



EARLY LEARNING COALITION

North Florida

ANNUAL BOARD MEETING
September 19 2018; 10:30 a.m.
Renaissance Resort World Golf Village

TENTATIVE AGENDA

****Action Item***

- I. Call to Order/Roll Call**
- II. Public Comment**
- III. Review of Delegation of Authority Items**
- IV. Approval of June 20, 2018 Board Meeting Minutes***
- V. Staff and Committee Reports**
 - A. CEO Report
 - 1. Review of ELCNF 2018 Board Self Evaluation Compiled Results- **HANDOUT**
 - B. Finance Manager's Report- **VERBAL**
 - C. 4th Quarter Program Update
 - D. 4th Quarter Early Literacy Report
 - E. Executive Administrative Committee
 - Draft of August 1, 2018 Exec/Admin Meeting Minutes- **INFORMATIONAL**
 - Consent Agenda:**
 - 1. Ratify Approval of May 2, 2018 Exec/Admin Committee Meeting Minutes*
 - 2. Ratify Approval of Episcopal Children's Services 2018/2019 Contract Amendment #0001-18*
 - 3. Ratify Retro-Approval of 2017-19 School Readiness Plan Amendment #17*
 - 4. Ratify Approval of 2018-19 ELCNF COOP*
- VI. New/Unfinished Business**
 - A. Summary of D. Bell Annual Evaluation- **HANDOUT**
 - B. Approval of Episcopal Children's Services 2018/2019 Contract Amendment #0002-18 (**This is a revised Amendment from the original in the Board Packet and will be a HANDOUT**)*
 - C. Approval of 2017-19 School Readiness Plan Amendment #18*
 - D. **RETRO ACTIVE Approval (effective 09/16/18)** of the University of Florida/Lastinger Center and ELC of North Florida Contract (#SR400) Amendment #1 effective 09/16/18- **HANDOUT***
 - E. **RETRO ACTIVE Approval (effective 09/16/18)** of the ELC of North Florida/University of Florida/Lastinger Center and Episcopal Children's Services Contract (#SR400) Amendment #1 effective 09/16/18- **HANDOUT***
 - F. Approval of (RFQ) Request for Qualifications for External Auditing Services (for Fiscal Year Ending 06/30/2019)*
 - G. Approval of B. Graham/R. Williams/J. Stanton to attend the ReadyNation 2018 Global Business Summit on Early Childhood (November 1-2, 2018) held in New York City*
 - H. Approval of Private Sector Board Member Mike Siragusa*



EARLY LEARNING COALITION

North Florida

- I. Approval of M. Allen's second term as the Designee of a President of a Florida College System*
 - J. Approval of R. Williams second term as the Designee of the Regional Workforce Board Executive Director*
 - K. Approval of ELC 2018-2019 Budget Proposal*
 - L. Approval of ELCNF 2017-18 Annual Report*- **HANDOUT**
 - M. Review of Board Membership
 - N. Election of Officers* **HANDOUT (To be emailed for nominations prior to meeting)**
 - O. Standing Committee Discussion and Sign-Up **HANDOUT (To be emailed for sign up prior to meeting)**
 - P. Approval of Main Bank Account Signers*
 - Q. Code of Ethics **HANDOUT**
 - R. Conflict of Interest **HANDOUT (Vendor List to be emailed for review prior to meeting)**
- VII. Board Absenteeism Log – INFORMATIONAL**
- VIII. Board Comment**
- IX. Next Meetings**
- Wednesday, November 7, 2018, 10:30 a.m. – Exec/Admin Committee Conference Call Meeting
 - Wednesday, December 5, 2018, 2:00 p.m. – Board Meeting Renaissance World Golf Village and Convention Center **Caddy Shack Restaurant**
- X. Adjournment***

FINANCE MANAGERS REPORT

Fiscal Year 2018-19

As of September 19, 2018

Introduction

Thank you for the opportunity to work with Early Learning Coalition of North Florida. Though I've no previous experience with Early Learning Coalitions I do have a great deal of experience in the accounting world. These first three months have been quite an adventure, but I do think that I have accomplished a lot.

Current Status

After spending a little bit of time with a couple of other coalition finance personnel, I re-installed the new MIP software and re-created the FY 2017-18 financial database. With the assistance of Padma Rajan, we identified about \$240,000 that had not been previously submitted to OEL for reimbursement. That has been submitted to OEL and the payment came in yesterday. \$27,729 in excess of the SR grant amount for 2017-18 was spent during the year. That amount will be submitted for reimbursement from the 2018-19 SR grant award.

OEL has challenged me even further by changing the reporting workbook used for obtaining reimbursement for FY 2018-19. The new workbook was not distributed by OEL until this past week, therefore July and August expenses were funded by advance requests. I am currently reconciling the July and August expenses to the advance requests for submission to OEL for reimbursement of any difference. Therefore I cannot provide you with a current comparison to grant requirements. Though I have provided you with a comparison of current year expenses to budget. (Handout).

DAWN'S 2018 ANNUAL EVALUATION SUMMARY

- The evaluation was conducted on September 11, 2018 with Nancy Pearson, Ron Coleman, Adam Deputy, Renee Williams and Joy Stanton serving as evaluators.
- Of the total 17 evaluations mailed/handed to the board members, 13 members completed the evaluation. One member chose not to complete the evaluation due to not being on the board for more than half of the evaluation period and three 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 4.14 which earned a final rating of "Very Good".
- Dawn's next evaluation period ends September 1, 2019
- If any Board Member would like to see a copy of the final compiled evaluation results, please contact Rhonda Cody.

ACTION ITEM SUMMARY

DESCRIPTION	Episcopal Children's Services 2018/2019 Contract Amendment #0002-18:
Reason for Recommended Action	<p><u>Revisions:</u></p> <ul style="list-style-type: none"> A. Items #1, 2 and 5 are to update the <u>School Readiness budget</u> amounts per the <u>August 17, 2018 Notice of Award</u>, and per the University of Florida's Lastinger Center Contract (SR400) amendment #01. B. Item #3 is an update to the <u>VPK Outreach and Awareness budget</u> amount per the July 1, 2018 Notice of Award (for this part of the contract) that not included in ECS contract amendment #1. C. Item #4 is due to an update made in the 2018/2019 OEL Grant Agreement <u>regarding an auditing threshold</u> (for this part of the contract) that was not included in ECS contract amendment #1. <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none"> • ECS's contract would not have the correct and current budget and award amounts for the School Readiness program or the Early Learning Florida Initiative (UF Lastinger Center). • The update/correction to the 2018/2019 budgeted amount for the VPK Outreach and Awareness program would not appear in this place of the contract, which would conflict with the other areas it appears in the contract. • The update/correction to an auditing threshold would not appear in this place of the contract, which would conflict with the other areas it appears in the contract.
How the Action will be accomplished	Approval of ECS 2018/2019 Contract Amendment #0002-18, and party signatures.

**Amendment 0002-18 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 2018-19 primary services contract as follows:

Item #	Page #	Headings and Text
1	8-9	C. <u>RESOURCE MANAGEMENT</u> (SR)
		<p>Pursuant to the Request for Proposal and the Contractor's signed response, and the fact that this contract is upon a cost-reimbursement method of payment, the CONTRACTOR shall be fiscally responsible pursuant to the following:</p> <ol style="list-style-type: none"> BUDGET SURPLUS/DEFICIT: The Contractor shall serve no fewer than 3,800 children with the slot dollars provided under this contract, unless the available School Readiness grant funding would not financially provide for all 3,800 slots. Regardless of the total amount of funding for slots, the Coalition (through its Sub-Contractors) will ensure that no less than 78% of School Readiness grant funds will be used for slot funding (including CCEP which is subject to a minimum expenditure of 78% on direct services). 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 working poor match. This calculation excludes CCEP expenditures. 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 slot funding which is \$12,494,534 \$13,816,380. This funding is inclusive of the annual OEL School Readiness Grant Award that does not include local match funds, and is 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. Additionally, the Contractor shall be responsible for actively soliciting and obtaining match funds in the (minimum) amount equal to 6% for the Economically Disadvantaged (BG 8) funding category for children in School Readiness Programs to be used only for slots, except when a match waiver is available and the contractor has shown a good faith effort to raise the 6% Economically Disadvantaged match.
2	20	VII. Method of Payment (SR)

		<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 total dollar amount up to and not to exceed \$15,067,552 \$16,442,456. This funding is inclusive of the annual OEL School Readiness Grant Award which does not include local match funds or CCEP, and is based on availability of funds. If county allocations are reduced at the state level, contracts will be amended accordingly. Up to and no more than \$358,353 \$361,411 (97BBA) may be allocated to administrative expenditures. Local match will be reimbursed based on funding from match raised from local grants up to the amount earned or the amount of the local grants, whichever is less.</p> <p><u>Additional School Readiness-Related Programs and Funding:</u></p> <p>The following programs' funding is exclusive 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>Performance Funding Project In addition to the School Readiness Grant described above, the Coalition shall pay the contractor for the delivery of service provided in accordance with the terms and conditions of OEL's "Performance Funding Project" Grant Agreement with the Coalition (OEL NOA #EL439) for a total dollar amount up to and not to exceed \$68,885.</p> <p>AND, the Coalition shall pay the contractor for the delivery of service provided in accordance with the terms and conditions of OEL's "Pay for Performance Contract" [in cooperation with 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 ("University")] with the Coalition for a total dollar amount up to and not to exceed \$35,000 \$41,300.</p> <p>School Readiness Program Assessment-Non ELPFP Providers Per recently enacted legislation (Ch. 2018-136, Laws of Florida), the Contractor shall provide a program assessment on School Readiness providers that are not already participating in the 2018-2019 Early Learning Performance Funding Project. 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 total dollar amount up to and not to exceed \$267,900.</p>
3	37	<p>V. Method of Payment (VPK) A. Payments</p>
		<p>5. The contract amount for VPK Services as outlined in the supplemental Voluntary Pre-kindergarten Outreach and Awareness and Monitoring Initiative grant shall not exceed \$28,773 \$22,494, is contingent upon completion of the terms and conditions of the grant, and is subject to the availability of funds.</p>

4	41	C. Audits
		<p>1. Non-Profit, Governmental and Education Entities</p> <p>If this award is made to a non-profit, governmental or institution of higher education, and if this Contractor receives \$500,000 \$750,000 or more in a fiscal year in federal financial assistance to operate a federal program, the federal cost principles and audit requirements of OMB Circulars A-21, A-87, A-102, 2 CFR § 200 Uniform Audit Requirements, 2 C.F.R. parts 215 and 230, and other applicable OMB circulars and Codes of Federal Regulations (C.F.R.) shall be adhered to. The Contractor shall provide for a program specific independent financial and compliance audit conducted and prepared in accordance with generally accepted government auditing standards.</p> <p>2. Commercial Organizations</p> <p>If this award is made to a for profit, commercial organization, and if this Contractor receives \$500,000 \$750,000 or more in a fiscal year in federal financial assistance to operate a federal program, the Contractor shall provide for a program specific independent financial and compliance audit conducted and prepared in accordance with generally accepted government auditing standards.</p>
5	68-69	Attachment 9 School Readiness Budget
		(Attached, Pages 4-5 show what was deleted, and pages 6-7 show what was added. Pages 6-7 replaces original contract attachment and is incorporated as part of this amendment.)
		END OF AMENDMENTS

ATTACHMENT 9 **SCHOOL READINESS BUDGET**

State of Florida Notice of Award No. EL439	
DUNS # 130220796	
CFDA# / Name	Federal Award #
93.558 / TANF	G1802FLTANF (26.83%)
93.575 / CCDF Discretionary	G1802FLCCDF (40.78%)
93.596 / CCDF Mandatory	G1802FLCCDF (32.31%)
93.667 / SSBG	G1801FLS0SR (0.08%)
	Grand Total 100%

Description	OCA	ECS Dollar Amounts	Coalition Dollar Amounts	Total ECS and ELC
General Administration	97BBA, 97FIR, 97LCA	\$358,353	\$433,807	\$792,160
Non-direct Services	97BBD	\$283,479		\$283,479
Systems	97SYS			
Eligibility Determination	97BDE	\$660,931		\$660,931
Quality	97QOO, 97QHS, 97QCS, 97QST, 97QCR, 97QAS, 97QTA, 97QPD, 97QPT	\$620,211	\$335,669	\$955,880
Infant & Toddler Services	97INT, 97ICR, 97IAS, 97ICS	\$267,306	\$25,000	\$292,306
Inclusion	97QIN	\$105,099		\$105,099
Resource & Referral	97Q14	\$277,639		\$277,639
Total Non-Slots (Non-Direct)		\$2,573,018	\$794,476	\$3,367,494
Gold Seal Payments	97GSD	\$600,000		\$600,000
Slots		\$11,875,699		\$11,875,699
CCEP funding		\$18,835		\$18,835
Total Slots (Direct Services)		\$12,494,534		\$12,494,534
Grand Totals		\$15,067,552	\$794,476	\$15,862,028
		NOA Total		

Supplemental Contracts

(Exclusive of OEL School Readiness Grant Award Funding)

Performance Funding Project (OEL NOA #EL439) CFDA# 93.575/CCDF, Federal Award No. G1802FLCCDF-100% funding Total (total dollar amount up to and not to exceed)	\$68,885
Pay for Performance (through the University of Florida) Contract SR400 Total (total dollar amount up to and not to exceed)	\$35,000
SR Program Assessment (EL439) CFDA# 93.575/CCDF, Federal Award No. G1802FLCCDF-100% funding For General Administration of CLASS Assessments (OCA - SRPAS) Total (total dollar amount up to and not to exceed)	\$267,900

ATTACHMENT 9
SCHOOL READINESS BUDGET

State of Florida Notice of Award No. EL439	
DUNS # 130220796	
CFDA# / Name	Federal Award #
93.558 / TANF	G1802FLTANF (27.42%)
93.575 / CCDF Discretionary	G1802FLCCDF (39.48%)
93.596 / CCDF Mandatory	G1802FLCCDF (33.02%)
93.667 / SSBG	G1801FLS0SR (0.08%)
	Grand Total 100%

Description	OCA	ECS Dollar Amounts	Coalition Dollar Amounts	Total ECS and ELC
General Administration	97BBA, 97FIR, 97LCA	\$361,411	\$507,124	\$868,535
Non-direct Services	97BBD	\$283,479		\$283,479
Systems	97SYS			
Eligibility Determination	97BDE	\$660,931		\$660,931
Quality	97QOO, 97QHS, 97QCS, 97QST, 97QCR, 97QAS, 97QTA, 97QPD, 97QPT	\$670,211	\$414,952	\$1,085,163
Infant & Toddler Services	97INT, 97ICR, 97IAS, 97ICS	\$267,306	\$25,000	\$292,306
Inclusion	97QIN	\$105,099		\$105,099
Resource & Referral	97Q14	\$277,639		\$277,639
Total Non-Slots (Non-Direct)		\$2,626,076	\$947,076	\$3,573,152
Gold Seal Payments	97GSD	\$600,000		\$600,000
Slots		\$13,197,545		\$13,197,545
CCEP funding		\$18,835		\$18,835
Total Slots (Direct Services)		\$13,816,380		\$13,816,380
Grand Totals		\$16,442,456	\$947,076	\$17,389,532
				NOA Total

Supplemental Contracts

(Exclusive of OEL School Readiness Grant Award Funding)

Performance Funding Project (OEL NOA #EL439) CFDA# 93.575/CCDF, Federal Award No. G1802FLCCDF-100% funding Total (total dollar amount up to and not to exceed)	\$68,885
Pay for Performance (through the University of Florida) Contract SR400 Total (total dollar amount up to and not to exceed)	<u>\$41,300</u>
SR Program Assessment (EL439) CFDA# 93.575/CCDF, Federal Award No. G1802FLCCDF-100% funding For General Administration of CLASS Assessments (OCA - SRPAS) Total (total dollar amount up to and not to exceed)	\$267,900

THIS AMENDMENT shall begin on September 19, 2018, 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 _____

ACTION ITEM SUMMARY

DESCRIPTION	RETRO ACTIVE Approval (effective 09/16/18) of the University of Florida/Lastinger Center and ELC of North Florida Contract (#SR400) Amendment #1 effective 09/16/18
Reason for Recommended Action	<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 is a quality initiative that is also known as the “Early Learning Florida” initiative.</p> <p>This contract amendment extends the contract to November 30, 2018 and to increase the contract amount to \$41,300 to cover the 2018-19 Pre-Assessments added to the original scope of work.</p> <p>The Scope of Services for this contract is to:</p> <ul style="list-style-type: none"> A. Conduct pre-Classroom Assessment Scoring System (CLASS) observations. B. Conduct post-CLASS observations. C. Compose and enter observation notes as well as CLASS numerical scores into the Web-based Early Learning System (WELS). <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none"> • The Coalition would not be able to extend this professional development opportunity to the selected providers in the Coalition’s service area.
How the Action will be accomplished	RETRO ACTIVE Approval (effective 09/16/18) of this Contract Amendment and party signatures.

**FIRST AMENDMENT
TO CONTRACT FOR SERVICES
BETWEEN**

EARLY LEARNING COALITION OF NORTH FLORIDA

AND

THE UNIVERSITY OF FLORIDA BOARD OF TRUSTEES

THE CONTRACT ("Contract,") effective August 30, 2018 by and between **Early Learning Coalition of North Florida** ("Contractor") and **THE UNIVERSITY OF FLORIDA BOARD OF TRUSTEES ON BEHALF OF The Lastinger Center for Learning** ("University"), is hereby amended effective as of September 16, 2018 ("First Amendment Effective Date").

WHEREAS, the parties previously entered in the Contract for Services; and

WHEREAS, the parties wish to extend the Contract for an additional period of three (3) months;

NOW THEREFORE, the parties agree as follows:

1. In accordance with **Exhibit A, Term (Section 2)**, the Contract is hereby extended through November 30, 2018 and increased not to exceed total amount of the contract to Forty-One Thousand Three Hundred Dollars (\$41,300.00).

2. Except as modified herein, all terms and conditions of the Contract shall remain in full force and effect. In the event of a conflict between the terms of the Contract and this First Amendment the terms of this First Amendment shall control.

IN WITNESS WHEREOF, the parties hereto have caused this First Amendment to be executed as of the First Amendment Effective Date.

Early Learning Coalition of North Florida

**THE UNIVERSITY OF FLORIDA BOARD
OF TRUSTEES ON BEHALF OF**

Dawn E. Bell

The Lastinger Center for Learning

Signature _____

Signature: _____

Title: CEO

Title:

Date _____

Date: _____

ACTION ITEM SUMMARY

DESCRIPTION	RETRO ACTIVE Approval (effective 09/16/18) of the ELC of North Florida/University of Florida/Lastinger Center and Episcopal Children's Services Contract (#SR400) Amendment #1 effective 09/16/18
Reason for Recommended Action	<p>This contract amendment extends the contract to November 30, 2018 and increases the contract amount to \$41,300 to cover the 2018-19 Pre-Assessments added to the original scope of work.</p> <p>(This dollar amount change was also added to ECS's 2018/2019 primary contract with amendment #2.)</p> <p>This is a quality initiative that is also known as the "Early Learning Florida" initiative.</p> <p>The Scope of Services for this contract is to:</p> <ul style="list-style-type: none"> A. Conduct pre-Classroom Assessment Scoring System (CLASS) observations. B. Conduct post-CLASS observations. C. Compose and enter observation notes as well as CLASS numerical scores into the Web-based Early Learning System (WELS). <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none"> • The Coalition would not be able to extend this professional development opportunity to the selected providers in the Coalition's service area (through ECS).
How the Action will be accomplished	RETRO ACTIVE Approval (effective 09/16/18) of this Contract Amendment and party signatures.

**FIRST AMENDMENT
TO CONTRACT FOR SERVICES
BETWEEN**

**EARLY LEARNING COALITION OF NORTH FLORIDA
AND
EPISCOPAL CHILDREN'S SERVICES
IN COOPERATION WITH
THE UNIVERSITY OF FLORIDA BOARD OF TRUSTEES**

THE CONTRACT ("Contract,") effective August 30, 2018 by and between **Early Learning Coalition of North Florida ("ELC")**, and **Episcopal Children's Services ("Contractor")** and **THE UNIVERSITY OF FLORIDA BOARD OF TRUSTEES ON BEHALF OF The Lastinger Center for Learning ("University")**, is hereby amended effective as of September 16, 2018 ("First Amendment Effective Date").

WHEREAS, the parties previously entered in the Contract for Services; and

WHEREAS, the parties wish to extend the Contract for an additional period of three (3) months;

NOW THEREFORE, the parties agree as follows:

1. In accordance with **Exhibit A, Term (Section 2)**, the Contract is hereby extended through November 30, 2018 and increased not to exceed total amount of the contract to Forty-One Thousand Three Hundred Dollars (\$41,300.00).

2. Except as modified herein, all terms and conditions of the Contract shall remain in full force and effect. In the event of a conflict between the terms of the Contract and this First Amendment the terms of this First Amendment shall control.

IN WITNESS WHEREOF, the parties hereto have caused this First Amendment to be executed as of the First Amendment Effective Date.

ELC: Early Learning Coalition of North Florida

Contractor: Episcopal Children's Services

Dawn E. Bell

Connie Stophel

Signature _____

Signature: _____

Title: CEO

Title: CEO

Date _____

Date: _____



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

ANNUAL REPORT

FY 2017-2018

Mission Statement: To serve parents, caregivers and educators of children ages 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 2017-2018 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, CWEEN, 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 2015-2016 fiscal year, our CCRR Specialists had over 39,000 CCRR calls. To be accessible to our clients, we have offices located in each county with designated 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.

EVALUATION OF DIRECT ENHANCEMENT SERVICES

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.

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 the trainings and/or technical assistance activities the coalition offered to school readiness program providers, staff, and parents in 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 main 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.

EVALUATION OF DIRECT ENHANCEMENT SERVICES

- 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.

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 monitorings are 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.

EVALUATION OF DIRECT ENHANCEMENT SERVICES

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 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, 2017__- June 30, 2018__.

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

Reason for Disenrollment	Number of Children Disenrolled
Child care provider dismissed child for the safety of other children.	-
Child care provider has closed for economic or other business reasons.	5
Child completed the VPK program that he/she was attending or child completed the full 540/300 hours, whichever comes first.	-
Child deceased.	2
Child has a duplicate record.	-
Child has exceeded the age-limit for services.	90
Child is no longer residing with the guardian who completed the initial application. New paperwork must be completed by new guardian.	-
Child was determined eligible for services but never enrolled with a child care provider.	-
Client deceased.	2
Client does not show up for redetermination.	422
Client failed to provide required documentation to maintain eligibility.	8
Client is eligible for services under a different funder (i.e., non funder 1).	-
Client is no longer eligible for services because the family income exceeds the allowable amount for eligibility.	23
Client moved out of the county in which funding is currently provided.	117
Client no longer has a valid purpose for care.	62
Client's contact information is no longer valid and fails to provide updated information by a specified date.	2
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/guardian withdrew child from the program.	80
Provider dropped child from the provider's program.	
Provider no longer receiving SR or VPK funds due to noncompliance or low performance.	-
Provider remains open, but no longer provides VPK or SR services.	1
Referral from referring agency has expired.	-
Referring agency has terminated the referral.	38
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).	-
Total	852

DATA SUMMARY

PROVIDER TYPE

Total number of providers by provider type

ELC of North Florida
Fiscal Year 2017-2018 Annual Report
Section F - Total Providers by Provider Type
August 17, 2018

Provider Type	Total Providers	Offered SR Only	Offered VPK Only	Both
1. Licensed Private Centers	237	94	49	94
2. Licensed Exempt Centers	21	10	10	1
3. Large Family Child Care Home	7	6	0	1
4. Licensed Family Child Care Home	33	33	0	0
5. Registered Family Child Care Home	5	5	0	0
6. Private School	2	0	2	0
7. Public School	55	4	46	5

Data is from the Consolidated Database as of June 2018.

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

ELC of North Florida
Fiscal Year 2017-2018 Annual Report
Section G - Providers with Eligibility to Deliver the School Readiness Program Revoked
August 17, 2018

Provider Name	Address	City	County	Provider Type	ELC Narrative
HANDPRINTS LEARNING ACADEMY	997 BLANDING BLVD	ORANGE PARK	CLAY COUNTY	1. Licensed Private Center	Provider closed after DCF Inspection revealed forged records. Investigation not completed because provider closed after storm damage.
STEPHANIE K. BROWN	5400 COLLINS RD #115	JACKSONVILLE	CLAY COUNTY	4. Licensed Family Child Care Home	Provider did not submit liability or DCF license and no children were enrolled at the time.

Data is from the Consolidated Database as of June 2018.

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 2017- 2018 fiscal year, the coalition's total operating budget was \$29,054,349.00.

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	\$ 15,667,051.00
Voluntary Prekindergarten Education Program funds	\$ 13,360,680.00
Child Care Executive Partnership Program funds	\$ 20,118.00
Other Local Revenues	\$ 6,500.00
Total	\$ 29,054,349.00

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	\$ 687,349.31	\$ 472,952.31	\$	\$	\$ 1,160,301.62
Quality Services	\$ 1,588,668.06	\$	\$	\$	\$ 1,588,668.06
Nondirect Services	\$ 874,141.36	\$	\$	\$ 6,472.58	\$ 880,613.94
Direct Services for Children	\$12,516,892.17	\$12,822,335.55	\$16,293	\$	\$25,355,520.72
Total	\$15,667,050.90	\$13,295,287.86	\$16,293	\$ 6,472.58	\$28,985,104.34

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	6.6	\$ 357,183.71
Subrecipient Staff	41.66	\$ 2,260,331.68

FISCAL SUMMARY

Total	0	\$
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