



EARLY LEARNING COALITION

North Florida

BOARD MEETING

December 2, 2020; 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 June 30, 2020 Emergency Board Meeting Minutes***
Approval of September 9, 2020 Annual Board Meeting Minutes*
- V. **Staff and Committee Reports**
 - A. CEO Report-Verbal
 - B. Finance Manager's Report
 - C. 1st Quarter Program Update
 - D. 1st Quarter Early Literacy Report
 - E. Executive Administrative Committee, November 4, 2020-**Cancelled**
- VI. **New/Unfinished Business**
 - A. Summary of D. Bell Annual Evaluation- **HANDOUT***
 - B. Approval of Episcopal Children's Services 2020/2021 Contract Amendment #0002-20*
 - C. **Retro Active Approval (effective 09/01/2020)** of ELC of North Florida and the University of Florida/Lastinger Center Early Learning Florida Contract effective 09/01/20-08/31/21*
 - D. **Retro Active Approval (effective 09/01/2020)** of ELC of North Florida – University of Florida/Lastinger Center and Episcopal Children's Services Early Learning Florida Contract effective 09/01/20-08/31/21*
 - E. Approval of 2019-21 School Readiness Plan Amendment #26-POLICY REVISIONS*
 - F. Approval of 2019-21 School Readiness Plan Amendment #28*
 - G. Approval of the Management Decision Recommendation for ECS Audit 2019/2020*
 - H. Approval of ELCNF 2019-2020 Annual Report*
 - I. Approval of Revisions to the 2020-2021 Budget for Early Learning Coalition of North Florida*
 - J. Approval of ELCNF Clay County Office Lease Extension to January 31, 2023 and Rental Increase to \$750 per Month*
 - K. Approval of ELCNF St. Augustine Office Lease Extension to February 28, 2023*
 - L. Approval of Revisions to Personnel Policy HR302 for the Early Learning Coalition of North Florida*-**HANDOUT**
 - M. Review of Board Membership- Informational



VII. Board Absenteeism Log – INFORMATIONAL

VIII. Board Comment

IX. Next Meetings

- Wednesday, February 3, 2021 10:30 a.m. – Exec/Admin Committee Conference Call Meeting
- Wednesday, March 10, 2021, 10:30 a.m. – Board Meeting

X. Adjournment*

DAWN'S 2020 ANNUAL EVALUATION SUMMARY

- The evaluation was conducted on September 9, 2020 with Mike Siragusa, Aubrie Simpson-Gotham, Renee Williams, and Joy Stanton serving as evaluators.
- Of the total 18 evaluations mailed/handed to the board members, 14 members completed the evaluation and four 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 4.29 which earned a final rating of "Very Good".
- Dawn's next evaluation period ends September 1, 2021.
- If any Board Member would like to see a copy of the final compiled evaluation results, please contact Rhonda Cody.

ACTION ITEM SUMMARY

DESCRIPTION	Approval of Revisions to Personnel Policy HR302 for Early Learning Coalition of North Florida.
Reason for Recommended Action	<p>The current policy states that approval for usage of annual leave should be obtained 2 weeks prior to using the leave. In actual practice this is not practical as many times leave is not identified as being needed that far in advance. We would like to change the policy to reflect our actual practice, per the following:</p> <p>“Employees may receive verbal approval from their supervisor and submit the leave form (that has been verbally approved) with the time sheet appropriate for that leave period.”</p>
How the Action will be accomplished	Board Approval and submission to OEL.



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

CURRENT POLICY

HR302 Annual Leave Benefits

Effective Date: 02/19/08

Revision Date: 02/04/09

Annual leave time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Once employees enter an eligible employment classification, they begin to earn paid annual leave time according to the schedule. They can request use of annual leave time after it is earned. To take annual leave, employees should request advance approval from their supervisor. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. Annual leave time off is paid at the employee's base pay rate at the time of annual leave for regularly scheduled hours. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

ANNUAL LEAVE – Regular full-time and regular part-time employees

The Coalition offers paid annual leave benefits for its regular full-time employees and its regular part-time employees as set forth in this policy. Temporary employees are not entitled to annual leave benefits.

A newly-hired employee is not entitled to use annual leave until after the completion of the introductory period. Annual leave taken during the introductory period of employment will be classified as leave without pay.

Annual leave may be taken as weekly periods, as individual days, or as partial days as long as an employee's supervisor approves the periods chosen. **Employees should submit a written annual leave request to their supervisor at least two weeks before the date that they wish to take annual leave.**

Annual leave balances are updated by personnel staff and reflected on an individualized leave report periodically submitted to the employees and upon request. Employees should contact the personnel staff immediately if they believe there is an error in this balance. Annual leave balances will not be reviewed beyond one month after the date of the error.

Suggest changing the highlighted sentence to the following.....

Employees may receive verbal approval from their supervisor and submit the leave form (that has been verbally approved) with the time sheet appropriate for that leave period.



A United Way Agency Funded by the State of Florida

