.67	3.93	12.80	2.56	12.80	2.56	6.40
(PR3)	36 <48 MTH	17.25	3.45	12.80	2.56	12.80	2.56	6.40
(PR4)	48 <60 MTH	17.25	3.45	12.00	2.40	12.00	2.40	6.00
(PR5)	60 <72 MTH	17.25	3.45	12.00	2.40	12.00	2.40	6.00
(SCH)	In School	11.80	2.32	10.80	2.16	10.80	2.16	5.40
(SPCR)	Special Needs	22.56	4.51	16.50	3.30	16.50	3.30	8.25

### Proposed Full Time Rates

CARE CODE	Description	Licensed or Exempt Centers and Public/Non-Public Schools	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
(INF)	<12 MTH	\$29.70	\$5.94	\$24.20	\$4.84	\$24.20	\$4.84	\$12.10
(TOD)	12<24 MTH	\$24.52	\$4.90	\$21.37	\$4.27	\$21.37	\$4.27	\$10.69
(2YR)	24 <36 MTH	\$24.52	\$4.90	\$21.37	\$4.27	\$21.37	\$4.27	\$10.69
(PR3)	36 <48 MTH	\$22.77	\$4.55	\$21.12	\$4.22	\$21.12	\$4.22	\$10.58
(PR4)	48 <60 MTH	\$22.77	\$4.55	\$19.36	\$3.87	\$19.36	\$3.87	\$9.68
(PR5)	60 <72 MTH	\$22.77	\$4.55	\$19.36	\$3.87	\$19.36	\$3.87	\$9.68
(SCH)	In School	\$20.96	\$4.19	\$15.84	\$3.17	\$15.84	\$3.17	\$7.92
(SPCR)	Special Needs	\$29.70	\$5.94	\$24.20	\$4.84	\$24.20	\$4.84	\$12.10

### Proposed Part Time Rates

CARE CODE	Description	Licensed or Exempt Centers and Public/Non-Public Schools	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
(INF)	<12 MTH	\$22.56	\$4.51	\$18.15	\$3.63	\$18.15	\$3.63	\$9.08
(TOD)	12<24 MTH	\$19.67	\$3.93	\$14.08	\$2.99	\$14.08	\$2.99	\$7.48
(2YR)	24 <36 MTH	\$19.67	\$3.93	\$14.08	\$2.82	\$14.08	\$2.82	\$7.04
(PR3)	36 <48 MTH	\$17.25	\$3.80	\$14.08	\$2.82	\$14.08	\$2.82	\$7.04
(PR4)	48 <60 MTH	\$17.25	\$3.80	\$13.20	\$2.64	\$13.20	\$2.64	\$6.60
(PR5)	60 <72 MTH	\$17.25	\$3.80	\$13.20	\$2.64	\$13.20	\$2.64	\$6.60
(SCH)	In School	\$12.76	\$2.55	\$11.88	\$2.38	\$11.88	\$2.38	\$5.94
(SPCR)	Special Needs	\$22.56	\$4.51	\$18.15	\$3.63	\$18.15	\$3.63	\$9.08

### FT - Increase by Care Level and Provider Type

Provider Type	Licensed or Exempt and Non-Public Schools				Gold Seal Differential		Licensed Family Child Care Homes				Gold Seal Differential		Registered Family Child Care Homes				Gold Seal Differential		Informal Providers			
Care Level	Current	Proposed	\$ Amt	% Amt	\$ Amt	% Amt	Current	Proposed	\$ Amt	% Amt	\$ Amt	% Amt	Current	Proposed	\$ Amt	% Amt	\$ Amt	% Amt	Current	Proposed	\$ Amt	% Amt
INF	\$27.00	\$29.70	\$2.70	10.00%	\$0.54	10.00%	\$22.00	\$24.20	\$2.20	10.00%	\$0.44	10.00%	\$22.00	\$24.20	\$2.20	10.00%	\$0.44	10.00%	\$11.00	\$12.10	\$1.10	10.00%
TOD	\$22.29	\$24.52	\$2.23	10.00%	\$0.45	10.00%	\$19.43	\$21.37	\$1.94	10.00%	\$0.39	10.00%	\$19.43	\$21.37	\$1.94	10.00%	\$0.39	10.00%	\$9.72	\$10.69	\$0.97	10.00%
2YR	\$22.29	\$24.52	\$2.23	10.00%	\$0.45	10.00%	\$19.43	\$21.37	\$1.94	10.00%	\$0.39	10.00%	\$19.43	\$21.37	\$1.94	10.00%	\$0.39	10.00%	\$9.72	\$10.69	\$0.97	10.00%
PR3	\$20.70	\$22.77	\$2.07	10.00%	\$0.41	10.00%	\$19.20	\$21.12	\$1.92	10.00%	\$0.38	10.00%	\$19.20	\$21.12	\$1.92	10.00%	\$0.38	10.00%	\$9.60	\$10.56	\$0.96	10.00%
PR4	\$20.70	\$22.77	\$2.07	10.00%	\$0.41	10.00%	\$17.60	\$19.36	\$1.76	10.00%	\$0.35	10.00%	\$17.60	\$19.36	\$1.76	10.00%	\$0.35	10.00%	\$8.80	\$9.68	\$0.88	10.00%
PR5	\$20.70	\$22.77	\$2.07	10.00%	\$0.41	10.00%	\$17.60	\$19.36	\$1.76	10.00%	\$0.35	10.00%	\$17.60	\$19.36	\$1.76	10.00%	\$0.35	10.00%	\$8.80	\$9.68	\$0.88	10.00%
SCH	\$19.05	\$20.96	\$1.91	10.00%	\$0.38	10.00%	\$14.40	\$15.84	\$1.44	10.00%	\$0.29	10.00%	\$14.40	\$15.84	\$1.44	10.00%	\$0.29	10.00%	\$7.20	\$7.92	\$0.72	10.00%
SPCR	\$27.00	\$29.70	\$2.70	10.00%	\$0.54	10.00%	\$22.00	\$24.20	\$2.20	10.00%	\$0.44	10.00%	\$22.00	\$24.20	\$2.20	10.00%	\$0.44	10.00%	\$11.00	\$12.10	\$1.10	10.00%

### PT - Increase by Care Level and Provider Type

Provider Type	Licensed or Exempt and Non-Public Schools				Gold Seal Differential		Licensed Family Child Care Homes				Gold Seal Differential		Registered Family Child Care Homes				Gold Seal Differential		Informal Providers			
Care Level	Current	Proposed	\$ Amt	% Amt	\$ Amt	% Amt	Current	Proposed	\$ Amt	% Amt	\$ Amt	% Amt	Current	Proposed	\$ Amt	% Amt	\$ Amt	% Amt	Current	Proposed	\$ Amt	% Amt
INF	\$22.56	\$22.56	\$0.00	0.00%	\$0.00	0.00%	\$16.50	\$18.15	\$1.65	10.00%	\$0.33	10.00%	\$16.50	\$18.15	\$1.65	10.00%	\$0.33	10.00%	\$8.25	\$9.08	\$0.83	10.00%
TOD	\$19.67	\$19.67	\$0.00	0.00%	\$0.00	0.00%	\$13.60	\$14.96	\$1.36	10.00%	\$0.27	10.00%	\$13.60	\$14.96	\$1.36	10.00%	\$0.27	10.00%	\$6.80	\$7.48	\$0.68	10.00%
2YR	\$19.67	\$19.67	\$0.00	0.00%	\$0.00	0.00%	\$12.80	\$14.08	\$1.28	10.00%	\$0.26	10.00%	\$12.80	\$14.08	\$1.28	10.00%	\$0.26	10.00%	\$6.40	\$7.04	\$0.64	10.00%
PR3	\$17.25	\$17.25	\$0.00	0.00%	\$0.35	10.00%	\$12.80	\$14.08	\$1.28	10.00%	\$0.26	10.00%	\$12.80	\$14.08	\$1.28	10.00%	\$0.26	10.00%	\$6.40	\$7.04	\$0.64	10.00%
PR4	\$17.25	\$17.25	\$0.00	0.00%	\$0.35	10.00%	\$12.00	\$13.20	\$1.20	10.00%	\$0.24	10.00%	\$12.00	\$13.20	\$1.20	10.00%	\$0.24	10.00%	\$6.00	\$6.60	\$0.60	10.00%
PR5	\$17.25	\$17.25	\$0.00	0.00%	\$0.35	10.00%	\$12.00	\$13.20	\$1.20	10.00%	\$0.24	10.00%	\$12.00	\$13.20	\$1.20	10.00%	\$0.24	10.00%	\$6.00	\$6.60	\$0.60	10.00%
SCH	\$11.80	\$12.76	\$1.16	10.00%	\$0.23	10.00%	\$10.80	\$11.88	\$1.08	10.00%	\$0.22	10.00%	\$10.80	\$11.88	\$1.08	10.00%	\$0.22	10.00%	\$5.40	\$5.94	\$0.54	10.00%
SPCR	\$22.56	\$22.56	\$0.00	0.00%	\$0.45	10.00%	\$16.50	\$18.15	\$1.65	10.00%	\$0.33	10.00%	\$16.50	\$18.15	\$1.65	10.00%	\$0.33	10.00%	\$8.25	\$9.08	\$0.83	10.00%

## **VI. New/Unfinished Business**

### **H. Approval of Revisions to the Coalition's Personnel Policies and Procedures Manual\***

**\*ACTION ITEM**

## ACTION ITEM SUMMARY

<b>DESCRIPTION</b>	Revisions to the Coalition's Personnel Policies and Procedures Manual
<b>Reason for Recommended Action</b>	<p><u>Revisions:</u></p> <p>HR313 – <u>Emergency Closings</u></p> <ul style="list-style-type: none"><li>• Replaced the third paragraph with language that more closely aligns to Federal and State regulations and practices.</li><li>• Removed the fourth paragraph regarding employees working while officially closed.</li></ul> <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none"><li>• The Coalition's Personnel Policies would not be updated to be more in line with governmental regulations nor actual practices.</li></ul>
<b>How the Action will be accomplished</b>	Approval of the Personnel Policies and Procedures Manual revisions listed above.

# HR313 Emergency Closings

Effective Date: 02/19/08

Revision Date: 12/04/19

At times, emergencies such as severe weather, fires, power failures, etc., can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility.

When operations are **officially closed** due to emergency conditions, the time off from scheduled work will be paid no more than the allowable number of days approved by the C.E.O.

~~In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees may request available paid leave time such as unused vacation benefits.~~

In cases where work facilities remain open during an emergency, employees who are subjected to conditions that prevents them from reporting to work as usual must request use of annual leave, personal sick leave or leave without pay.

~~Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.~~

## **VI. New/Unfinished Business**

### **I. Approval of the Management Decision Recommendation for ECS Audit 2018/2019\***

**\*ACTION ITEM**

## ACTION ITEM SUMMARY

<b>DESCRIPTION</b>	Approval of Management Decision Recommendation for ECS Audit 2018/2019
<b>Reason for Recommended Action</b>	<p>To approve management decision to consider the ECS annual audit properly reviewed and therefore resolved.</p> <p><b><u>If this is not done, the following would occur:</u></b></p> <ul style="list-style-type: none"><li>• The Coalition would not be in compliance with policy requiring committee approval.</li></ul>
<b>How the Action will be accomplished</b>	Management decision to be approved at 12/4/2019 Board meeting.



# **ELC OF North Florida, Inc.**

## **Management Decision Recommendation**

ECS Audit Report  
For FYE June 30, 2019

Ralston and Company, PA, CPA performed the June 30, 2019 audit of Episcopal Children's Services, Inc. The report was issued on September 26, 2019 and subsequent events were evaluated through the date of issuance. This report was received by ELC on October 1, 2019, and subsequently reviewed by ELC management and staff. The report and audited financial statements are on file and available to the Board for review at anytime.

A summary of the audit results is as follows:

1. The Independent Auditor's Report
  - a. Expressed an unqualified opinion on the consolidated financial statements of ECS.
  - b. Stated no instances of noncompliance material to the financial statements of Episcopal Children's Services, Inc. were disclosed during the audit.
  - c. Stated no material weaknesses were identified during the audit of the financial statements.
  - d. Expressed an unqualified opinion on the major award programs.
  - e. Stated no material weaknesses were identified during the audit of major federal programs.
2. The Independent Auditor's Report on Internal Controls
  - a. Expressed no opinion on ECS internal controls.
  - b. Reported no material weaknesses to internal controls.
  - c. Expressed no opinion on ECS compliance and other such matters.
  - d. The results of the internal control testing disclosed no issues of noncompliance or other matters that would be required to be reported under *Government Auditing Standards*.
3. Supplemental Information
  - a. There were no findings in relation to prior audits.
  - b. There were no current audit findings on the ECS Financial Statements.
  - c. There were no current audit findings or questioned costs on the ECS Major Federal Awards Program Audit.
  - d. ECS qualifies as a low risk auditee.

With no audit findings, material weaknesses, or issues of noncompliance, this audit is considered complete.

## **VI. New/Unfinished Business**

### **J. Approval of ELCNF 2018-2019 Annual Report\***

**\*ACTION ITEM**

## ACTION ITEM SUMMARY

<b>DESCRIPTION</b>	Approval of ELCNF 2018-2019 Annual Report
<b>Reason for Recommended Action</b>	<p>To approve the ELCNF 2018-2019 Annual Report in accordance with OEL Policy.</p> <p><b><u>If this is not done, the following would occur:</u></b></p> <ul style="list-style-type: none"><li>• The Coalition would not be in compliance with policy requiring committee approval.</li></ul>
<b>How the Action will be accomplished</b>	Management decision to be approved at 12/4/2019 Board meeting.



# ANNUAL REPORT

FY 2018-2019

*Mission Statement: To serve parents, caregivers and educators of children birth to pre- kindergarten by managing and evaluating early child care and early childhood education programs through a quality School Readiness delivery system.*

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# EVALUATION OF DIRECT ENHANCEMENT SERVICES

## Evaluation of Direct Enhancement Services

### COMPREHENSIVE CONSUMER EDUCATION

Describe how the Coalition coordinated resource and referral programs specifically related to the provision of comprehensive consumer education to parents and the public regarding participation in the school readiness program and parental choice.

Our Child Care Resource and Referral (CCRR) program connects parents with the child care programs and community resources best suited to meet the family's needs. CCRR is a free service. Parents can either go online, come in or call the local offices and speak with a CCRR specialist to discuss the family's child care options and needs.

To get the word out in our communities about this service, staff attends community events to distribute Resource and Referral literature and answer questions about our services. During the 2018-2019 program year staff participated in numerous community events, visited over 100 businesses, and distributed over 1,000 outreach materials to promote Child Care Resource and Referral. In addition, staff served on community committees such as the Community Alliance of Northeast Florida, CWEEP, Mercy Network, and the St. Johns Head Start Policy Council.

CCRR provides other important information and referrals to parents. CCRR specialists inform parents about quality indicators in the child care setting so that parents can make an informed choice. Every parent receives a parent packet that includes a quality indicator checklist to be used as they visit potential programs.

CCRR staff provides referrals to Child Find and other community services. During the fiscal year, our CCRR Specialists had over 10,337 CCRR calls. To be accessible to our clients, we have offices located in each county with walk-in hours, appointments and are accessible by phone, email, and through our online scheduling system.

### PROVIDER FINANCIAL SUPPORTS

Provide a list of grants, awards, or bonuses offered to school readiness program providers to assist them in meeting applicable state requirements for child care performance standards, implementing developmentally appropriate curricula and related classroom resources that support curricula, providing literacy supports, and providing professional development.

Include the qualifying criteria to receive financial supports and related monitoring activities to verify appropriate use of support.

We offered grants and scholarships for the following:

**CDA courses-** participants are required to apply and recipients progress through the course is monitored by the CDA specialist on staff.

**Teaching Strategies Gold Implementation-** SR providers were required to apply for the grant and conduct pre and post assessments on a sample of SR providers. Those who met the requirements were awarded \$50 per child, not to exceed \$1000 total.

# EVALUATION OF DIRECT ENHANCEMENT SERVICES

**NFCCH Conference-** FCCH providers were required to apply for the scholarship which awarded a scholarship of \$170 to provider to use on conference registration and/or hotel stay. Providers were required to submit conference agenda/certificate, and a write up of what they learned at the conference

## TRAINING AND TECHNICAL ASSISTANCE

Provide a list and description of trainings and/or technical assistance activities the coalition offered to school readiness program providers, staff and parents in each of the following areas.

- **Early Learning Standards**

We address standards in trainings but also guide providers to the online standards trainings available.

- **Child Screenings and Assessments**

Ongoing TA is given to providers who need assistance with completing Child screening and assessments. Given on an as-needed basis. Some trainings do cover this topic as well.

- **Developmentally Appropriate Curricula and Character Development**

Technical assistance is given on an as-needed basis for curriculum and character development needs. Some trainings do cover this topic as well.

- **Teacher-Child Interactions**

Teacher Child Interactions are the primary focus of our coaching program with providers/teachers. Multiple trainings cover this area as well.

- **Age-Appropriate Discipline Practices**

Trainings conducted address age-appropriate discipline practices and much of the TA given by inclusion specialists also cover this topic.

- **Health and Safety**

Multiple trainings provided over the year included Health and Safety best practices.

- **Nutrition**

We offer TA as needed on this topic.

- **First Aid**

This can be a component of our Health and Safety trainings/TA.

- **Recognition of Communicable Diseases**

We offer TA as needed on this topic.

- **Child Abuse Detection and Prevention**

We offer TA as needed on this topic as well as forwarding information on this topic to providers.

## QUALITY ACTIVITIES FOR INFANT AND TODDLER CARE

Provide a description of the quality activities and services the coalition provided to enhance infant and toddler care.

# EVALUATION OF DIRECT ENHANCEMENT SERVICES

We have an education team member on the State Infant/Toddler Network group to stay updated on any IT developments. We offer trainings for Infant/Toddler teachers on a wide variety of topics. Coaching and TA are also given for I/T teachers to help incorporate appropriate practices and strategies into the classroom.

## MONITORING

Describe the process for monitoring of compliance with, and enforcement of, applicable state and local requirements.

The ECS Training Manager is responsible for ensuring for monitoring of compliance with, and enforcement of, applicable state and local requirements. All Plan Outcomes are monitored through interviews, documentation of activities, and proper back-up documentation at least annually as are contract requirements. Internal procedures and policies describe the processes and results of quarterly monitoring by the ELC prove our methods to be effective. Processes are reviewed regularly for updates and results of all monitoring is communicated immediately to the Chief of Programs and Administration. ECS also monitors VPK and SR providers for compliance with their contract and adherence to child attendance and reimbursement using the approved OEL monitoring tools and complying with OEL mandated sample sizes.

The ELC monitors its subrecipient, ECS on a quarterly basis using the OEL monitoring tools whenever possible. Key areas monitored were: Fiscal review of non-direct costs (SR and VPK), Fiscal overview to include review of internal controls and cost allocation plan; VPK and SR enrollment files, attendance review and payment validation for VPK and SR. VPK and SR provider requirements and SR provider services (provider contract and education files)

From each monitoring the ELC addressed any findings, concerns or observations that are discovered. The following process then takes place,

1. Coalition draft report and drat tools
2. Contractor response to draft report
3. Final Coalition report with final tools
- 4, Contractor response and proposed corrective action plans (if applicable)
5. Coalition acceptance/rejection letter with terms and timelines (if applicable)

Normally the contractor then has 1 month to complete any corrective actions and receipt is tracked by the ELC. Once all items are received and the ELC is satisfied a monitoring close-out letter is issued to the contractor.

## INCLUSION

Describe the activities the coalition has implemented to promote inclusive child care including responding to Warm-Line requests by providers and parents and providing developmental and health screenings to school readiness program children.

Warm-line requests are handled by our Inclusion specialists who respond in a timely manner to parents and providers requests and concerns. Inclusion specialists promote inclusive child care by providing trainings on a variety of topics, including teacher-child interactions and trauma informed



## EVALUATION OF DIRECT ENHANCEMENT SERVICES

care. SR children receive ASQ developmental screenings upon enrollment and in their birth month and ASQ-SE screenings are completed when a provider or parent expresses a concern for a child. Onsite classroom/child observations are also offered for all child care providers requesting it, as well as a follow up plan for the teachers and parents.

# DATA SUMMARY

## Data Summary

The following information is based on data collected from July 1, 2018\_\_ - June 30, 2019.

### CHILDREN SERVED IN SCHOOL READINESS

Number of children served in the school readiness program, by provider type, enumerated by age and eligibility priority category, reported as the number of children served during the month, the average participation throughout the month.

[For these data, see Appendix, Tab D.]

### CHILD DISENROLLMENT

Total number of children disenrolled during the year and the reasons for disenrollment

# DATA SUMMARY



Florida Department of Education

## ELC of North Florida/Episcopal Children's Services Fiscal Year 2018-2019 Annual Report Section E - School Readiness Children Disenrolled August 30, 2019

Reason for Disenrollment	Number of Children Disenrolled
Child care provider dismisses child due to child's behavior	6
Child care provider does not meet parent's or guardian's expectations.	11
Child care provider has closed for economic or other business reasons.	-
Child care setting provided too much stimulation for the child.	1
Child deceased.	1
Child has a duplicate record.	-
Child has exceeded the age-limit for services.	8
Child is no longer residing with the guardian who completed the initial application. New paperwork must be completed by new guardian.	164
Child poses safety risk to other children at program.	1
Child was determined eligible for services but never enrolled with a child care provider.	12
Client deceased.	3
Client does not show up for redetermination.	378
Client failed to comply with program requirements.	9
Client failed to provide required documentation to maintain eligibility.	2
Client is eligible for services under a different funder (i.e., non funder 1).	8
Client is no longer eligible for services because the family income exceeds the allowable amount for eligibility.	30
Client moved out of the county in which funding is currently provided.	46
Client no longer has a valid purpose for care.	95
Custodian is involved in seasonal work (such as migrant or school district employees) and the child's enrollment is temporarily suspended while custodian is not working.	-
Parent declined Terms and Conditions	-
Parent or guardian lacks resources necessary to keep child in care.	7
Parent/guardian withdrew child from the program.	380
Provider dropped child from the provider's program.	100
Provider no longer receiving SR or VPK funds due to noncompliance or low performance	13
Provider remains open, but no longer provides VPK or SR services.	11
Referral from referring agency has expired.	-
Referring agency has terminated the referral.	11
Suspected Fraud Case.	1
The enrollment record was updated.	-
The next authorization period was approved.	-
The program where the child was receiving services changed ownership. The new owner has a new provider record.	1
Transfer from one SR funding source to another (i.e. BG3 to BG8).	-
Transfer to another provider record (even if the second record is owned by the same provider).	-
Use for Teenage Parent Program clients only. Indicates TAPP program has ended for the school year.	1
<b>Total</b>	<b>1,300</b>

Data is from the EFS Modernization Database as of August 30, 2019.

# DATA SUMMARY

## PROVIDER TYPE

Total number of providers by provider type

**ELC of North Florida/Episcopal Children's Services**  
**Fiscal Year 2018-2019 Annual Report**  
**Section F - Total Providers by Provider Type**  
**August 30, 2019**

Provider Type	Total Providers	Offered SR Only	Offered VPK Only	Both
1. Licensed Private Centers	232	94	48	122
2. License-Exempt Centers	13	5	6	2
3. Large Family Child Care Home	6	5	0	1
4. Licensed Family Child Care Home	33	33	0	0
4. Registered Family Child Care Home	4	4	0	0
6. Private School	13	4	9	2
7. Public School	55	0	49	6

Data is from the EFS Modernization Database as of August 30, 2019.

School Readiness counts based on enrollment data. VPK counts based on payment data as of the June 2019 Reporting Period.

## SCHOOL READINESS PROVIDER REVOCATION

List of any school readiness program provider, by type, whose eligibility to deliver the school readiness program is revoked, including a brief description of the state or federal violation that resulted in the revocation

[For these data, see Appendix, Tab G.]

## VOLUNTARY PREKINDERGARTEN PROVIDER REVOCATION

List of any voluntary prekindergarten program provider, by type, whose eligibility to deliver the voluntary prekindergarten program is revoked, including a brief description of the state violation that resulted in the revocation

[For these data, see Appendix, Tab H.]

## CHILDREN SERVED BY PROVIDER

The total number of children served in each provider facility

# DATA SUMMARY

[For these data, see Appendix, Tab I.]

# FISCAL SUMMARY

## Fiscal Summary

During the 2018 - 2019 fiscal year, the coalition's total operating budget was \$ 31,405,137.

### PROGRAM FUNDS

Segregation of School Readiness Program funds, Voluntary Prekindergarten Education Program funds, Child Care Executive Partnership Program funds, and other local revenues available to the coalition.

School Readiness funds	\$ 16,625,849
Voluntary Prekindergarten Education Program funds	\$ 14,105,729
Child Care Executive Partnership Program funds	\$ 16,680
Other Local Revenues	\$ 16,790
<b>Total</b>	<b>\$ 30,765,048</b>

### DETAILS OF EXPENDITURES BY FUND SOURCE

Details of expenditures by fund source, including total expenditures for administrative activities, quality activities, nondirect services, and direct services for children.

	School Readiness	VPK	CCEP	Other Local Revenues	Dollars
Administrative Activities	\$ 735,704	\$ 483,089	\$	\$ 4,497	\$ 1,223,290
Quality Services	\$ 1,670,244	\$	\$	\$ 6,803	\$ 1,677,047
Nondirect Services	\$ 914,879	\$	\$	\$	\$ 914,879
Direct Services for Children	\$ 13,305,022	\$ 13,622,640	\$ 16,680	\$	\$ 26,944,342
<b>Total</b>	<b>\$ 16,625,849</b>	<b>\$ 14,105,729</b>	<b>\$ 16,680</b>	<b>\$ 11,300</b>	<b>\$ 30,759,558</b>

### COALITION STAFF AND RELATED EXPENDITURES

Total number of coalition staff and the related expenditures for salaries and benefits. For any subcontracts, the total number of contracted staff and the related expenditures for salaries and benefits.

	Number of Staff	Expenditures for Salary and Benefits
Early Learning Coalition Staff	9	\$ 675,799
Subrecipient Staff	39.02	\$ 2,067,186
<b>Total</b>	<b>48.02</b>	<b>\$ 2,742,985</b>



Florida Department of Education

**ELC of North Florida/Episcopal Children's Services**  
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**Section D - Children Served in School Readiness Programs**  
**August 30, 2019**

Category	Period												Monthly Average
	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	
<b>1. Licensed Private Centers</b>													
<b>01 TCA</b>	3,373	3,457	3,349	3,368	3,393	3,441	3,521	3,541	3,517	3,518	3,523	3,541	3,462
0-2 Years	72	81	88	86	98	102	102	92	99	114	113	102	96
3-5 Years	22	28	31	25	27	30	26	27	29	34	35	32	29
School Age	29	28	26	26	30	29	30	28	32	40	38	40	31
<b>02 At Risk &lt; 9</b>	21	25	31	35	41	43	46	37	38	40	40	30	36
0-2 Years	898	1,004	992	978	949	965	945	932	906	892	893	912	939
3-5 Years	338	388	398	390	381	387	369	364	346	337	344	358	367
School Age	386	395	381	369	359	365	362	357	352	358	356	351	366
<b>03 Econ Disadvantage &lt; SCH Age</b>	174	221	213	219	209	213	214	211	208	197	193	203	206
0-2 Years	1,645	1,483	1,391	1,407	1,423	1,444	1,529	1,547	1,566	1,568	1,587	1,622	1,518
3-5 Years	637	613	598	606	619	610	652	665	669	633	614	626	629
School Age	997	860	783	790	793	823	866	872	888	926	967	990	880
<b>05 At Risk Age 9-12</b>	11	10	10	11	11	11	11	10	9	9	6	6	10
School Age	33	34	31	28	31	32	34	40	35	34	35	34	33
<b>06 Econ Disadvantage - SCH Age</b>	33	34	31	28	31	32	34	40	35	34	35	34	33
School Age	725	854	844	856	879	885	897	919	900	899	884	847	866
<b>09 Head Start and VPK</b>	725	854	844	856	879	885	897	919	900	899	884	847	866
3-5 Years			2	2	2	2	2	1	1	1	1		2
0-2 Years			2	2	2	2	2	1	1	1	1		2
<b>10 CCEP</b>		1	1	11	11	11	12	10	10	10	10	24	10
3-5 Years		1	1	4	4	4	5	5	5	4	4	7	4
School Age				1	1	1	1	1	1	1	1	11	2
<b>2. License-Exempt Centers</b>													
<b>01 TCA</b>	237	243	229	237	240	242	251	272	269	268	271	264	252
0-2 Years	12	10	9	11	12	12	11	12	11	12	10	8	11
3-5 Years	2			2	2	3	2	2	3	2	1	1	2
School Age	6	3	3	3	4	3	3	4	3	4	3	2	3
<b>02 At Risk &lt; 9</b>	4	7	6	6	6	6	6	6	5	6	6	5	6
0-2 Years	47	54	50	60	59	60	67	68	66	65	67	63	61
3-5 Years	12	19	18	24	22	21	26	27	28	30	31	28	24
School Age	28	21	18	22	23	25	26	27	25	23	25	21	24
<b>03 Econ Disadvantage &lt; SCH Age</b>	7	14	14	14	14	14	15	14	13	12	11	14	13
0-2 Years	125	116	107	101	103	105	106	117	116	112	116	125	112
3-5 Years	42	41	37	38	38	37	48	46	46	41	43	49	42
School Age	83	75	70	63	65	68	68	69	70	71	73	76	71
<b>05 At Risk Age 9-12</b>	2	2	2	2	2	2	4	5	4	4	4	2	3
School Age	2	2	2	2	2	2	4	5	4	4	4	2	3





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Category	Period Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Monthly Average
06 Econ Disadvantage - SCH Age School Age	51	61	61	63	64	63	63	70	72	75	74	66	65
3. Large Family Child Care Home 02 At Risk < 9	10	9	6	6	7	6	6	5	4	1	1	4	5
3-5 Years School Age												3	3
03 Econ Disadvantage < SCH Age 0-2 Years	6	5	3	3	4	3	3	2	1	1	1	1	1
3-5 Years	4	3	3	3	4	3	3	2	1	1	1	1	3
06 Econ Disadvantage - SCH Age School Age	2	2											2
4. Licensed Family Child Care Home 01 TCA	4	4	3	3	3	3	3	3	3	3			3
0-2 Years	193	203	203	196	190	187	198	193	183	188	185	191	193
3-5 Years	8	9	11	7	6	6	6	5	5	5	5	5	7
School Age	3	4	6	4	3	3	3	2	2	2	2	2	3
02 At Risk < 9	3	3	2	1	1	1	1	1	1	1	1	1	1
0-2 Years	2	2	3	2	2	2	2	2	2	2	2	2	2
3-5 Years	28	37	37	39	34	32	37	35	26	30	28	26	32
School Age	12	19	20	22	19	17	19	18	12	15	14	12	17
03 Econ Disadvantage < SCH Age 0-2 Years	9	7	7	7	5	4	6	6	5	6	8	8	7
3-5 Years	7	11	10	10	10	11	12	11	9	9	6	6	9
School Age	106	99	93	89	90	90	90	86	89	92	91	100	93
05 At Risk Age 9-12 School Age	44	44	44	40	37	36	37	37	39	39	41	46	40
06 Econ Disadvantage - SCH Age School Age	61	54	48	48	52	54	53	49	50	53	50	54	52
05 At Risk Age 9-12 School Age	1	1	1	1	1	1	4	3	4	4	4	4	1
06 Econ Disadvantage - SCH Age School Age	1	2	1	1	1	1	4	3	4	4	4	4	3
4. Registered Family Child Care Home 01 TCA	50	56	61	60	59	58	61	64	59	57	57	56	58
School Age	50	56	61	60	59	58	61	64	59	57	57	56	58
02 At Risk < 9	18	18	18	18	18	14	14	14	11	11	12	12	15
3-5 Years	3	3	3	3	3	3	3	3					3
School Age	3	3	3	3	3	3	3	3					3
03 Econ Disadvantage < SCH Age 0-2 Years	1	1	1	1	1	1	1	1	1				1
3-5 Years	1	1	1	1	1	1	1	1	1				1
School Age	9	9	9	9	9	7	7	7	7	8	9	9	8
06 Econ Disadvantage - SCH Age School Age	4	4	4	4	3	2	2	2	2	2	3	3	3
02 At Risk < 9	5	5	5	5	6	5	5	5	5	6	6	6	5
3-5 Years	5	5	5	5	5	3	3	3	3	3	3	3	4





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Category	Period Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Monthly Average
School Age	5	5	5	5	5	3	3	3	3	3	3	3	4
<b>6. Private School</b>	<b>15</b>	<b>16</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>11</b>	<b>15</b>
02 At Risk < 9	1	1	3	3	3	3	2	2	3	4	4	1	3
0-2 Years	1	1	3	3	3	3	2	1	1	2	2	2	2
3-5 Years								1	2	1	1	1	1
School Age													
<b>03 Econ Disadvantage &lt; SCH Age</b>	<b>10</b>	<b>11</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>8</b>	<b>7</b>	<b>7</b>	<b>6</b>	<b>7</b>
0-2 Years	1	1	1	1	1	1	1	1	2	1	1	1	1
3-5 Years	9	10	6	6	6	4	5	6	6	6	6	5	6
<b>06 Econ Disadvantage - SCH Age</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>4</b>	<b>5</b>
School Age	4	4	5	5	5	5	5	5	5	5	5	4	5
<b>7. Public School</b>	<b>21</b>	<b>39</b>	<b>40</b>	<b>31</b>	<b>30</b>	<b>31</b>	<b>32</b>	<b>32</b>	<b>32</b>	<b>33</b>	<b>32</b>	<b>14</b>	<b>31</b>
01 TCA	1	1	1	1	1	1	1	1	1	2	1	1	1
School Age	1	1	1	1	1	1	1	1	1	2	1	1	1
<b>02 At Risk &lt; 9</b>	<b>1</b>	<b>5</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>5</b>	<b>3</b>
0-2 Years													
3-5 Years	1	5	5	1	1	1	1	1	1	1	1	3	1
School Age													
<b>03 Econ Disadvantage &lt; SCH Age</b>	<b>12</b>	<b>21</b>	<b>23</b>	<b>17</b>	<b>16</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>8</b>	<b>17</b>
3-5 Years	12	21	23	17	16	17	17	17	17	17	17	8	17
School Age													
<b>05 At Risk Age 9-12</b>	<b>7</b>	<b>12</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>14</b>	<b>1</b>	<b>1</b>
06 Econ Disadvantage - SCH Age	7	12	11	11	11	11	12	12	12	12	14	1	1
School Age	7	12	11	11	11	11	12	12	12	12	14	1	1
<b>Grand Total</b>	<b>3,867</b>	<b>3,985</b>	<b>3,860</b>	<b>3,871</b>	<b>3,893</b>	<b>3,934</b>	<b>4,035</b>	<b>4,070</b>	<b>4,032</b>	<b>4,035</b>	<b>4,040</b>	<b>4,037</b>	<b>3,972</b>

Data is from the EFS Modernization Database as of August 30, 2019.  
School Readiness counts based on enrollment data.

ELC of North Florida/Episcopal Children's Services  
 Fiscal Year 2018-2019 Annual Report  
 Section G - Providers with Eligibility to Deliver the School Readiness Program Revoked  
 August 30, 2019

Provider Name	Address	City	County	Provider Type	ELC Narrative	Inactive Reason Code	Inactive Reason Description	Guidance
EWING'S LOVE AND HOPE PRESCHOOL ACADEMY	5868 LENOX AVE	JACKSONVILLE	DUVAL	1. Licensed Private Centers		HEALTH	Act or lack of action which threatens the health and safety or welfare of children	Termination for Cause, 5 year Revocation
GAUSE FAMILY DAY CARE HOME	2500 OLD MOULTRIE RD	ST AUGUSTINE	ST. JOHNS	4. Licensed Family Child Care Home		EXPERDILIC	Provider's license or registration has expired	Termination for Cause
SERENA BATTLES FAMILY DAY CARE HOME	1324 EAGLE ST	PALATKA	PUTNAM	4. Licensed Family Child Care Home		LISTEDPROVIDER	Provider is listed on the Department of Agriculture National Disqualified list of offenders.	Termination for Cause
WASHINGTON FAMILY DAY CARE HOME	467 VALDERIA DR SAME	ORANGE PARK	CLAY	4. Licensed Family Child Care Home		PROBATION	Failure to comply with terms of probation.	Termination for Cause

Data is from the ELC's Modernization Database as of August 30, 2019.



ELC of North Florida/Episcopal Children's Services  
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Section H - Providers with Eligibility to Deliver the Voluntary Prekindergarten Revoked  
August 30, 2019

Provider Name	Address	City	County	Provider Type	ELC Narrative	Use this information to complete the ELC Narrative. This section does not appear on the report.	
						Inactive Reason Code	Inactive Reason Description



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**Fiscal Year 2018-2019 Annual Report**  
**Section I - Total Number of Children Served At Each Provider Facility**  
**August 30, 2019**

Provider Name	Address	City	County	Children Served		
				Unduplicated Total	School Readiness	VPK
A BRIGHT BEGINNING CHILDCARE, INC.	1650 WELLS RD	ORANGE PARK	CLAY	77	42	39
A CHILD'S CASTLE CHRISTIAN LEARNING CENTER	4115 CRILL AVE	PALATKA	PUTNAM	65	53	20
A CHILD'S GARDEN, INC	7442 STATE ROAD 21	KEYSTONE HGTS	CLAY	152	103	58
A FUN PLACE TO BE INC	10440 US 1 N UNIT 111, 112, 113	ST AUGUSTINE	ST. JOHNS	32	17	16
A SAFE HAVEN ACADEMY, LLC	1209 CARR STREET	PALATKA	PUTNAM	77	77	0
ABBATE'S DAY CARE INC DBA KIDZ KLUBHOUSE	349 BLANDING BLVD	ORANGE PARK	CLAY	92	79	17
ABC CHILDCARE & LEARNING CENTER LLC	627 S 5TH ST	MACCLENLY	BAKER	73	45	30
ABUNDANTLY LOVED EARLY PRESCH ACAD INC	5230 LA VENTURA DR E	JACKSONVILLE	DUVAL	1	1	0
ACADEMY OF RISING STARS INC	314 N HIGHWAY 17	PALATKA	PUTNAM	43	28	17
ADVENT LUTHERAN PRESCHOOL	2156 LOCH RANE BLVD	ORANGE PARK	CLAY	25	0	25
ALL SAINTS EARLY LEARNING	4171 HENDRICKS AVE	JACKSONVILLE	DUVAL	2	2	0
ALPHA OMEGA LEARNING CENTER INC	2004 HYDE PARK RD	JACKSONVILLE	DUVAL	9	9	0
AMELIA ISLAND ACADEMY	1336 S 14TH ST	FERNANDINA BEACH	NASSAU	35	17	20
AMELIA ISLAND MONTessori SCHOOL	1423 JULIA ST	FERNANDINA BEACH	NASSAU	17	0	17
ANASTASIA BAPTIST ACADEMY	1650 AIA SOUTH	ST AUGUSTINE	ST. JOHNS	35	4	33
ANCIENT CITY CHRISTIAN ACADEMY	28 SEVILLA ST	ST AUGUSTINE	ST. JOHNS	7	0	7
ANDERSON DAYCARE	31 PALMER ST	ST AUGUSTINE	ST. JOHNS	76	76	0
ANDREA GARNER FAMILY DAY CARE HOME	1164 CORTEZ RD	BRYCEVILLE	NASSAU	3	3	0
ANDROMEDA PRESCHOOL	131 SUZANNE AVE	ORANGE PARK	CLAY	35	3	32
ANNUNCIATION CATHOLIC SCHOOL	1610 BLANDING BLVD	MIDDLEBURG	CLAY	40	0	40
ARORA'S CLUBHOUSE	330 ARORA BLVD	ORANGE PARK	CLAY	24	7	18
AROUND THE CLOCK KID CARE & PRESCHOOL	8102 BLANDING BLVD STE 4	JACKSONVILLE	DUVAL	9	9	0
ASBURY LEARNING CENTER LLC	2781 HENLEY RD	GREEN COVE SPRINGS	CLAY	26	26	0
AUNT BEES LEARNING STATION	37229 ORANGE STREET	HILLIARD	NASSAU	38	18	20
BACKPACK UNIVERSITY	2569 COUNTY ROAD 220 UNIT 207	MIDDLEBURG	CLAY	63	48	17
BAKER COUNTY PRE K/ KINDERGARTEN CENTER	362 SOUTH BLVD E	MACCLENLY	BAKER	152	17	151
BAKER COUNTY PRE-K/KINDERGARTEN CENTER -L	362 SOUTH BLVD E	MACCLENLY	BAKER	24	24	0
BARTRAM ACADEMY II	196 EVEREST LANE SUITE 4-9	SAINT JOHNS	ST. JOHNS	91	0	91
BEFORE AND AFTER SCHOOL @ CALLAHAN COMMUNITY CENTER	45237 MICKLER ST	CALLAHAN	NASSAU	3	3	0
BEFORE AND AFTERSCHOOL AT YULEE KIDS CAMPUS	86029 PAGES DAIRY RD	YULEE	NASSAU	8	8	0
BRADFORD CO/BROOKER ELEMENTARY PRE-K	18551 CHARLOTTE AVE	BROOKER	BRADFORD	10	0	10
BRADFORD CO/HAMPTON ELEMENTARY PRE-K	10501 HAMPTON AVENUE	HAMPTON	BRADFORD	13	0	13
BRADFORD CO/LAWTEY ELEMENTARY PRE-K	22703 PARK ST	LAWTEY	BRADFORD	18	2	17
BRADFORD CO/SOUTHSIDE ELEMENTARY PRE-K	823 STANSBURY ST	STARKE	BRADFORD	55	9	49
BRADFORD CO/STARKE ELEMENTARY PRE-K	1000 W WELDON ST	STARKE	BRADFORD	75	26	52
BRADFORD PRESCHOOL	407 W WASHINGTON STREET	STARKE	BRADFORD	108	108	0
BRANDT'S CHILD CARE CENTER	142 MASTERS DR	ST AUGUSTINE	ST. JOHNS	245	245	0
BRIGHT BELIEVERS LLC	5152 VERNON RD	JACKSONVILLE	DUVAL	1	1	0
BRIGHT START SCHOOL AND DAYCARE	217 WELLS RD	ORANGE PARK	CLAY	31	31	0
BRIGHTON DAY ACADEMY, INC.	1705 STATE ROAD 16	ST AUGUSTINE	ST. JOHNS	121	94	34

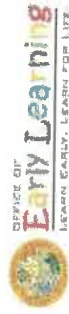


Florida Department of Education

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**Fiscal Year 2018-2019 Annual Report**  
**Section I - Total Number of Children Served At Each Provider Facility**  
**August 30, 2019**

						Children Served	
BROWN BEAR HOME DAYCARE	6335 ROMILLY DR	JACKSONVILLE	DUVAL	2	2	0	
BROWN BEAR HOME DAYCARE	7178 KOLEDA DR	JACKSONVILLE	DUVAL	2	2	0	
BROWNING-PEARCE ELEMENTARY SCHOOL	100 BEAR BOULEVARD	SAN MATEO	PUTNAM	31	0	31	
BUILDING BLOCKS ACADEMY LLC	45110 THIRD AVE	CALLAHAN	NASSAU	15	15	0	
BUILDING BLOCKS ACADEMY LLC DBA KIDZ ISLAND	45264 THIRD AVE	CALLAHAN	NASSAU	88	49	42	
BUSEY FAMILY DAY CARE HOME	105 BELLE DR	SATSUMA	PUTNAM	7	7	0	
BYRD FAMILY DAY CARE HOME	970 N VOLUSIA ST	ST AUGUSTINE	ST. JOHNS	20	20	0	
BYRD FAMILY DAYCARE HOME	830 BROACH ST	ST AUGUSTINE	ST. JOHNS	25	25	0	
CAMP LICCARDI	85198 PHILLIPS RD	YULEE	NASSAU	2	2	0	
CASTLE BROOK ACADEMY, INC	2755 OLD MOULTRIE RD	ST AUGUSTINE	ST. JOHNS	190	178	16	
CATHEDRAL PARISH EARLY EDUCATION CENTER	10 SEBASTIAN AVENUE	ST AUGUSTINE	ST. JOHNS	34	5	29	
CATHEDRAL PARISH SCHOOL	259 ST. GEORGE ST.	ST AUGUSTINE	ST. JOHNS	19	0	19	
CCSD - ARGYLE ELEMENTARY SCHOOL	2625 SPENCER PLANTATION BLVD	ORANGE PARK	CLAY	11	0	11	
CCSD - BRONCO BUILDING BLOCKS AT MIDDLEBURG HIGH SCHOOL	3750 COUNTY ROAD 220	MIDDLEBURG	CLAY	11	0	11	
CCSD - CHARLES E. BENNETT ELEMENTARY SCHOOL	1 SOUTH OAKRIDGE AVENUE	GREEN COVE SPRINGS	CLAY	16	0	16	
CCSD - DOCTORS INLET ELEMENTARY SCHOOL	2634 COUNTY ROAD 220	MIDDLEBURG	CLAY	11	0	11	
CCSD - FLEMING ISLAND EAGLETS	2233 VILLAGE SQUARE PARKWAY	FLEMING ISLAND	CLAY	11	0	11	
CCSD - FLEMING ISLAND ELEMENTARY SCHOOL	4425 LAKESHORE DRIVE	ORANGE PARK	CLAY	22	0	22	
CCSD - KAMPUS KIDS AT ORANGE PARK HIGH SCHOOL	2300 KINGSLEY AVE	ORANGE PARK	CLAY	8	0	8	
CCSD - KEYSTONE HEIGHTS ELEMENTARY	335 SW PECAN STREET	KEYSTONE HEIGHTS	CLAY	11	0	11	
CCSD - LAKE ASBURY ELEMENTARY	2901 SANDRIDGE RD	GREEN CV SPGS	CLAY	11	0	11	
CCSD - LITTLE PAWS LEARNING CENTER	466 MADISON AVE	ORANGE PARK	CLAY	11	0	11	
CCSD - LITTLE SQUIRES AT OAKLEAF HIGH SCHOOL	4035 PLANTATION OAKS BLVD	ORANGE PARK	CLAY	12	0	12	
CCSD - MCRAE ELEMENTARY SCHOOL	6770 COUNTY RD 315C	KEYSTONE HGT'S	CLAY	20	0	20	
CCSD - OAKLEAF VILLAGE ELEMENTARY SCHOOL	410 OAKLEAF VILLAGE PARKWAY	ORANGE PARK	CLAY	12	0	12	
CCSD - PLANTATION OAKS ELEMENTARY	4150 PLANTATION OAKS BLVD	ORANGE PARK	CLAY	22	0	22	
CCSD - RIDEOUT ELEMENTARY SCHOOL	3065 APALACHICOLA BLVD	MIDDLEBURG	CLAY	25	0	25	
CCSD - RIDGEVIEW ELEMENTARY SCHOOL	421 JEFFERSON AVE	ORANGE PARK	CLAY	13	0	13	
CCSD - S BRYAN JENNINGS ELEMENTARY SCHOOL	215 CORONA DRIVE	ORANGE PARK	CLAY	14	0	14	
CCSD - SHADOWLAWN ELEMENTARY SCHOOL	2945 COUNTY ROAD 218	GREEN COVE SPRINGS	CLAY	22	0	22	
CCSD - SWIMMING PEN CREEK ELEMENTARY	1630 WOODPECKER LN	MIDDLEBURG	CLAY	23	0	23	
CCSD - TYNES ELEMENTARY SCHOOL	1550 TYNES BLVD	MIDDLEBURG	CLAY	12	0	12	
CCSD - W E CHERRY ELEMENTARY SCHOOL	420 EDSON DRIVE	ORANGE PARK	CLAY	24	0	24	
CCSD - WILKINSON ELEMENTARY SCHOOL	4965 COUNTY RD 218	MIDDLEBURG	CLAY	21	0	21	
CCSD-ROBERT M. PATTERSON ELEMENTARY	5400 PINE AVENUE	ORANGE PARK	CLAY	10	0	10	
CHAPPELL SAN MARCO	1301 RIVERPLACE BLVD	JACKSONVILLE	DUVAL	1	1	0	
CHILDREN'S CONNECTION SERVICE CENTER, INC.	1139 SR 20	INTERLACHEN	PUTNAM	145	143	7	
CHILDREN'S ELITE PRESCHOOL	5418 COUNTY ROAD 23B	MACCLENNY	BAKER	47	38	11	
CHILDREN'S WORLD	1206 MOSELEY AVE	PALATKA	PUTNAM	209	198	20	
CHILDTIME CHILDREN'S CENTER #314	1510 BUSINESS CENTER DR	ORANGE PARK	CLAY	77	43	38	
CHILDTIME LEARNING CENTER 318	8500 ARGYLE FOREST BLVD	JACKSONVILLE	DUVAL	36	36	0	
CITI FAMILY CENTER	14000 CITICARDS WAY	JACKSONVILLE	DUVAL	2	2	0	





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CITY OF FERNANDINA BEACH PARKS AND RECREATION	2500 ATLANTIC AVE	FERNANDINA	NASSAU	6	6	0
ATLANTIC	171 CANAL BLVD	PONTE VEDRA BEACH	ST. JOHNS	70	0	70
COLLAGE DAY SCHOOL, LLC	92 LIFESPING WAY	SAINT JOHNS	ST. JOHNS	37	0	37
CREKESIDE CHRISTIAN PRESCHOOL	2701 S US HIGHWAY 17	CRESCENT CITY	PUTNAM	1	1	0
CRESCENT CITY CHRISTIAN ACADEMY	105 THICKET LN	PALATKA	PUTNAM	19	19	0
CROOMS FAMILY DAY CARE HOME	211 DAVIS PARK RD	PONTE VEDRA	ST. JOHNS	25	0	25
CROSSWATER CHRISTIAN ACADEMY						
CYNTHIA PENA MELENDEZ LARGE FAMILY CHILD CARE HOME	1767 BARTLETT AVE	ORANGE PARK	CLAY	3	3	0
D & G CHILDCARE AND LEARNING CENTER, INC.	1210 SAINT JOHNS AVE	PALATKA	PUTNAM	124	124	0
DEERWOOD ACADEMY ST. JOHNS	990 FLORA BRANCH BLVD	SAINT JOHNS	ST. JOHNS	78	0	78
DISCOVERY PRESCHOOL & CHILDCARE, INC.	2890 MOODY AVE	ORANGE PARK	CLAY	46	32	14
DONNA ROBERSON FAMILY DAY CARE HOME	43110 RATLIFF RD	CALLAHAN	NASSAU	4	4	0
DUBOW PRESCHOOL	3662 CROWN POINT RD	JACKSONVILLE	DUVAL	2	2	0
EARLY BLOOMERS LEARNING CENTER	3749 CROWN POINT RD	JACKSONVILLE	DUVAL	1	1	0
EARLY IMPRESSIONS @ MIDTOWN, INC.	463159 STATE ROAD 200, UNIT 4	YULEE	NASSAU	124	74	52
EARLY IMPRESSIONS AT BLACKROCK INC.	464073 STATE ROAD 200 UNIT 16	YULEE	NASSAU	55	29	29
EARLY LEARNING CENTER AT GOOD SHEPHERD	1100 STOCKTON ST	JACKSONVILLE	DUVAL	1	1	0
EDMA SCHOOL DBA PRIMROSE SCHOOL OF JULINGTON CREEK						
ELKTON ACADEMY, INC.	480 STATE ROAD 13	JACKSONVILLE	ST. JOHNS	50	0	50
ENCHANTED FOREST ACADEMY, INC.	4490 COUNTY ROAD 13 S	ELKTON	ST. JOHNS	28	20	9
EPISCOPAL CHILDREN'S SERVICES CALLAHAN HEAD START/EARLY HEAD START	3475 OLD MOULTRIE RD	ST AUGUSTINE	ST. JOHNS	38	38	0
EPISCOPAL CHILDREN'S SERVICES BAKER HEAD START AND EARLY HEAD START	45089 THIRD AVE	CALLAHAN	NASSAU	10	0	10
EPISCOPAL CHILDREN'S SERVICES GREEN COVE SPRINGS HS/EHS	402 S 8TH ST	MACLENNY	BAKER	43	0	43
EPISCOPAL CHILDREN'S SERVICES MIDDLEBURG HS	1107 MARTIN LUTHER KING JR BLVD	GREEN COVE SPRINGS	BAKER	21	0	21
EPISCOPAL CHILDREN'S SERVICES ORANGE PARK HEAD START	2506 BLANDING BLVD	MIDDLEBURG	CLAY	21	0	21
	15 BELMONT BLVD	ORANGE PARK	CLAY	31	0	31
EPISCOPAL CHILDREN'S SERVICES PECK HEAD START	516 S 10TH ST SUITE 100	FERNANDINA BEACH	NASSAU	22	0	22
EPISCOPAL CHILDREN'S SERVICES STARKE HEAD START/EARLY HEAD START	1080 PINE ST	STARKE	BRADFORD	11	0	11
EWING'S LOVE AND HOPE PRESCHOOL ACAD INC	5868 LENOX AVE	JACKSONVILLE	DUVAL	1	1	0
FAITH CHRISTIAN ACADEMY OF NE FL, INC.	96282 BRADY POINT ROAD	FERNANDINA BEACH	NASSAU	44	0	44
FIRST ASSEMBLY OF GOD CHILD CARE CENTER	3170 COUNTY ROAD 215	MIDDLEBURG	CLAY	6	6	0
FIRST ASSEMBLY OF GOD, INC./RIVER CHRISTIAN ACADEMY	3111 SAINT JOHNS AVE	PALATKA	PUTNAM	38	12	32
FIRST BAPTIST PRESCHOOL	212 S 5TH ST	PALATKA	PUTNAM	44	8	39
FIRST CLASS LEARNING CENTER	939 BLANDING BLVD	ORANGE PARK	CLAY	41	8	36
FIRST IMPRESSIONS SCHOOL INC	617271 W BRANDIES AVE	CALLAHAN	NASSAU	51	0	51
FIRST STEPS EDUCATION	5095 LAKESHORE DR W	FLEMING ISLAND	CLAY	11	0	11



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FIRST UNITED METHODIST CHURCH PRESCHOOL	93 N 5TH ST	MACLENNY	BAKER	39	0
FOX MEADOWS CHRISTIAN DAYCARE	3227 OLD JENNINGS RD	MIDDLEBURG	CLAY	24	0
FRUIT COVE BAPTIST WEEKDAY PRESCHOOL	501 STATE ROAD 13	JACKSONVILLE	ST. JOHNS	91	0
FUN LITTLE YEARS CHILD CARE AND LEARNING CENTER	728 BLANDING BLVD UNIT 1	ORANGE PARK	CLAY	4	0
FUTURE LITTLE LEARNERS 2	527 S SUMMIT ST	CRESCENT CITY	PUTNAM	19	0
GAUSE FAMILY DAY CARE HOME	2500 OLD MOULTRIE RD	ST AUGUSTINE	ST. JOHNS	1	0
GENEVA PRESBYTERIAN PRESCHOOL	1755 STATE ROAD 13	SAINT JOHNS	ST. JOHNS	12	0
GIDDY UP PRESCHOOL & DAYCARE INC	551411 US HIGHWAY 1	HILLIARD	NASSAU	56	0
GIFTS FROM ABOVE CHILD DEV CENTER INC	4932 BLANDING BLVD	JACKSONVILLE	DUVAL	3	0
GINGERBREAD LEARNING CENTER	30 KNIGHT BOX RD	ORANGE PARK	CLAY	66	41
GOD'S GRACE LEARNING CENTER	2714 WOOD STORK TRL	ORANGE PARK	CLAY	2	0
GOD'S GROWING ANGELS DAYCARE	116 VOLUNTEER AVENUE	INTERLACHEN	PUTNAM	8	0
GOD'S LITTLE CREATIONS CHILD CARE CENTER LLC	405 PINE STREET	PALATKA	PUTNAM	157	149
GOOD SAMARITAN LEARNING TREE	3813 OLD JENNINGS RD	MIDDLEBURG	CLAY	21	0
GRACEY LARGE FAMILY CHILD CARE HOME	2665 OLD MOULTRIE RD	ST AUGUSTINE	ST. JOHNS	32	22
GRANDMA'S DAY CARE, INC.	34 ZIBRA ST	MIDDLEBURG	CLAY	3	0
GRANDMA'S LEARNING CENTER LLC	35 GRANT ST	ST AUGUSTINE	ST. JOHNS	26	18
GREEN GABLES DAY SCHOOL LLC	525 PALMETTO AVE	CRESCENT CITY	PUTNAM	39	0
GUESA SCHOOL DBA PRIMROSE SCHOOL OF ST. JOHNS FOREST	3420 SAINT JOHNS AVE	PALATKA	PUTNAM	53	32
GUTIERREZ FAMILY DAY CARE HOME	180 GATEWAY CIR	JACKSONVILLE	ST. JOHNS	52	0
HAPPY HANDS FAMILY HOME CHILD CARE LLC	2952 S US HIGHWAY 17	CRESCENT CITY	PUTNAM	23	23
HAWTHORNE ACADEMY	86145 LOFTON CT	YULEE	NASSAU	8	3
HICKORY GROVE EARLY LEARNING CENTER	20825 SE HAWTHORNE RD	HAWTHORNE	ALACHUA	11	11
HIDDEN LITTLE TREASURES LEARNING CENTER	310 S OAKRIDGE AVE	GREEN COVE SPRINGS	CLAY	58	25
HOPE CHRISTIAN ACADEMY	1461 FRUIT COVE ROAD SOUTH	SAINT JOHNS	ST. JOHNS	14	0
I AM A PROMISE PRESCHOOL	3900 SE STATE ROAD 100	STARKE	BRADFORD	21	21
IMAGINATION ISLAND OF FLEMING ISLAND	27521 W 1ST AVE	HILLIARD	NASSAU	46	0
IN LOVING HANDS TOO/SCHOOL KIDZ HANGOUT	2280 VILLAGE SQUARE PKWY	FLEMING ISLAND	CLAY	58	8
INTERLACHEN ELEMENTARY SCHOOL	165 SE NIGHTINGALE ST	KEYSTONE HGTS	CLAY	87	58
ISLAND PREP PRESCHOOL	251 S COUNTY RD 315	INTERLACHEN	PUTNAM	43	0
ISLAND PREP SCHOOL	4171 AIA SOUTH	ST AUGUSTINE	ST. JOHNS	34	0
ISLAND PREP WEST	4001 AIA S	ST AUGUSTINE	ST. JOHNS	19	0
ISLAND VIEW BAPTIST CHILD CARE CENTER	150 BLACKFORD WAY	ST AUGUSTINE	ST. JOHNS	60	0
ITTY BITTY LEARNING CENTER	900 PARK AVE	ORANGE PARK	CLAY	9	9
IVY LEAGUE ACADEMY	205 N ORANGE ST	BUNNELL	FLAGLER	4	0
JACQUELINE MCCORMICK FAMILY DAY CARE HOME	2350 MARKET DRIVE	FLEMING ISLAND	CLAY	57	37
JAMES A LONG ELEMENTARY SCHOOL	95243 MARC ANTHONY RD	FERNANDINA BEACH	NASSAU	5	5
JAYSON'S FAMILY DAYCARE	1400 OLD JACKSONVILLE HIGHWAY	PALATKA	PUTNAM	21	0
JOAZIL'S FAMILY DAYCARE HOME	110 STILLWELL AVE	PALATKA	PUTNAM	5	5
JOHNSON FAMILY DAY CARE HOME	3205 GREEN ST	JACKSONVILLE	DUVAL	3	0
JUST 4 KIDS LEARNING ACADEMY OF JAX	1021 N 15TH ST	PALATKA	PUTNAM	13	13
	4371 LOSCO RD	JACKSONVILLE	DUVAL	2	0



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KEARSE FAMILY DAY CARE HOME	111 E PALMETTO ST	PALATKA	PUTNAM	16	16
KEENON FAMILY DAY CARE HOME	1822 HUSSON AVENUE	PALATKA	PUTNAM	12	12
KELLEY SMITH ELEMENTARY SCHOOL	141 KELLEY SMITH SCHOOL ROAD	PALATKA	PUTNAM	26	0
KID CITY USA PONTE VEDRA	185 LANDRUM LN	PONTE VEDRA	ST. JOHNS	12	6
KIDS WORLD ACADEMY OF FLORIDA	2121 CONSTITUTION DR	ORANGE PARK	CLAY	100	82
KID'S WORLD CHILD CENTER, INC.	5390 COUNTY ROAD 218	MIDDLEBURG	CLAY	87	36
KIDSFIRST LEARNING CENTER OF FIRST BAPTIST CHURCH OF MIDDLEBURG	2645 BLANDING BLVD	MIDDLEBURG	CLAY	37	2
KIDZ IN ACTION	108 N 15TH STREET	PALATKA	PUTNAM	160	158
KINDERCOLLEGE	7121 E MOUNT VERNON ST	GLEN ST MARY	BAKER	40	36
KINDERCARE LEARNING CENTER #1245	8401 BAYMEADOWS WAY	JACKSONVILLE	DUVAL	6	6
KINDERCARE LEARNING CENTER #1601	1735 EAGLE HARBOR PKWY	ORANGE PARK	CLAY	101	58
KINDERCARE LEARNING CENTER 301217	12000 SAWGRASS VILLAGE DR	PONTE VEDRA	ST. JOHNS	32	12
KINDGOM KIDS CHRISTIAN CHILDCARE	200 N RIDGECREST LN	JACKSONVILLE	ST. JOHNS	75	41
KREATIVE KIDS LEARNING ACADEMY INC	1485 US HIGHWAY 1 S	ST AUGUSTINE	ST. JOHNS	63	63
L & MS KIDDIE KORNER LLC	1324 KINGSLEY AVE	ORANGE PARK	CLAY	48	38
LA PETITE ACADEMY 7439	101 SUZANNE AVE	ORANGE PARK	CLAY	43	34
LA PETITE ACADEMY 7441	6601 ARGYLE FOREST BLVD	JACKSONVILLE	DUVAL	21	21
LA PETITE ACADEMY CR 220	9220 GOLFSIDE DR	JACKSONVILLE	DUVAL	2	2
LA PETITE ACADEMY NIX BOAT YARD RD	3150 COUNTY ROAD 220	MIDDLEBURG	CLAY	168	114
LA PETITE ACADEMY US HIGHWAY 17	135 NIX BOAT YARD ROAD	ST AUGUSTINE	ST. JOHNS	113	105
LADYBIRD ACADEMY OF ST. JOHNS	4321 US HIGHWAY 17	FLEMING ISLAND	CLAY	118	104
LAKE ASBURY LEARNING CENTER, LLC	380 ISLESBROOK PKWY	SAINT JOHNS	ST. JOHNS	18	0
LAMB EARLY EDUCATION CENTER	2781 HENLEY RD	GREEN COVE SPRINGS	CLAY	60	30
LANE AVENUE CHILD DEVELOPMENT CENTER INC	601 CENTRE ST	FERNANDINA BEACH	NASSAU	13	3
LEAPS & BOUNDS PRESCHOOL	1650 LANE AVE S	JACKSONVILLE	DUVAL	2	2
LEWIS FAMILY DAY CARE HOME	4717 COUNTY ROAD 218	MIDDLEBURG	CLAY	100	72
LIGHTHOUSE PREP	201 CEDAR AVE	PALATKA	PUTNAM	24	24
LIL VOYAGERS ACADEMY, INC.	61 PALMETTO AVENUE	ST AUGUSTINE	ST. JOHNS	70	50
LITTLE CHILD STEPS LEARNING ACADEMY LLC	111 DOCTORS VILLAGE DR # 200	SAINT JOHNS	ST. JOHNS	11	6
LITTLE FEET ACADEMY OF JACKSONVILLE LLC	461 OLD HIGHWAY 17	CRESCENT CITY	PUTNAM	39	39
LITTLE FLOWERS OF ST. FRANCIS	8321 SANTMAN CT	JACKSONVILLE	DUVAL	1	1
LITTLE FOUNTAINS OF LIGHT LEARNING CENTER	895 PALM VALLEY ROAD	PONTE VEDRA	ST. JOHNS	12	0
LITTLE HANDS AT WORK, LLC	7928 RAMPART RD	JACKSONVILLE	DUVAL	2	2
LITTLE PANDA'S CHILD DEVELOPMENT CENTER	1015 MARTIN LUTHER KING JR BLVD	GREEN COVE SPRINGS	CLAY	5	5
LITTLE RAINBOW'S LEARNING CENTER, INC	1591 US HIGHWAY 17 NORTH	SEVILLE	VOLUSIA	36	36
LIVING WATERS PRESCHOOL	255 SE 6TH AVE	LAKE BUTLER	UNION	11	11
LOVE BLOSSOMING CHRISTIAN FAMILY HOME CHILD CARE	2189 STATE ROAD 13	SWITZERLAND	ST. JOHNS	86	0
LOVE CARE DAYCARE LEARNING CENTER 2 LLC	6947 NW COUNTY ROAD 229	STARKE	BRADFORD	2	2
LOVE N & LEARNING 3	400 N STATE ROAD 19 STE 45	PALATKA	PUTNAM	131	127
LOVE N & LEARNING CHILDCARE CENTER	202 W MARKET RD	STARKE	BRADFORD	122	108
LOVEN & LEARNING 2	17484 HARRELL ST	BROOKER	BRADFORD	46	31
	10228 N DIVISION ST	HAMPTON	BRADFORD	27	27





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	7900 103RD ST STE 9&10	JACKSONVILLE	DUVAL	Children Served		
				1	1	0
LOVER'S LITTLE ONE'S ACADEMY						
LOVING LAMBS CHILDCARE CENTER OF HASTINGS, INC	132 GILMORE ST	HASTINGS	ST. JOHNS			
MANDARIN CHILDHOOD LEARNING CENTER	4228 HOOD RD	JACKSONVILLE	DUVAL	39	39	0
MARY'S LITTLE ANGELS HOME DAYCARE	1020 NW 67TH PL	OCALA	MARION	7	7	0
MELLEN ELEMENTARY SCHOOL	301 MELLON ROAD	PALATKA	PUTNAM	2	2	0
MELROSE ELEMENTARY SCHOOL	401 STATE ROAD 26	MELROSE	PUTNAM	29	0	29
MEMORIAL LUTHERAN CHAPEL SCHOOL	3375 US HIGHWAY 1 S	ST AUGUSTINE	ST. JOHNS	19	0	19
MIDDLETON-BURNEY ELEMENTARY SCHOOL	1020 HUNTINGTON ROAD	CRESCENT CITY	PUTNAM	18	0	18
MIDWAY LEARNING CENTER	8682 STATE ROAD 21	MELROSE	BRADFORD	62	0	62
MISS KATE'S PRE K	1303 JASMINE ST. STE 105	FERNANDINA BEACH	NASSAU	47	28	22
MITCHELL FAMILY DAY CARE HOME	947 PEARL ST	ST AUGUSTINE	ST. JOHNS	17	0	17
MOSLEY ELEMENTARY SCHOOL	1100 HUSSON AVENUE	PALATKA	PUTNAM	5	5	0
MRS. VANESSA LEARNING LODGE INC	9730 S GLEN AVE	GLEN SAINT MARY	BAKER	30	0	30
MRS. VANESSA'S LEARNING BLOCKS	522 S 7TH ST	MACCLENY	BAKER	36	36	0
MY GOOD WORKS CHILDCARE CENTER	999 BLANDING BLVD LOT 13	ORANGE PARK	CLAY	57	52	10
NANA AND GEEGEE'S PRESCHOOL	43367 GREEN AVE	CALLAHAN	NASSAU	15	15	0
NORMANDY VILLAGE LEARNING ACADEMY, INC.	8119 HERLONG RD	JACKSONVILLE	DUVAL	45	37	11
NORTHSIDE CHRISTIAN ACADEMY PRESCHOOL	7415 NW COUNTY ROAD 225	STARKE	BRADFORD	2	2	0
O.P.K. SOUTH OF MIDDLEBURG	3425 HABITAT DR	MIDDLEBURG	CLAY	53	37	17
O2B KIDS 7, LLC	1821 TOWN CENTER BLVD	FLEMING ISLAND	CLAY	33	14	21
O2B KIDS VILLAGE NORTH	5970 US HIGHWAY 1 N	ST AUGUSTINE	ST. JOHNS	114	43	72
O2B KIDS VILLAGE SOUTH	145 LEWIS POINT RD	ST AUGUSTINE	ST. JOHNS	19	19	0
OAKLEAF PRESCHOOL & CHILDCARE INC DBA THE GODDARD SCHOOL				97	97	0
OCHWILLA ELEMENTARY SCHOOL	415 MELDRUM LN	ORANGE PARK	CLAY			
OPEN HEARTS CHILDCARE	299 NORTH STATE ROAD 21	HAWTHORNE	PUTNAM	39	0	39
ORANGE PARK KINDERGARTEN	8463 HUNSTON MILL LN E	JACKSONVILLE	DUVAL	18	0	18
ORANGE PARK PRESBYTERIAN CHURCH PRESCHOOL	3050 MOODY AVE	ORANGE PARK	CLAY	2	2	0
	1905 PARK AVE	ORANGE PARK	CLAY	68	43	28
				23	0	23
ORANGE PARK PRESCHOOL / LEARNING CENTER, INC.	99 COLLEGE DR	ORANGE PARK	CLAY			
ORTEGA HILLS PRESCHOOL	5029 GREENWAY DR N	JACKSONVILLE	DUVAL	110	75	38
PALENCIA MONTESSORI ACADEMY, INC.	332 PASEO REYES DR	ST AUGUSTINE	ST. JOHNS	4	4	0
PALMER CATHOLIC ACADEMY	4889 PALM VALLEY ROAD	PONTE VEDRA BEACH	ST. JOHNS	21	0	21
PALMER CATHOLIC ACADEMY PRESCHOOL	545 ALA N	PONTE VEDRA BEACH	ST. JOHNS	34	0	34
PARKS' PLACE DAYCARE & LEARNING CENTER, LLC	5500 SHINDLER DR	JACKSONVILLE	DUVAL	38	0	38
PASSMORE FAMILY DAY CARE HOME	106 SPRUCE LN	PALATKA	PUTNAM	3	3	0
PINEWOOD CHRISTIAN ACADEMY	198 KNIGHT BOXX ROAD	MIDDLEBURG	CLAY	4	4	0
POLKA DOT KIDS LEARNING CENTER INC	6061 SAINT JOHNS AVE STE 3	PALATKA	PUTNAM	38	0	38
POPE FAMILY DAY CARE HOME	1116 EAGLE ST	PALATKA	PUTNAM	15	15	0
PRECIOUS NEW BEGINNINGS DAYCARE & LEARNING ACADEMY				20	20	0
PRESBYTERIAN DAY SCHOOL	743 S WALNUT ST	STARKE	BRADFORD			
PRIMROSE SCHOOL OF FLEMING ISLAND	32 SEVILLA ST	ST AUGUSTINE	ST. JOHNS	36	36	0
	2031 TOWN CENTER BLVD	FLEMING ISLAND	CLAY	32	0	32
				61	0	61



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PRIMROSE SCHOOL ON CROSSWATER PARKWAY	785 CROSSWATER PARKWAY	PONTE VEDRA	ST. JOHNS	44
PRITCHETT FAMILY DAY CARE HOME	2210 CARTER BRAXTON RD	ORANGE PARK	CLAY	0
PRIMSETOWN PRESCHOOL AT PVPC	4510 PALM VALLEY ROAD	PONTE VEDRA	ST. JOHNS	3
PUMPKIN PATCH DAY CARE CENTER	6105 SE 205TH ST	HAWTHORNE	ALACHUA	0
PUNKIN PLACE CHILD DEVELOPMENT OF IAX	6641 SAN JUAN AVE	JACKSONVILLE	DUVAL	34
ROACH FAMILY DAY CARE HOME	2050 RYAN RD	ST AUGUSTINE	ST. JOHNS	3
ROBERTS FAMILY DAY CARE HOME	1322 WASHINGTON ST	PALATKA	PUTNAM	5
ROOTS AND WINGS LEARNING CENTER	210 COMMERCE LAKE DR	ST AUGUSTINE	ST. JOHNS	6
ROUND LAKE ACADEMY LLC	3800 CRILL AVE	PALATKA	PUTNAM	0
SAN JUAN DEL RIO CATHOLIC SCHOOL	1714 SR 13	ST JOHNS	ST. JOHNS	47
SATTERWHITE FAMILY DAY CARE HOME	13257 N COUNTY ROAD 23A	MACCLENY	ST. JOHNS	130
SCOTT FAMILY DAYCARE	1697 BARTLETT AVE	ORANGE PARK	BAKER	39
SEACOAST CHRISTIAN ACADEMY PRESCHOOL	861 TOWNSEND BLVD	JACKSONVILLE	CLAY	4
SERENA BATTLES FAMILY DAY CARE HOME	1324 EAGLE ST	PALATKA	DUVAL	3
SHARING TREE PRESCHOOL FLEMING ISLAND	5900 US HIGHWAY 17	FLEMING ISLAND	PUTNAM	2
SICSD - CARDINAL ACADEMY AT CUNNINGHAM CREEK ELEMENTARY SCHOOL	1205 ROBERTS ROAD	ST JOHNS	CLAY	17
SICSD - CROOKSHANK ELEMENTARY SCHOOL	1455 N WHITNEY ST	ST AUGUSTINE	ST. JOHNS	46
SICSD - CUNNINGHAM CREEK ELEMENTARY SCHOOL	1205 ROBERTS RD	SAINT JOHNS	ST. JOHNS	19
SICSD - DURBIN CREEK ELEMENTARY	4100 RACE TRACK RD	SAINT JOHNS	ST. JOHNS	79
			ST. JOHNS	15
			ST. JOHNS	0
			ST. JOHNS	45
SICSD - LITTLE DOLPHINS AT KETTERLINUS ELEMENTARY ELEMENTARY SCHOOL	67 ORANGE ST	ST AUGUSTINE	ST. JOHNS	0
			ST. JOHNS	20
SICSD - LITTLE MANATEES AT OME	6555 STATE ROAD 16	ST AUGUSTINE	ST. JOHNS	0
SICSD - LITTLE SOARING EAGLES AT SWE	207 MASON MANATEE WAY	ST AUGUSTINE	ST. JOHNS	21
SICSD - OCEAN PALMS ELEMENTARY SCHOOL	4750 STATE ROAD 206 W	ELKTON	ST. JOHNS	33
SICSD - OSCEOLA ELEMENTARY	355 LANDRUM LN	PONTE VEDRA	ST. JOHNS	19
SICSD - OTIS MASON ELEMENTARY	1605 OSCEOLA ELEMENTARY RD	ST AUGUSTINE	ST. JOHNS	19
SICSD - PICOLATA CROSSING ELEMENTARY SCHOOL	207 MASON MANATEE WAY	ST AUGUSTINE	ST. JOHNS	92
SICSD - SOUTH WOODS ELEMENTARY	2675 PACETTI RD	ST AUGUSTINE	ST. JOHNS	38
SICSD - TECH TOTS	4750 STATE ROAD 206 W	ELKTON	ST. JOHNS	12
SICSD - THE WEBSTER SCHOOL	2980 COLLINS AVE	ST AUGUSTINE	ST. JOHNS	35
SICSD - TIMBERLIN CREEK ELEMENTARY	420 N ORANGE ST	ST AUGUSTINE	ST. JOHNS	0
SICSD - TIMBERLIN CREEK LITTLE EAGLES LEARNING CENTER	555 PINE TREE LN	ST AUGUSTINE	ST. JOHNS	28
			ST. JOHNS	11
			ST. JOHNS	68
			ST. JOHNS	8
			ST. JOHNS	0
SICSD - WARDS CREEK ELEMENTARY SCHOOL	555 PINE TREE LN	ST AUGUSTINE	ST. JOHNS	0
SONSHINE CHRISTIAN ACADEMY PRESCHOOL	6555 STATE ROAD 16	ST AUGUSTINE	ST. JOHNS	20
SONSHINE INN DAY CARE	45082 FRANK BROOKINGS DRIVE	CALLAHAN	ST. JOHNS	5
ST AUGUSTINE PUBLIC MONTESSORI SCHOOL	304 PARK ST	MELROSE	PUTNAM	65
ST LUKE CHILDCARE CENTER	7 WILLIAMS ST	ST AUGUSTINE	ST. JOHNS	35
ST. GILES CHILDREN'S CENTER	1608 BLANDING BLVD	MIDDLEBURG	CLAY	0
ST. MICHAEL ACADEMY	116 FOXRIDGE RD	ORANGE PARK	CLAY	17
	228 N 4TH ST	FERNANDINA BEACH	NASSAU	51
				17
				37





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ST. THERESE OF THE CHILD JESUS EARLY LEARNING CENTER	2468 COUNTY ROAD 210 WEST	SAINT JOHNS	ST. JOHNS	Children Served	
				73	0
STAY-N-PLAY DAY CARE CENTER INC.	627 S US HIGHWAY 17	SAN MATEO	PUTNAM	72	58
STEP BY STEP LEARNING CENTER	1986 CITRONA DR	FERNANDINA BEACH	NASSAU	41	22
STEP BY STEP LEARNING CENTER II	95734 AMELIA CONCOURSE	FERNANDINA BEACH	NASSAU	148	53
STEPPING STONES LEARNING AND BEHAVIORAL INTERNATIONAL INC	527 S SUMMIT ST	CRESCENT CITY	PUTNAM	25	25
STRAWTER FAMILY DAY CARE HOME	600 N ST JOHNS STREET	ST AUGUSTINE	ST. JOHNS	8	0
SUGAR BEAR'S LEARNING CENTER	305 TAMMY STREET	EAST PALATKA	PUTNAM	66	62
SUGAR N SPICE	3211 MOODY AVE	ORANGE PARK	CLAY	83	25
SUNSHINE SCHOOL READINESS	163 SOUTH BLVD W	MACCLENLY	BAKER	87	87
TENDER HEARTS CHILD CARE	29 CINNAMON ST	MIDDLEBURG	CLAY	26	26
TENDER HEARTS CHILD CARE - VPK	20 CINNAMON ST	MIDDLEBURG	CLAY	33	0
THE CARTER ACADEMY	306 N MAIN ST	HASTINGS	ST. JOHNS	58	54
THE CHILDREN'S ACADEMY OF INTERLACHEN INC	105 COMMONWEALTH AVE	INTERLACHEN	PUTNAM	1	1
THE CHILDREN'S CORNER INC	1720 SMITH ST	ORANGE PARK	CLAY	41	0
THE CHILDREN'S FARM	7536 SE 11TH AVE	STARKE	BRADFORD	24	21
THE DISCOVERY TREE ACADEMY	7629 OLD MIDDLEBURG RD S	JACKSONVILLE	DUVAL	10	10
THE FUTURE LITTLE LEARNERS CENTER LLC	725 N SUMMIT ST	CRESCENT CITY	PUTNAM	120	114
THE GODDARD SCHOOL EXECUTIVE WAY	45 EXECUTIVE WAY	PONTE VEDRA BEACH	ST. JOHNS	36	0
THE GODDARD SCHOOL JULINGTON PLAZA	100 JULINGTON PLAZA DR	JACKSONVILLE	ST. JOHNS	49	9
THE LEARNING EXPERIENCE	70 GREENLEAF DR	PONTE VEDRA	ST. JOHNS	59	0
THE LEARNING EXPERIENCE @ JAX OAKLEAF	220 OAKLEAF VILLAGE PKWY	JACKSONVILLE	DUVAL	3	3
THE RAINBOW FAMILY DAY CARE HOME	501 W WASHINGTON STREET	STARKE	BRADFORD	37	37
THE VILLAGE ACADEMY	145 LEWIS POINT RD	ST AUGUSTINE	ST. JOHNS	133	102
THE VILLAGE ACADEMY'S WEBSTER EXTENDED DAY	420 N ORANGE ST	ST AUGUSTINE	ST. JOHNS	18	18
THOMAS FAMILY CHILDCARE HOME	6900 LESLIE THOMAS LANE	GLEN ST, MARY	BAKER	4	4
THOMAS FAMILY DAY CARE HOME	920 CARR ST	PALATKA	PUTNAM	40	40
TIGERS DEN DAYCARE	602 SW 6TH ST	LAKE BUTLER	UNION	1	1
TINY TOTS DAY CARE CENTER	219 E MICHIGAN AVE	MACCLENLY	BAKER	81	63
TINY TOTS PRESCHOOL AND DAYCARE, TOO	14271 N STATE ROAD 121	MACCLENLY	BAKER	117	99
TREASURE HARBOR PRESCHOOL	2121 US HIGHWAY 1 SITE 28	ST AUGUSTINE	ST. JOHNS	56	45
TREE HOUSE ACADEMY OF FERNANDINA BEACH	2120 WILL HARDEE RD	FERNANDINA BEACH	NASSAU	45	33
TRINITY EPISCOPAL LEARNING CENTER	215 SAINT GEORGE ST	ST AUGUSTINE	ST. JOHNS	28	0
TRUTH HOLDING COMPANY INC DBA COURTYARD KIDZ LEARNING CENTER	1246 PARK AVE	ORANGE PARK	CLAY	34	29
TRUTH HOLDING COMPANY INC DBA KIDZ KAMPUS	120 PARKWOOD DR	ORANGE PARK	CLAY	25	25
T'S LEARNING CENTER V	11300 US HIGHWAY 1 N	PONTE VEDRA	ST. JOHNS	75	23
TURNING POINT CHRISTIAN ACADEMY	3500 STATE ROAD 16	ST AUGUSTINE	ST. JOHNS	133	0
TURTLE TOTS ACADEMY LLC	1681 US1 SOUTH	ST AUGUSTINE	ST. JOHNS	12	7
TUTOR TIME LEARNING CENTER, LLC #6042	8510 WATERMILL BLVD S	JACKSONVILLE	DUVAL	34	34
TUTOR TIME LEARNING CENTER, LLC #6208	13734 OLD SAINT AUGUSTINE RD	JACKSONVILLE	DUVAL	4	4
TUTOR TIME LEARNING CENTER, LLC #6209	751 LADY LAKE RD W	JACKSONVILLE	DUVAL	1	1
TUTOR TIME LEARNING CENTERS, LLC	125 HAMPTON POINT DR	ST AUGUSTINE	ST. JOHNS	161	88



Florida Department of Education

**ELC of North Florida/Episcopal Children's Services**  
**Fiscal Year 2018-2019 Annual Report**  
**Section I - Total Number of Children Served At Each Provider Facility**  
**August 30, 2019**

				Children Served	
TWINKLE LITTLE STARR'S LEARNING ACADEMY	997 BLANDING BLVD STE 7	ORANGE PARK	CLAY	6	6
UNITED METHODIST CHRISTIAN SCHOOL	5200 BELLE TERRE PKWY	PALM COAST	FLAGLER	2	2
VICTORY PRESCHOOL	110 MASTERS DR	ST AUGUSTINE	ST. JOHNS	184	173
VILLAGE ACADEMY NORTH	5970 US HIGHWAY 1 N	ST AUGUSTINE	ST. JOHNS	83	17
WASHINGTON FAMILY DAY CARE HOME	467 VALDERIA DR SAME	ORANGE PARK	CLAY	4	4
WESTSIDE NURSERY PRESCHOOL INC OF BAKER COUNTY	10274 N SHERMAN AVE	GLEN ST MARY	BAKER	119	116
WILDLIGHT ELEMENTARY SCHOOL	550 CURIOSITY AVE.	YULEE	NASSAU	4	0
WILLIAMS FAMILY DAY CARE HOME	401 HUSSON AVE	PALATKA	PUTNAM	10	10
WILLIAMS FAMILY DAY CARE HOME	720 RANDOLPH ST	CRESCENT CITY	PUTNAM	5	5
WONDERWORKS OPUWC	2036 REED ST	ORANGE PARK	CLAY	29	11
YMCA BEFORE AND AFTER SCHOOL @ HARTLEY ELEMENTARY	260 CACIQUE DR	ST AUGUSTINE	ST. JOHNS	7	7
YMCA BEFORE AND AFTER SCHOOL @ ORANGE PARK ELEMENTARY	1401 PLAINFIELD AVE	ORANGE PARK	CLAY	1	1
YMCA BEFORE AND AFTER SCHOOL @ PATERSON ELEMENTARY	5400 PINE AVE	FLEMING ISLE	CLAY	3	3
YMCA BEFORE AND AFTER SCHOOL AT W E CHE	420 EDSON DR	ORANGE PARK	CLAY	6	6
YMCA BEFORE AND AFTER SCHOOL AT ARGYLE ELEMENTARY	2625 SPENCERS PLANTATION BLVD	ORANGE PARK	CLAY	5	5
YMCA BEFORE AND AFTER SCHOOL AT CLAY HILL ELEMENTARY	6345 COUNTY ROAD 218	MIDDLEBURG	CLAY	1	1
YMCA BEFORE AND AFTER SCHOOL AT COPPERGATE ELEMENTARY	3460 COPPER COLTS CT	MIDDLEBURG	CLAY	4	4
YMCA BEFORE AND AFTER SCHOOL AT DISCOVERY OAKS ELEMENTARY	950 OAKLEAF PLANTATION PKWY	ORANGE PARK	CLAY	2	2
YMCA BEFORE AND AFTER SCHOOL AT DOCTOR'S INLET ELEMENTARY	2634 COUNTY ROAD 220	MIDDLEBURG	CLAY	2	2
YMCA BEFORE AND AFTER SCHOOL AT FLEMING ISLAND ELEMENTARY	4425 LAKESHORE DR	ORANGE PARK	CLAY	2	2
YMCA BEFORE AND AFTER SCHOOL AT GROVE PARK ELEMENTARY	1643 MILLER ST	ORANGE PARK	CLAY	4	4
YMCA BEFORE AND AFTER SCHOOL AT KEYSTONE HEIGHTS ELEMENTARY	335 SW PECAN ST	KEYSTONE HGTS	CLAY	3	3
YMCA BEFORE AND AFTER SCHOOL AT LAKE ASBURY ELEMENTARY	2901 SANDRIDGE RD	GREEN CV SPGS	CLAY	1	1
YMCA BEFORE AND AFTER SCHOOL AT LAKESIDE ELEMENTARY	2752 MOODY AVE	ORANGE PARK	CLAY	3	3
YMCA BEFORE AND AFTER SCHOOL AT MCRAE ELEMENTARY	6770 COUNTY ROAD 315	KEYSTONE HGTS	CLAY	2	2
YMCA BEFORE AND AFTER SCHOOL AT MIDDLEBURG ELEMENTARY	3958 MAIN ST	MIDDLEBURG	CLAY	5	5
YMCA BEFORE AND AFTER SCHOOL AT MONTCLAIR ELEMENTARY	2398 MOODY AVE	ORANGE PARK	CLAY	11	11



Florida Department of Education

**ELC of North Florida/Episcopal Children's Services**  
**Fiscal Year 2018-2019 Annual Report**  
**Section I - Total Number of Children Served At Each Provider Facility**  
**August 30, 2019**

						Children Served		
YMCA BEFORE AND AFTER SCHOOL AT RIDGEVIEW ELEMENTARY	421 JEFFERSON AVE	ORANGE PARK	CLAY			18	18	0
YMCA BEFORE AND AFTER SCHOOL AT SB JENNINGS ELEMENTARY	215 CORONA DR	ORANGE PARK	CLAY			5	5	0
YMCA BEFORE AND AFTER SCHOOL AT SHADOWLAWN ELEMENTARY	2945 COUNTY ROAD 218	GREEN COVE SPRINGS	CLAY			1	1	0
YMCA BEFORE AND AFTER SCHOOL AT SWIMMING PEN CREEK ELEMENTARY	1630 WOODPECKER LN	MIDDLEBURG	CLAY			3	3	0
YMCA BEFORE AND AFTER SCHOOL AT THUNDERBOLT ELEMENTARY	2020 THUNDERBOLT RD	ORANGE PARK	CLAY			5	5	0
CHARLES E. BENNETT ELEM	1 SOUTH OAKRIDGE AVENUE	GREEN CV SPGS	CLAY			3	3	0
YULEE BAPTIST LEARNING CENTER	85967 HARTS RD	YULEE	NASSAU			16	16	0
YULEE BAPTIST VPK CENTER	85971 HARTS RD	YULEE	NASSAU			57	8	51

Data is from the EFS Modernization Database as of August 30, 2019.

School Readiness counts based on enrollment data. VPK counts based on payment data as of the June 2019 Reporting Period.

## **VI. New/Unfinished Business**

### **K. Review of Board Membership- INFORMATIONAL**

**BOARD MEMBERSHIP SUMMARY**  
As of December 4, 2019

Position	Name	Term Start Date	Term End Date
<b>BAKER</b>			
<b>Total Private Sector</b>	<b>0</b>		
<b>BRADFORD</b>			
<b>Total Private Sector</b>	<b>0</b>		
<b>CLAY</b>			
Governor Appointee <b>Private</b> Sector	Ron Coleman	November 22, 2013	April 30, 2016
Governor Appointee <b>Private</b> Sector	*Brian H. Graham	May 14, 2015	April 30, 2019
<b>Private</b> Sector			
<b>Total Private Sector</b>	<b>2</b>		
<b>NASSAU</b>			
District Superintendent of Schools or Designee	*Kristi Simpkins	December 2013	December 2021
<b>Total Private Sector</b>	<b>0</b>		
<b>PUTNAM</b>			
Representative of Programs for Children with Disabilities under the Federal Individuals with Disabilities Education Act	Marsha Hill	March 2018	March 2022
County Health Department Director or Designee	Mary Garcia	December 2017	December 2021
<b>ST. JOHNS</b>			
Member Appointed by Bd. of County Commissioners or the Governing Board of a Municipality	Jeb Smith	June 2017	June 2021
Head Start Director	Brian McElhone	July 2017	July 2021
Governor Appointee <b>Private</b> Sector CHAIR	Nancy Pearson, <i>Chair</i>	November 22, 2013	April 30, 2021
<b>Private</b> Sector	Mike Siragusa	September 2018	September 2022
<b>Private</b> Sector	Michelle Jonihakis	December 2018	December 2022
<b>Private</b> Sector	Kyle Gammon	September 2019	September 2023
<b>Total Private Sector</b>	<b>4</b>		
<b>MULTI COUNTIES</b>			
DCF Regional Administrator or Designee	Charles Puckett	December 2018	December 2022
Regional Workforce Board Executive Director or Designee	*Renee Williams, <i>Vice Chair</i> (Baker, Clay, Nassau, Putnam, St. Johns)	September 2014	September 2022
President of a Florida College System or Designee	* Dr. Myrna Allen	September 2014	September 2022

	(Clay, Putnam, St. Johns)		
Representative of Private For-Profit Child Care Providers	Patricia Tauch (Clay County)	January 2019	January 2023
Representative of Faith Based Child Care Providers	Theresa Little, <i>Treasurer</i> (Putnam, St. Johns)	December 7, 2016	December 7, 2020
Central Agency Administrator	Teresa Matheny (All Counties)	September 21, 2016	NA
<b>Private Sector</b>	Aubrie Simpson Gotham (St. Johns)	December 2018	December 2022
<b>Private Sector</b>	Joy Stanton, <i>Secretary</i> (St. Johns)	March 16, 2016	March 16, 2020
<b>Total Private Sector</b>	<b>2</b>		
<b>Combined Total Private Sector</b> ( <i>Must comprise MORE THAN 1/3 of total Board Membership</i> ):	<b>8</b>		
<b>TOTAL MEMBERSHIP</b>	<b>19</b>		

**Second 4 year term**

- **Ron Coleman-** Governor appointee for the private sector has filed paperwork with the Governor's office for approval of a second term. I received word that Ron is approved, just waiting on documentation.
- **Nancy Pearson-** Governor appointee for the private sector has filed her paperwork with the Governor's office for approval of a second term and has been approved. Nancy's new term is from August 30, 2018 to April 30, 2021.
- **Mary Garcia-** Voted in December 2017 to December 2021 as County Health Department Director or Designee.
- **Dr. Myrna Allen-** Term date is September 2018; she has served one term and has been reappointed as the Designee by President Joe Pickens of St. Johns River State College to serve a second term. The Board approved Dr. Allen's second term on the September 19, 2018 meeting. Dr. Allen's second term expires September 2022. (President of a Florida College system designee)
- **Renee Williams-** Term date is September 2018; she has served one term and has been reappointed for a second term as the Designee by President Bruce Ferguson of the Regional Workforce Board. The Board approved R. Williams second term on the September 19, 2018 meeting. R. Williams second term expires September 2022. (Regional Workforce Board Executive Director or Designee)
- **Mandatory Seats:** All mandatory seats have been filled.
- **Combined Total Private Sector** (*Must be comprised of MORE THAN 1/3 of total Board Membership*): 1/3 of 19 42%. We currently have 8 private sector members.



- **Total Membership:** 15 to 30 members. We currently have 19 board members.

## **VII. Board Absenteeism Log**

### **INFORMATIONAL**

BOARD  
VBER ABSENTEEISM LOG

By-Laws  
Unexcused  
absences from  
two (2)  
S.S.B.  
Mandated  
members with  
three (3)

X = Attended

	MEMBER NAME	9/19/2018	No Meeting Oct-18	No Meeting Nov-18	12/5/2018	No Meeting Jan-19	No Meeting Feb-19	3/13/2019	No Meeting Apr-19	No Meeting May-19	6/12/2019	No Meeting Jul-19	No Meeting Sept-19	9/11/2019
1	Allen, M.	X			X			X			X			X
2	Coleman, R.	EXCUSED			EXCUSED			X			X			EXCUSED
3	Delcomyn, V.	X			X			X			X			No longer a member
4	Deputy, A.	X			X			No longer a member			No longer a member			No longer a member
5	Graham, B.	EXCUSED			EXCUSED			X			X			X
6	Hough, A.	EXCUSED			RESIGNED			No longer a member			No longer a member			No longer a member
10	Pearson, N.	X			EXCUSED			X			EXCUSED			X
11	Ramoutar, M.	X			No longer a member			No longer a member			No longer a member			No longer a member
12	Simpkins, K.	X			EXCUSED			X			EXCUSED			EXCUSED
13	Sirgusa, M.	New Member			EXCUSED			X			X			X
14	Matheny, T	X			X			X			X			X
15	Williams, R.	X			X			X			EXCUSED			X
17	Stanton, J.	X			X			X			X			X
18	Little, T.	X			X			X			X			X
19	Smith, J.	EXCUSED			EXCUSED			X			X			X
20	McElhone, B.	X			EXCUSED			X			EXCUSED			EXCUSED
21	Hill, M.	X			X			X			X			X
22	Garcia, M.	X			X			X			X			X
23	Tauch, P.	Not a member			Not a member			New Member			X			X
24	Jonihakis, M.	Not a member			New Member			X			X			X
25	Puckett, C.	Not a member			New Member			X			X			EXCUSED
26	Simpson-Gotham, A.	Not a member			New Member			X			X			X
27	Gammon, K.	Not a member			Not a member			Not a member			Not a member			New Member

## **VIII. Board Comment**

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## **IX. Next Meetings**

- Wednesday, February 5, 2020 10:30 a.m. –  
Exec/Admin Committee Conference Call  
Meeting
  - Wednesday, March 11, 2020, 10:30 a.m.-  
Board Meeting at  
**Renaissance World Golf Village and Convention  
Center**
- 

## **X. Adjournment\***

**\*ACTION ITEM**

# **Board Members Memorandum of Voting Conflict**

## **INFORMATIONAL**

## MEMORANDUM OF VOTING CONFLICT FOR BOARD MEMBERS

LAST NAME, FIRST NAME, MIDDLE NAME <u>Hill, Marsha T.</u>		
MAILING ADDRESS <u>3841 Reid Street,</u>	CITY <u>Palatka,</u>	COUNTY <u>FL Putnam</u>
NAME OF BOARD OR COMMITTEE <u>Early Learning Coalition</u>		DATE ON WHICH THE VOTE OCCURRED <u>12-4-19</u>

Per OEL-PG-003-10(6)(b) and F.S. 112.3143(3)(a):

Each voting member shall:

1. Prior to the vote being taken, publicly state the nature and extent of any conflict of interest and abstain from voting or participating when a conflict of interest exists.
2. Abstain from voting.
3. Within 15 days after the vote occurs, complete and file this Memorandum form with the person responsible for recording the minutes of the meeting, who then shall incorporate this Memorandum form in the minutes.

### DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Marsha T. Hill, hereby disclose that on December 4, 2019:

(a) A measure came or will come before me which will (check one)

- ☐ inure to my special private gain or loss;
- ☐ inure to the special gain or loss of my business associate, \_\_\_\_\_;
- ☐ inure to the special gain or loss of my relative, \_\_\_\_\_;
- ☒ inure to the special gain or loss of the North East Florida Educational Consortium by whom I am retained; or
- ☐ inure to the special gain or loss of \_\_\_\_\_, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before me and the nature of my conflicting interest is the measure as follows:

Item B. Approval of NEFEC Lease 2020-2021

11-21-19  
Date Filed

Marsha Hill  
Signature

## MEMORANDUM OF VOTING CONFLICT FOR BOARD MEMBERS

LAST NAME, FIRST NAME, MIDDLE NAME <b>MATHENY, TERESA, JOAN</b>		
MAILING ADDRESS 8443 BAYMEADOWS RD. SUITE 1	CITY JACKSONVILLE, FL	COUNTY DUVAL
NAME OF BOARD OR COMMITTEE ELC OF NORTH FLORIDA		DATE ON WHICH THE VOTE OCCURRED 12/4/19

### Per OEL-PG-003-10(6)(b) and F.S. 112.3143(3)(a):

#### Each voting member shall:

1. Prior to the vote being taken, publicly state the nature and extent of any conflict of interest and abstain from voting or participating when a conflict of interest exists.
2. Abstain from voting.
3. Within 15 days after the vote occurs, complete and file this Memorandum form with the person responsible for recording the minutes of the meeting, who then shall incorporate this Memorandum form in the minutes.

### DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Teresa Matheny, hereby disclose that on 12/4/2019:

#### (a) A measure came or will come before me which will (check one)

- ☐ inure to my special private gain or loss;
- ☐ inure to the special gain or loss of my business associate, \_\_\_\_\_;
- ☐ inure to the special gain or loss of my relative, \_\_\_\_\_;
- ☒ inure to the special gain or loss of Episcopal Children's Services by whom I am retained; or
- ☐ inure to the special gain or loss of \_\_\_\_\_, which is the parent organization or subsidiary of a principal which has retained me.

#### (b) The measure before me and the nature of my conflicting interest is the measure as follows: VI:

- C. Approval of Episcopal Children's Services 2019/2020 Contract Amendment #0002-19\*
- D. Retro Active Approval (effective 09/01/2019) of ELC of North Florida and the University of Florida/Lastinger Center Early Learning Florida Contract effective 09/01/19-08/31/20\*
- E. Retro Active Approval (effective 09/01/2019) of ELC of North Florida – University of Florida/Lastinger Center and Episcopal Children's Services Early Learning Florida Contract effective 09/01/19-08/31/20\*
- G. Approval of 2019-21 School Readiness Plan Amendment #24 (Part 2 - Attachment II I Provider Payment Rates)\*
- I. Approval of the Management Decision Recommendation for ECS Audit 2018/2019\*

11/22/2019  
Date Filed

Teresa Matheny  
Signature

## MEMORANDUM OF VOTING CONFLICT FOR BOARD MEMBERS

LAST NAME, FIRST NAME, MIDDLE NAME <b>McELHONE, BRIAN, THOMAS</b>		
MAILING ADDRESS 208 HERADA STREET ST. AUGUSTINE ST. JOHNS	CITY	COUNTY
NAME OF BOARD OR COMMITTEE EARLY LEARNING COALITION		DATE ON WHICH THE VOTE OCCURRED <b>12.4.19</b>

Per OEL-PG-003-10(6)(b) and F.S. 112.3143(3)(a):

Each voting member shall:

1. Prior to the vote being taken, publicly state the nature and extent of any conflict of interest and abstain from voting or participating when a conflict of interest exists.
2. Abstain from voting.
3. Within 15 days after the vote occurs, complete and file this Memorandum form with the person responsible for recording the minutes of the meeting, who then shall incorporate this Memorandum form in the minutes.

### DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Brian McElhone, hereby disclose that on December 4, 2019:

(a) A measure came or will come before me which will (check one)

- ☐ inure to my special private gain or loss;
- ☐ inure to the special gain or loss of my business associate, \_\_\_\_\_;
- ☒ inure to the special gain or loss of my relative, St John's Cty Headstart Funding \_\_\_\_\_;
- ☐ inure to the special gain or loss of \_\_\_\_\_ by whom I am retained; or
- ☐ inure to the special gain or loss of \_\_\_\_\_, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before me and the nature of my conflicting interest is the measure as follows:

G. Approval of 2019-21 School Readiness Plan Amendment #24 (Part 2-Attachment II 1 Provider Payment Rates)\*

11.19.19  
Date Filed

  
Signature



## MEMORANDUM OF VOTING CONFLICT FOR BOARD MEMBERS

LAST NAME, FIRST NAME, MIDDLE NAME <b>TAUCH, PATRICIA</b>		
MAILING ADDRESS 4326 HAWKHAVEN ROAD	CITY MIDDLEBURG	COUNTY CLAY
NAME OF BOARD OR COMMITTEE <i>Early Learning Coalition</i>		DATE ON WHICH THE VOTE OCCURRED

Per OEL-PG-003-10(6)(b) and F.S. 112.3143(3)(a):

Each voting member shall:

1. Prior to the vote being taken, publicly state the nature and extent of any conflict of interest and abstain from voting or participating when a conflict of interest exists.
2. Abstain from voting.
3. Within 15 days after the vote occurs, complete and file this Memorandum form with the person responsible for recording the minutes of the meeting, who then shall incorporate this Memorandum form in the minutes.

### DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Patricia Tauch, hereby disclose that on \_\_\_\_\_:

(a) A measure came or will come before me which will (check one)

- ☐ inure to my special private gain or loss;
- ☐ inure to the special gain or loss of my business associate, \_\_\_\_\_;
- ☐ inure to the special gain or loss of my relative, \_\_\_\_\_;
- ☒ inure to the special gain or loss of School Readiness Funding by \_\_\_\_\_ whom I am retained; or
- ☐ inure to the special gain or loss of \_\_\_\_\_, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before me and the nature of my conflicting interest is the measure as follows:

Approval of 2019-21 School Readiness Plan Amendment #24 (Part 2- Attachment II 1 Provider Payment Rates) \*

11/21/19  
Date Filed

Patricia Tauch  
Signature