



## ANNUAL BOARD MEETING

September 8, 2021; 10:30 a.m.

*Renaissance Resort World Golf Village Convention Center, Troon Room*

### TENTATIVE AGENDA

#### *\*Action Item*

- I. **Call to Order/Roll Call**
- II. **Public Comment- All Kids Learning Center-HANDOUT**
- III. **Review of Delegation of Authority Items**
- IV. **Approval of June 30, 2021 Board Meeting Minutes\***
- V. **Staff and Committee Reports**
  - A. CEO Report
    1. Review of ELCNF 2021 Board Self Evaluation Compiled Results- **HANDOUT**
  - B. Finance Manager's Report
  - C. 4th Quarter Program Update
  - D. 4th Quarter Early Literacy Report
  - E. Executive Administrative Committee
    - Draft of August 4, 2021 Exec/Admin Meeting Minutes- **INFORMATIONAL**
    - Consent Agenda:**
      1. Ratify Approval of May 5, 2021 Exec/Admin Committee Meeting Minutes\*
      2. Ratify Approval of Request for Proposal (RFP) #ELCNF 22/23-001 for the Delivery of School Readiness and Voluntary Prekindergarten Services (**including all appendices**)\*
      3. Ratify Approval by the Executive/Administrative Committee to allow Dawn E. Bell, C.E.O. of the ELC of North Florida-OR- the Standing Board Chair, Joy Stanton to sign the Moss, Krusick and Associates Engagement Letter for External Auditing Services\*
      4. Ratify Approval of FirstDay Learning Services Agreement to provide coaching for All Kids Childcare\*- **HANDOUT**
- VI. **New/Unfinished Business**
  - A. Approval of Episcopal Children's Services 2021/2022 Contract Amendment #0001-21\*
  - B. **Retro-Active Approval ( Effective 09/01/21)** of ELC of North Florida and the University of Florida Lastinger Center Early Learning Florida Contract effective 09/01/21 to 08/31/22\*
  - C. Approval of the Member Appointed by the Executive Director of NEFEC for the Mandated Position of Programs for Children with Disabilities Under the Federal Individuals with Disabilities Act: Marsha Peacock\*
  - D. Approval of ELCNF 2020-2021 Annual Report\* **-HANDOUT**
  - E. Review of Board Membership-**INFORMATIONAL**
  - F. Election of Officers\* **HANDOUT (To be emailed for nominations prior to meeting)**
  - G. Standing Committee Discussion and Sign-Up **HANDOUT (To be emailed for sign up prior to meeting)**



H. Code of Ethics and Conflict of Interest-**HANDOUT (Vendor List to be emailed for review prior to meeting)**

I. **RFP Conflict of Interest-HANDOUT**

**VII. Board Absenteeism Log – INFORMATIONAL**

**VIII. Board Comment**

**IX. Next Meetings**

- Wednesday, November 3, 2021, 10:30 a.m. – Exec/Admin Committee Conference Call Meeting
- Wednesday, December 1, 2021, 2:00 p.m. – Board Meeting Renaissance World Golf Village and Convention Center **Caddy Shack Restaurant**

**X. Adjournment\***

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

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## **II. Public Comment-All Kids Learning Center- HANDOUT**

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

## All Kids Learning Center

### Executive Summary

In December 2021, Natasha Langlois, the co-owner of All Kids Learning Center, received her composite CLASS score as required by OEL rule and the OEL School Readiness provider contract. A score of less than 3.50 would prevent a provider from being able to contract to provide School Readiness services, while a score of between 3.50 and 3.99 would require a provider who wanted to contract for School Readiness to agree to and complete a Quality Improvement Plan. A score of 4.00 would allow a childcare provider to contract without a QIP.

All Kids received a score of 3.95. The assessor for this first assessment was a trained and certified reliable CLASS assessor employed by Episcopal Children's Services. Upon finding that the CLASS score was less than 4.00 the provider requested and received the assessment notes and once she read them, she disagreed with the accuracy of the notes. Natasha, in an email to ECS management and copying the assessor, said the assessor lied. Natasha has continued to say staff lied and that staff are covering up for others since. Amanda Griffis, the ECS Director of School Readiness Education, responded that she would like to schedule a meeting with Natasha without the assessor present. Natasha agreed and a meeting was scheduled.

After that meeting took place on 1/6/2021, Natasha still did not agree that her score was fair or that the notes were truthful. However, since the assessor had recently tested reliable and did not have similar complaints, ECS did not feel there were sufficient grounds to "not count" the assessment. Additionally, Natasha sent in a screenshot of her computer history showing that on the day in question, she did play "Baby Shark". ECS responded that the assessment notes said that when the child asked to have the song played repeatedly, the teacher did not respond to the child. It was the lack of response, that caused the score to be negatively impacted.

The provider was entitled to request a 2<sup>nd</sup> assessment and did so. ECS hired Teachstone, the company that created the CLASS assessment, to do the 2<sup>nd</sup> assessment which they did in February 2021. That score came back at 3.58 so the provider was still required to have a QIP. Natasha objected saying that the assessor seemed to know about her 1<sup>st</sup> assessment, so Natasha felt that ECS had talked to her in advance. ECS confirmed with Teachstone and ECS staff that there had been no discussion of previous assessments with the Teachstone assessor. Teachstone sent ECS a memo stating that they stood behind their assessor based on her credentials and time with Teachstone. This was forwarded to Natasha along with a letter from ECS stating that we also stood behind our assessor based on the same reasoning.

Natasha did submit the QIP strategy, and it has been approved. Meanwhile Natasha completed the Teachstone course to become an assessor. Natasha claimed that the instructor of that course agreed with Natasha concerning her 1<sup>st</sup> ECS assessment. Teachstone sent ECS a memo denying that was the case after reviewing the recordings of the class and all written communications.

During this time, ECS and the ELC have met with Natasha to explain the process and there have been various emails exchanged. The timeline below outlines additional details. All Kids is due for reassessment in December 2021. Should All Kids score under a 4.0 at that time, they would not qualify for a SR contract per OEL rule. If they do score a 4.0 or higher, they can continue to contract and the QIP ends.

## Timeline

**10/7/2020** - ECS assessor unable to get in touch with the director. Voice mail full and has not responded to email.

**10/9/2020** - Assessor emailed director concerning upcoming assessment.

**10/12/2020** - Assessor spoke to Director via phone to update registration. Alisha re-sent registration email- provider said she did not get original.

**10/14/2020** - Assessor spoke to director via phone and asked to change age range as necessary in QPS.

**10/19/2020** - ECS assessor informed Natasha that All Kids' assessment window would be between 10/19 and 10/30. The email also provided resources to help.

**11/8/2020** - Natasha emailed assessor to reschedule room in which there was a new teacher.

**11/9/2020** - The ECS assessor rescheduled the assessment for the room with the new teacher on 11/23. The assessor also attached a reference guide for the new teacher to assist her with understanding the CLASS assessment.

**12/17/2020** - Natasha contacted the ECS assessor after receiving her CLASS composite score of 3.95 and realizing that score was below the minimum threshold to contract without a Quality Improvement Plan. Natasha asked what had happened. The ECS assessor responded that same day sending over the notes and asking if Natasha would like to meet to go over the results. Natasha responded immediately asking to schedule an appointment with her. The assessor suggested they meet on 12/29/2020. At this point the emails copied Amanda Griffis and Ashley Rich, the supervisors of the department. Amanda Griffis explained that the program did not fail and that they were barely below the threshold. At this point, Natasha had read the CLASS notes sent by the assessor. Natasha, expressing her passion for the children also begins to disagree with the notes and says they are untruthful.

**12/18/2020** - Amanda suggests that she, Ashley, and Natasha meet after the 1<sup>st</sup> of the year and Natasha agrees.

**12/28/2020** - Amanda emails Natasha reminding her that she will need to choose a QIP strategy and suggesting 1/6/2021 as a meeting date.

**12/29/2021** - Natasha emails back stating that she is choosing Early Childhood Training System Courses and asks for next steps.

**1/6/2021** – ECS's Director of School Readiness Education informed ECS management that the owner of All Kids, Natasha Langlois, disagreed with the results of her CLASS assessment. Her score of 3.95 would require her center to be placed on a Quality Improvement Plan (QIP). Natasha expressed that she felt the process was unfair. She was requesting a 2<sup>nd</sup> assessment. ECS decided to hire Teachstone to do the 2<sup>nd</sup> assessment since Natasha felt that the ECS staff had not been truthful in her scoring and notes and called the ECS staff doing the initial assessment a liar. Teachstone is the company that developed the CLASS assessment and has a state contract to do assessments for the School Readiness program. We felt this would remove any perceived bias.

**1/20/2021** – ECS was informed that Teachstone had notified All Kids by email that their assessment window would be February 1 –5, ECS was copied on the email.

**2/11/2021** – ECS was able to go into the state designated system and to see the new CLASS score for All Kids. The new score was 3.58 which was slightly lower than the original score of 3.95. The new score was high enough to qualify the center for a contract, but the center would be required to be on a QIP. To contract, OEL rule requires that the latest score be used in the contract amendment placing the center on a QIP and listing the QIP strategy that would be selected by the provider, Natasha. An email was sent to Natasha giving her the new score and explaining her options. At that point, the center had not participated in any free CLASS trainings recommended by ECS and offered by Teachstone but said she had purchased other CLASS trainings.

**2/12/2021** – The Director of School Readiness Education received an email from Natasha. Natasha stated that the Teachstone assessor called her teacher “flat faced expression”, and that this teacher has a disability and was very hurt by that.

**2/16/2021** – Brittney Spangler, the Senior Director of Programs, called Natasha to go over the score and the due process procedure required by the contract. Natasha stated she would be calling OEL since she felt that the process had been purposely unfair. The following points were made during the discussion.

- The term that the assessor from Teachstone used “flat affect” is a term that Teachstone uses to describe lack of emotion and it was not meant to be discriminating towards the teacher or to reference her physical features. Natasha stated that she understood it was their term, but that someone might not be able to understand how someone else shows emotion as we all show emotion differently.
- Natasha stated once again that the first assessor lied on the assessment and wrote things that were not true.
- Natasha stated that the second assessor must have talked to ECS, and we told her that ECS did not want to contract with the provider and not to score her well.
- Natasha said that she thinks that ECS might get some sort of kickback for scoring providers low.
- Natasha does not think it is fair that we do not have experience in childcare and are going into her center and scoring her.
- Natasha wants to go through the process to become a CLASS Assessor so that when ECS assess her anytime going forward, so she can be sitting by the assessor and score right along with them.

**2/16/2021** - Received the assessment notes from the Teachstone assessment. The assessment referred to the teacher’s “flat effect,” “flat face.”

**2/19/2021** - Sent All Kids a non-compliance letter since the provider had not confirmed a QIP strategy for the contract amendment. Natasha and her husband met with Dawn Bell at her office. Dawn placed a call with ECS’s Teresa Matheny, COP, and Brittney Spangler so that all parties could discuss the situation together. Natasha feels very strongly that ECS and Teachstone lied in their assessment notes and that ECS had given the Teachstone assessor advance notice concerning the program. She stated that her teacher said that the assessor seemed to know about the first assessment in detail. ECS stated that we had no conversations with the assessor. We were not sure if the assessor could assess the notes in the Wells system. The Wells system is the mandated area for all CLASS assessments. Teresa explained where

requirements were found in the contract and what statewide rules applied to the assessment process. Natasha agreed to complete the contract amendment with the QIP strategy and that we would all focus on moving forward since a 3<sup>rd</sup> assessment is not allowed by rule.

**2/22/2021** - OEL forwarded complaint they received from Matthew Langlois co-owner of All Kids Learning Center stating that the previous 2 CLASS assessments were overly critical, and that the 2<sup>nd</sup> assessor was aware of the previous situation with the 1<sup>st</sup> assessor and ECS management.

**2/23/2021** - Last date for due process request to be received. None was received. Responded to OEL's email forwarding Matthew Langlois's complaint stating that we were aware of the complaint and had met with the Langlois's the previous Friday. We felt we had come to terms with one another and had agreed to move forward so that All Kids could continue to provide SR services. Meanwhile we were reaching out to Teachstone concerning the accusations about their assessor.

**4/19/2021** - Natasha emailed Amanda and the original ECS CLASS assessor to tell them that she was taking the class for certification in CLASS and had shared with her instructor several incidents from the ECS CLASS assessment. Natasha stated that the instructor had agreed with her that several incidents were "COMPLETELY inaccurate and VERY SUBJECTIVE! I have went over several personal incidents of what was put in the assessment and the teacher agrees that the wording is VERY INACCURATE and subjective. Not only that, I have PROOF that Alisha Dexter lied on me, in the assessment and she should have some type of consequence for what she did. I will have justice because now I have proof from my laptop when I was doing circle time of the songs I played and Baby Shark was absolutely one of them as you can see in the screenshot I sent to you. THAT IS PROOF!" Natasha forwarded screenshots from her internet history that showed she did plan Baby Shark on the day in question.

**4/20/21** – Natasha emailed Amanda and the assessor to tell them that she found the proof on her computer that she had played "Baby Shark and the assessor is "now proven liar."

**4/22/2021** - Brittney emailed Francine with Teachstone to follow up on complaint against Teachstone assessor and inquire as to whether what Natasha stated her Teachstone instructor said was accurate. Francine forwarded Teachstone's response to the complaint against their CLASS assessor. Their memo was dated March 4<sup>th</sup>, but they had accidentally failed to forward it to us. The response basically stated that Teachstone "refrains from changing or disputing the precise content of observation notes as only those present during the observation are in a position to do so." Additionally, the assessor has been found to be reliable as they require monthly calibration which the assessor passed. They further stated that the assessor is considered one of their most reliable, consistent, and experienced observers. They stand behind the final score. It was further explained that one of the teachers at All Kids stated that they had received another assessment in December but that this was the only information the assessor had regarding any prior observations. Teachstone indicated that they would be meeting internally to discuss the training and would be getting back with us. Teachstone set up a conference call with ECS for 4/23/2021.

Natasha emailed Amanda asking who the assessor works for and restating her claim that she had proof that Baby Shark was played, and the assessment notes were a lie. In this email she also says that while Natasha was taking the Teachstone class to become CLASS certified, the instructor agreed that the assessor was unreliable. She stated that she had just completed the class and now was studying to take

the reliability test. She said that she was going to get a lawyer and that the ECS assessor had complimented her on her hair, car, etc. and said that “black folks need to stick together.”

**4/23/2021** - Francine with Teachstone contacted Brittney saying the concerns regarding the CLASS instructor had been escalated and that there would be a conference call to discuss later in the day.

**4/26/2021** - Forwarded to Natasha the March 4<sup>th</sup> memo from Teachstone along with letter from Brittney Spangler (ECS) in response to Natasha’s latest emails to Amanda and the ECS assessor explaining that the original observer was not saying that the song “Baby Shark” was not played but the assessment notes were stating that when a child asked that the song be played repeatedly, after the second time, the child’s request was not acknowledged by the teacher. Brittney stated in the letter that the assessor Alisha had passed her latest CLASS recertifications and was also MMCI certified. The letter also stated that ECS had no reason to question either their own assessor or Teachstone’s. ECS also informed Natasha that we had been in touch with Teachstone regarding Natasha’s comments about the Teachstone instructor agreeing with Natasha that she had been treated unfairly.

Natasha responded to the letter threatening legal action and saying that the CLASS assessment was not accurate and that the notes did say the teacher would not play “Baby Shark”.

Amanda informed ECS management that Natasha and some of her staff signed up for a virtual MMCI cohort.

**4/27/2021** – Received memo from Teachstone stating that they reviewed the transcripts of the training and at no time did the instructor “state or otherwise concur with Ms. Langlois that there were issues regarding her prior observations or that the observers were in anyway “unreliable”.

**4/28/2021** - Natasha and her staff did not attend the 1<sup>st</sup> MMCI training.

**5/5/2021** - Natasha and her staff did not attend the 2<sup>nd</sup> session of the MMCI training.

**5/6/2021** - Natasha emailed the MMCI instructor and asked if she was still able to take the MMCI training since she has missed the 1<sup>st</sup> 2 classes. Amanda responded that she would recommend signing up for the next MMCI since Teachstone does not allow participants to take the CLASS independently through listening to a recording. Amanda offered to let Natasha know when the next MMCI class would be held. Natasha responded to Amanda asking why she responded instead of the MMCI instructor. She stated that Amanda’s team was the reason she had to take these classes. She demanded to know when the next MMCI class would be held. Amanda responded by email that she or her supervisor would be responding to Natasha’s emails going forward to avoid miscommunication. She stated that no MMCI class was currently scheduled. However, Amanda would also check with other ELC’s to see if they had an MMCI class scheduled that Natasha, and her staff could attend if they wanted and would let Natasha know when we scheduled a new class ourselves. Natasha did not respond.

**6/9/2021** - All Kids Learning Center applied to participate in the enrichment program.

**6/17/2021** - Natasha submitted the SR and VPK contracts for the 2021/2022 year. The VPK contract was complete and was approved. The SR contract had to be returned to Natasha because she selected that she would be participating in the child assessment program. She would not be permitted to according to rule since the program is on a QIP. ECS decided to approve the VPK contract right away and send an individualized system email to Natasha explaining why her SR contract was being returned to her, why it



was and what to correct before resubmitting. Before that was done, Amanda, Brittney and some of the contract staff received another email from Natasha copying several others with OEL, requesting all the statutes referenced in the contract and once again talking about her CLASS assessment saying that staff lied and that the liars should be punished. The situation was brought to the attention of Dawn Bell. It was decided that we would respond giving her the statutes that applied but also reminding her that contracting with the ELC is optional.

**6/18/2021** - Dawn sent the email discussed above with a copy of ECS's "FAQ" for providers, the OEL SR monitoring tool, a link to rule and statute on the OEL website and a link to ECS's provider services page.

**6/22/2021** - System generated email sent requesting updates to SR contract stating, "Based on #32 of the provider contract which references Rule 6M – 4.500, 11(b) a child care provider that is currently on a Quality Improvement Plan, pursuant to Rule 6M-4.740, F.A.C., is not eligible for the child assessment differential reimbursement. Please change the answer "Yes" to participate in child assessments to "No" as your program does not qualify to participate in child assessments for the 21-22 program year."

**6/25/2021** - Dawn received a response from Natasha to her email on 6/18/2021. Natasha again brought up the CLASS assessment and how the observer was not "reliable". She accused the ELC and ECS of covering up for our staff and lying. Once again, she brought up the "Baby Shark" incident and sited her evidence that she had played that song. She stated that she chose to contract with the ELC to help her parents. She declared that "God will have justice and vengeance for those who has wronged his child."

Natasha then sent another email to Dawn saying that when they met at Dawn's office in February that no discussion of rules had taken place. She asked who was over the organization and asked for their contact information. Dawn responded that it was a non-profit organization, and she was the CEO. She had a board of directors and that the ELC oversees ECS. Natasha responded that she wanted to meet with the board or have their contact information. Dawn responded that Natasha could address the board in September when the board meets next. Dawn offered a Zoom meeting with ECS staff and herself and Natasha. Natasha said she would attend board meeting and again said that Dawn was not acknowledging her issues. Natasha also sent an email to Rhonda, the Office Manager at the ELC. That email says that no one has taken her issues seriously and she is hoping to find an honest person who stands up for what is right.

Dawn sent an email to the board briefly explaining the situation and that the provider would be attending the September meeting.

**IV. Approval of June 30, 2021  
Board Meeting Minutes\***

**\*ACTION ITEM**

Early Learning Coalition of North Florida, Inc.

**BOARD MEETING**

June 30, 2021

Conference Call: 888-296-6500, Guest Code: 966582  
10:30 a.m.

**ATTENDANCE**

**Members Present:**

Dr. Myrna Allen, Treasurer  
Jessica Bishop  
Ron Coleman  
Vina Delcomyn  
Kyle Gammon  
Whitney Kersey Graves  
Marsha Hill  
Theresa Little  
Teresa Matheny, ECS  
Bianca Montoro  
Aubrie Simpson-Gotham, Secretary  
Michael Siragusa  
Joy Stanton, Vice Chair  
Renee Williams

**Members Absent:**

Brian Graham  
Charles Puckett  
Michelle Jonihakis  
Brian McElhone  
Kristi Simpkins  
Patricia Tauch  
Christian Whitehurst

**Staff Present:**

Dawn Bell, Chief Executive Officer  
Rhonda Cody, Office Manager  
Tajaro Dixon, Grants and Operations Manager

**Others Present:**

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**CALL TO ORDER/ROLL CALL**

J. Stanton, Vice Chair called the meeting to order at 10:31 am. Roll was taken by R. Cody; quorum was met with 14 of the 21 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, which are available at each regular board meeting for board

**Board Meeting  
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review, were sent via email to all Board Members for review prior to the meeting and there was no discussion or questions on the items reviewed.

### **APPROVAL OF JUNE 9, 2021 BOARD MEETING MINUTES\***

- 1.** T. Little motioned to approve the June 9, 2021 Board Meeting Minutes, as presented. W. Kersey Graves seconded the motion. No discussion, motion passed unanimously.

### **NEW/UNFINISHED BUSINESS**

#### **APPROVAL OF THE GRANT AGREEMENT BETWEEN THE OFFICE OF EARLY LEARNING (OEL) AND THE EARLY LEARNING COALITION OF NORTH FLORIDA FOR SCHOOL READINESS (SR) AND VOLUNTARY PREKINDERGARTEN (VPK)\***

As the Coalition has been satisfied with Episcopal Children's services (ECS) delivery of services in contract year 2020/2021 (and all applicable prior years), the Coalition will continue contracting with ECS for 2021/2022.

- 2.** T. Little motioned the Approval of the Grant Agreement between the Office of Early Learning (OEL) and the Early Learning Coalition of North Florida for School Readiness (SR) and Voluntary Prekindergarten (VPK). W. Kersey Graves seconded the motion. No discussion, motion passed unanimously.

#### **APPROVAL OF EPISCOPAL CHILDREN'S SERVICES 2020/2021 CONTRACT AMENDMENT #0004-20- HANDOUT\***

##### Revisions:

- A. Items #1, 2 and 3 were to update the School Readiness Program budgeted amounts per the March 29, 2021 and May 6, 2021 Notices of Award (NOA):
  - 03/29/21 NOA:
    - Revised School Readiness dollar amounts to match the NOA, which was an increase of \$120,000 for QPI (Quality Performance Incentive/Contracted Slots).
  - 05/06/21 NOA:
    - Revised CARES dollar amounts for a de-obligation for provider bonuses, and a re-obligation for parent co-pays – netting in a \$30,848 funding gain.
    - Deleted the “Program Assessment” section from the contract that was not awarded this year, and replaced it with new Coronavirus Response and Relief Supplemental Act (CRRSA) funding awarded on this NOA – a total of \$4,035,000 for provider grants.

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Revised PDG grant year/funding information (Preschool Development Grant Services) to match the NOA.

- 3.** A. Simpson-Gotham motioned to approve Episcopal Children’s Services Contract Amendment #0004-20. T. Little seconded the motion. T. Matheny recused herself from voting. Memorandum of Voting Conflict attached. No discussion, motion passed unanimously.

**APPROVAL OF PRIVATE SECTOR BOARD MEMBER MARY ANN HOLANCHOCK\***

Mary Ann Holanchock is a returning Board Member, having served with the Early Learning Coalition of North Florida’s Board in a mandated position while the Director of St. John’s County School District’s Head Start Program for over 20 years. She brings a wealth of knowledge and experience in early learning literacy programs including being a private provider and Director of Presbyterian Day School. Her entire tenure with the Coalition’s Board is over 13 years with a combination of the mandated position and as a private provider. She will now serve in the capacity as a Private Sector Board Member.

Mary Ann Holanchock’s term will be from June 2021 – June 2025.

- 4.** R. Coleman motioned to approve Private Sector Board Member Mary Ann Holanchock. A. Simpson-Gotham seconded the motion. No discussion, motion passed unanimously.

**REVIEW OF RFP AND RFQ TIMELINES FOR RECRUITING EVALUATORS- INFORMATIONAL & REMINDER**

**Early Learning Coalition of North Florida**

**Timelines for 2021/2022– Meeting Dates ONLY**

(Created 05/10/21)

**RFP (Request for Proposals)  
for Primary Service Provider 2022/2023**

<b>Activities/Events</b>	<b>Date</b>	<b>Time</b>	<b>Address</b>
Distribute RFP <u>Timeline</u> and recruit RFP Procurement Committee members (2 Fiscal and 2 Program)	06/09/21	10:30 am	Coalition Board of Directors Meeting World Golf Village
<b>RFP Committee Meeting to:</b> (1) approve the Final RFP to be forwarded to Exec/Admin committee, and	07/21/21	11:00 am	RFP Committee Conference Call

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(2) assign a chairperson who will prepare the recommendation for the Board (after the scoring of the proposals).			
<b>Exec/Admin Committee Meeting</b> to approve Final RFP	08/04/21	10:30 am	Exec/Admin Committee Conference Call
<b>Initial RFP Procurement Committee Meeting</b> to include Public Opening of Proposals	09/21/21	11:00 am	Caddy Shack Restaurant meeting room at World Golf Village
<b>Final RFP Procurement Committee meeting</b> , scores tabulated, proposers ranked, and Prepare Recommendation for Board	11/02/21	11:00 am	Caddy Shack Restaurant meeting room at World Golf Village
<b>Board Meeting:</b> Review and approve RFP Committee recommendation	12/01/21	2:00 pm	Coalition Board of Directors Meeting World Golf Village
<b>Board Meeting:</b> Approve Contract ( <i>ONLY if it is a NEW contractor, to allow for transition activities</i> )	03/09/22	10:30 am	Coalition Board of Directors Meeting World Golf Village
<b>Board Meeting:</b> Approve Contract	06/08/22	10:30 am	Coalition Board of Directors Meeting World Golf Village

### **RFQ (Request For Qualifications) for External Auditing Services 2022/2023**

<b>Activities/Events</b>	<b>Date</b>	<b>Time</b>	<b>Address</b>
Distribute RFP <u>Timeline</u> (to recruit evaluators)	06/09/21	10:30 am	Coalition Board of Directors Meeting World Golf Village
RFQ document to be approved	03/09/22	10:30 am	Coalition Board of Directors Meeting World Golf Village
E-mail proposals to review team for scoring.	04/25/22		ELC will e-mail proposals and scoring tools/instructions
<b>RFQ Proposals External Reviewers' Evaluation Meeting</b>	05/11/22	11:00 am	Caddy Shack Restaurant meeting room at World Golf Village
<b>Board Meeting:</b> Approve RFQ Committee recommendation and contract	06/08/22	10:30 am	Coalition Board of Directors Meeting World Golf Village

*Orange indicates an additional meeting date.  
Dates/times may be subject to change*

### **BOARD SELF EVALUATION- REMINDER DUE JULY 16, 2021**

The annual Board of Directors Self-Evaluation Form was distributed to all Board Members and all were requested to return their evaluations to R. Cody no later than July 16, 2021. This evaluation assists the staff in their continued strive to be a model Coalition and a non-profit that community partners enjoy serving and assures the Board that we are fulfilling each and every board members expectations.

### **REVIEW OF BOARD MEMBERSHIP-Informational**

No Comments

### **BOARD ABSENTEEISM LOG- Informational**

No Comments.

### **BOARD COMMENTS**

**Board Meeting  
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No Comments.

### **NEXT MEETINGS**

The next scheduled meetings are as follows:

- Wednesday, August 4, 2021 , 10:30 a.m. – Exec/Admin Committee Conference Call
- Wednesday, September 8, 2021 10:30 a.m. –Board Meeting World Golf Village Convention Center

### **ADJOURNMENT\***

5. V. Delcomyn motioned for adjournment at 11: 04 a.m. T. Little seconded the motion. No discussion – motion passed unanimously.

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

### **A. CEO Report**

- 1. Review of the ELCNF 2021 Board Self Evaluation Compiled Results. -HANDOUT**



# Florida Early Learning Coalitions Board of Directors Self-Evaluation Form

Early Learning Coalition of: North Florida Compiled: FY 2020-2021

Name: Answers Compiled by Rhonda Cody \_\_\_\_\_  
Printed Signature

Position:  Officer  Mandated Member  Provider Representative  Private Sector  Other

Date: August 20 2021

RATING SCORES				
5 Outstanding	4 Exceeds Expectations	3 Meets Expectations	2 Needs Improvement	1 Below Expectations

## OVERALL BOARD PERFORMANCE EVALUATION

<i>Individual Board Member Contributions</i>	<i>Appraisal Rating</i>					<i>Comments Required for Ratings 5 or 1</i>
	5	4	3	2	1	
<i>As an ELC Board Member, I...</i>						
1. Attended at least 80% of all Board meetings during the past year, including special called meetings.	7	3	2	1		R. Coleman: Rating 5, 100% attendance. V. Delcomyn: Rating 2, I feel I need to improve in attending meetings. K. Gammon: Rating 5, 100% attendance. M. Hill: Rating 5, no comments. M. Jonihakis: Rating 5, 100% attendance. T. Matheny: Rating 5, I attend them all. A. Simpson-Gotham: Rating 5, Attended all meetings. J. Stanton: Rating 5, Attended all and chaired all Board and Exec. Admin meetings.
2. Carefully review all background materials prior to Board and committee meetings.	3	8	2			R. Coleman: Rating 5, Review all materials forwarded. A. Simpson: Rating 5, I review all documents prior to meetings. P. Tauch: Rating 5, Emails provided all materials before meetings.
3. Have developed a thorough understanding of the ELC by-laws and Board policies.	2	10	1			R. Coleman: Rating 5, Very thorough understanding. P. Tauch: Rating 5, I feel certain.
4. Offer constructive suggestions, comments, and feedback during all Board discussions.	5	6	2			R. Coleman: Rating 5, Very productive discussions/exchange of information. B. McElhone: Rating 5, I try to ask clarifying questions and provide feedback to staff. A. Simpson-Gotham: Rating 5, I give feedback and ask questions during board meetings. J. Stanton: Rating 5, I comment regularly and ask a lot of questions during meetings. P. Tauch: Rating 5, When appropriate, I feel I contribute information.
5. Respect the right of other Board members to disagree and to have sufficient time to express their thoughts.	6	6	1			R. Coleman: Rating 5, Always! M. Hill: Rating 5, No comments. T. Matheny: Rating 5, All board members seem comfortable sharing their thoughts. A. Simpson-Gotham: Rating 5, I respect the opinions of all board members. P. Tauch: Rating 5, The board is very well complimented by thoughts. R. Williams: Rating 5, Board is a cohesive team which allows respect during dialogue.

6. Serve as an ambassador for the ELC during community events and contacts (e.g., opening of a child care center, meetings of community agencies), and maintain the highest standards for professional behavior when doing so.	3	4	3	2	1	R. Coleman: Rating 5, Consistently reminded and encouraged to do so. V. Delcomyn: Rating 2, I feel I could do more! K. Gammon: Rating 2, No comment. T. Matheny: Rating 5, I have represented the ELC in numerous events an before Town and County Commissioners. A. Simpson-Gotham: Rating 5, I have attended She is Fierce events representing ELC. I look forward to visiting child care centers when things open up again. P. Tauch: Rating 1, I have not participated in any of these events.
<b>As an ELC Board Member, I...</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	
7. Help to recruit new private sector members as needed.	1	4	5	1	2	R. Coleman: Rating 5, whenever needed. K. Gammon: Rating 2, no comment. A. Simpson-Gotham: Rating 1, I need to do a better job of recruiting board members. P. Tauch: Rating 1, I have not.
<b>TOTAL INDIVIDUAL CONTRIBUTIONS:</b>	<b>27</b>	<b>41</b>	<b>16</b>	<b>4</b>	<b>3</b>	
<b>ELC Board Operational Responsibilities</b>	<b>Appraisal Rating</b>					<b>Comments Required for Ratings 5 or 1</b>
<b>Our ELC Board...</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	
8. Provides input into the development and revision of ELC policies as needed, and approves those policies.	3	8	2			R. Coleman; Rating 5, Provide and approve as needed. P. Tauch Rating 5, Yes everything is explained and discussed. R. Williams: Rating 5, Active Board!
9. Assures the long-term progress of the Coalition by carefully monitoring program reports at each Board meeting.	6	6	1			R. Coleman: Rating 5, Consistently. M. Hill: Rating 5, no comment. T. Matheny: Rating 5, Board members listen to reports and ask appropriate questions.A. Simpson-Gotham: Rating 5, The board is strong in planning for the future. P. Tauch: Rating 5, Emails also provide a reference to the procedures and obligations to be met. R. Williams: Rating 5, Thorough reviews.
10. Assures the financial integrity of the organization by exercising responsible stewardship through the careful scrutiny of fiscal reports at each Board meeting.	5	7	1			R. Coleman: Rating 5, Fiscal reports always provided in a timely manner, allowing sufficient time for thorough scrutiny. M. Hill: Rating 5, no comment. T. Matheny: Rating 5, Board members come prepared to ask questions as needed. A. Simpson-Gotham: Rating 5, The board does a great job of reviewing fiscal reports. P. Tauch: Rating 5, Yes, they are freely given.
11. Uses the talents of Board members and interested citizens through committees, which meet regularly and provide information and recommendations to the Board on key issues.	2	8	3			R. Coleman: Rating 5, YES! P. Tauch: Rating 5, Yes, everyone contributes.
12. Is provided sufficient notice of all Board and Committee meetings.	9	3	1			M. Allen: Rating 5, The agenda is provided before the meeting and the schedule is provide a year in advance. R. Coleman: Rating 5, Consistently and repeatedly leading up to each meeting. M. Hill: Rating 5, no comment. T. Matheny: Rating 5, Meetings are scheduled a year in advance and

						members are reminded frequently as the meeting approaches. <b>B. McElhone:</b> Rating 5, Rhonda does an exceptional job of keeping the board informed. <b>A. Simpson-Gotham:</b> Rating 5, The ELC staff has excellent communication and provides multiple reminders about upcoming meetings and events. <b>J. Stanton:</b> Rating 5, Months in advance! <b>P. Tauch:</b> Rating 5, Yes, by calendar. <b>R. Williams:</b> Rating 5, Timely notifications.
13. Is provided briefing and other materials prior to the Board meeting, with sufficient time for members to review and be prepared for the meeting.	6	6	1			<b>M. Allen:</b> Rating 5, All board materials are emailed in advance of all meetings. <b>R. Coleman:</b> Rating 5, Consistently provided when available before the meetings and always advised of "short notice" material. <b>M. Hill:</b> Rating 5, no comment. <b>A. Simpson-Gotham:</b> Rating 5, Communication about current issues is excellent. <b>P. Tauch:</b> Rating 5, All Board meetings attended had information emailed beforehand. <b>R. Williams:</b> Rating 5, Continuous flow of information.
14. Has had a quorum at all Board meetings during the past year.	7	4	2			<b>M. Allen;</b> Rating 5, We have met quorum at all meetings this year. <b>R. Coleman:</b> Rating 5, Yes! <b>M. Hill:</b> Rating 5, no comment. <b>T. Matheny:</b> Rating 5, Quorum has been met at each meeting. <b>A. Simpson-Gotham:</b> Rating 5, Quorum has been met at all meetings. <b>J. Stanton:</b> Rating 5, We met quorum at all meetings. <b>P. Tauch;</b> Rating 5, met quorum all year even during COVID!
<b>Our ELC Board...</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	
15. Has positive and informational interactions with the ELC CEO and staff.	9	3	1			<b>R. Coleman:</b> Rating 5, Frequent and constructive. <b>V. Delcomyn:</b> Rating 5, Great job! <b>M. Hill:</b> Rating 5, no comment. <b>M. Jonihakis:</b> Rating 5, Great respect for all good discussion. <b>T. Matheny:</b> Rating 5, The CEO is friendly and approachable. She provides information to the board as needed. If another is better able to respond she passes the question on to them. <b>B. McElhone:</b> Rating 5, Board and staff have. <b>A. Simpson-Gotham:</b> Rating 5, The board has a great relationship with the CEO and staff. <b>P. Tauch:</b> Rating 5, Board, CEO and staff are very professional. <b>R. Williams:</b> Rating 5, Great team!
16. Has evaluated the CEO during the past year, through a collaborative process that involves Board members and the CEO.	7	5	1			<b>R. Coleman;</b> Rating 5, Yes! <b>M. Hill:</b> Rating 5, no comment. <b>M. Jonihakis:</b> Rating 5, Responds timely. <b>T. Matheny:</b> Rating 5, Yes! <b>A. Simpson-Gotham:</b> Rating 5, Dawn's evaluation was collaborative and very positive. <b>P. Tauch:</b> Rating 5, Evaluations completed. <b>R. Williams:</b> Rating 5, Collaborative effort.
17. Has evaluated our Board's performance during the past year, and has used the results to strengthen Board operations.	4	7	2			<b>R. Coleman:</b> Rating 5, Very thorough performance review process. <b>M. Hill:</b> Rating 5, no comment. <b>M. Jonihakis:</b> Rating 5, Responses timely. <b>P. Tauch:</b> Rating 5, The Board is very strong in the care and needs of community.
18. Has developed and uses a Code of Conduct that reflects our collective values, and describes our conduct both	5	6	2			<b>R. Coleman:</b> Rating 5, Rigorously complies with the Code of Conduct. <b>M. Hill:</b> Rating 5, no comment. <b>A. Simpson-Gotham:</b> Rating 5, The board is very

during Board/Committee meetings, as well as in the community when members are representing the Board.						collaborative in meetings and works well together. <b>P. Tauch:</b> Rating 5, Meetings are orderly and held very professionally, Code of Conduct is followed. <b>R. Williams:</b> Rating 5, Professional and respectful group always!
<b>TOTAL BOARD OPERATIONAL RESPONSIBILITIES:</b>	63	63	17			
<b>ELC Board General Responsibilities</b>	<b>Appraisal Rating</b>					<b>Comments Required for Ratings 5 or 1</b>
<b>Our ELC Board...</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	
19. Ensures that the ELC adheres to all applicable federal, state, and local laws, and is accountable to the public and to the State of Florida for all organizational actions, and assures that business is conducted in the spirit of transparency, as required by Florida's Sunshine Laws.	6	6	1			<b>R. Coleman:</b> Rating 5, Mutual accountability by all (Board, staff and providers) plays a large role in his category. <b>M. Hill:</b> Rating 5, no comment. <b>M. Jonihakis:</b> Rating 5, Reviews all documents. <b>A. Simpson-Gotham:</b> Rating 5, The Board follows all policies and procedures. <b>P. Tauch:</b> Rating 5, Very strict guidelines are followed. <b>R. Williams:</b> Rating 5, Dedicated and persistent in all aspects to function to the letter of the law.
20. Ensures that services are procured through an open, fair, and robust competitive process.	6	6	1			<b>R. Coleman:</b> Rating 5, Always! <b>M. Hill:</b> Rating 5, no comment. <b>T. Matheny:</b> Rating 5, State and Federal procurement standards are always met. <b>A. Simpson-Gotham:</b> Rating 5, Contract process is competitive. <b>P. Tauch:</b> Rating 5, Information is available through various outlets to allow for fairness and bids are provided. <b>R. Williams:</b> Rating 5, Diligent in all aspects of procurement.
21. Preserves and nurtures a number of external and internal relationships to ensure the accomplishment of the ELC's mission and outcomes.	3	9	1			<b>R. Coleman:</b> Rating 5, Board members, CEO and staff all work together to ensure accomplishments are well done. <b>A. Simpson-Gotham:</b> Rating 5, Our CEO, Dawn and board are strong with community relationship building. <b>P. Tauch:</b> Rating 5, Various training and conferences allows the nurturing of positive relationships in our community.
22. Demonstrates accountability by establishing standards to measure both organizational and Board performance. It monitors its performance regularly to ensure compliance.	5	7	1			<b>R. Coleman:</b> Rating 5, Constant primary monitoring by full Board and ELC staff. <b>M. Hill:</b> Rating 5, no comment. <b>A. Simpson-Gotham:</b> Rating 5, The Board regularly evaluates processes and continuously evolves. <b>P. Tauch:</b> Rating 5, The Board and other entities make sure all guidelines are followed. <b>R. Williams:</b> Rating 5, Standards and measures are established and effectively followed.
<b>Our ELC Board...</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	
23. Utilizes a strong Board governance model to ensure that decisions are made without real or perceived conflicts of interest on the part of any Board member.	7	5	1			<b>R. Coleman:</b> Rating 5, Board members are always reminded to be attentive to potential COI and to submit required paperwork if needed. <b>M. Hill:</b> Rating 5, no comment. <b>M. Jonihakis:</b> Rating 5, Proper disclosures and COI process. <b>T. Matheny:</b> Rating 5, Governance model meets or exceeds state guidelines. <b>A. Simpson-Gotham:</b> Rating 5, Board members always disclose any conflicts of interest and we complete COI forms to disclose any potential conflict. <b>P. Tauch:</b> Rating 5, Recusals are given to keep conflicts of interest from interfering and everyone is free to offer opinions, no one is quieted.

						R. Williams: Rating 5, Continually ensures no conflict, follows established processes.
<i>TOTAL BOARD GENERAL RESPONSIBILITIES:</i>	27	33	5			
<i>OVERALL BOARD PERFORMANCE EVALUATION TOTAL:</i>	117	13 7	38	4	3	4.21 OVERALL RATING

**Overall Board Comments:** There were no overall Board Comments. The biggest area of opportunity and for discussion continues to focus on the performance of the Board Members to assist in recruiting new private sector members as needed. This will be discussed at the September Board meeting and an action plan to address. Total number of Board Members who completed the self evaluation was thirteen and the final overall rating on a scale of 1=Below Expectations to 5=Outstanding was 4.21=Exceeds Expectations.

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

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

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

**Finance Managers' Report**

**Board Meeting**

**September 8, 2021**

### Desk Reviews and Audits

We are waiting on the final report from DEL for the November 2020 monitoring. Our external audit will begin in Oct 2021 for the fiscal year end Jun 30, 2021.

### Q4 Financial Statements (see attachment)

Attached are the Q4 financial statements for FY 2020-21. The Coalition's year to date surplus is slightly greater than was budgeted. Grant expenses are less than anticipated at this time and in direct proportion to the reduction in grant revenue. These statements do not include the "13th" invoice which will be completed this week.

### Targets and Restrictions

All targets and restrictions are in alignment with our Grant requirements.

### Budget (see attachment)

We have received a Notice of Award (NOA) for FY 2021-22, but it is very incomplete. The current NOA does not include 1) provider rate increases for SR and VPK, 2) CARES/ARP Grant, 3) PDG Grant, or 4) OAMI Grant. Therefore we have not made any changes to the proposed budget from the last Board meeting. We will update and send a new budget as soon as a more complete NOA is received.

*Susan Pettijohn and Chris Spell*

Early Learning Coalition of North Florida

DRAFT

Balance Sheet

As of June 30, 2021

<b>ASSETS</b>	
Cash, Operating	\$ 1,815,918
Cash, Money Market	31,737
Petty Cash	200
OEL Receivable	274,591
Deposits	850
Prepaid Expense	8,766
Prepaid Insurance	6,617
Equipment	6,498
Less: Accumulated Depreciation	<u>(6,498)</u>
<b>TOTAL ASSETS</b>	<u>\$ 2,138,679</u>
<b>LIABILITIES</b>	
Episcopal Children's Services Payable	\$ 2,006,329
Accrued Expenses	4,639
OEL Advance	272,413
Interest due to OEL	680
Accrued Salaries	10,427
Accrued Vacation	25,503
Accrued Employee Benefits	<u>1,718</u>
<b>TOTAL LIABILITIES</b>	<u>\$ 2,321,709</u>
Net Assets at 6/30/2020	(186,756)
Net change at 06/31/2021	<u>3,726</u>
<b>Total Liabilities and Net Assets</b>	<u>\$ 2,138,679</u>
	\$ -



**Early Learning Coalition of North Florida**  
**FY 2020-2021**  
**As of June 30, 2021**

	2020-2021		Q4 2020-21		Favorable
Notice of Awards	Annual Budget		YTD Actual		(Unfavorable)
School Readiness (SR)	\$	21,408,789	\$	18,510,616	\$ (2,898,173)
OAMI		16,618		16,618	0
PDG Services		201,655		201,655	0
CARES		8,845,159		8,288,680	(556,479)
Voluntary PreKindergarten (VPK)		14,924,803		12,495,703	(2,429,100)
<b>Total Notice of Award</b>	<b>\$</b>	<b>45,397,024</b>	<b>\$</b>	<b>39,513,272</b>	<b>\$ (5,883,752)</b>
<b>Subrecipient Expense</b>					
School Readiness (SR)	\$	20,399,141	\$	17,620,150	\$ 2,778,991
OAMI		16,618		16,618	0
PDG Services		201,655		201,655	0
CARES		8,845,159		8,288,680	556,479
Voluntary PreKindergarten (VPK)		14,867,400		12,483,329	2,384,071
<b>Total Subrecipient Expense</b>	<b>\$</b>	<b>44,329,973</b>	<b>\$</b>	<b>38,610,432</b>	<b>\$ 5,719,541</b>
<b>Grant Funds Available to ELC of North FL</b>	<b>\$</b>	<b>1,067,051</b>	<b>\$</b>	<b>902,840</b>	<b>\$ (164,211)</b>
<b>Other Donations and Revenue</b>					
Interest Income	\$	530	\$	537	\$ 7
Clay Electric Foundation		15,000		15,000	0
Kiwanis		750		0	(750)
Reinhold		750		1000	250
Quality Teacher's Conference		6,500		2,785	(3,715)
Miscellaneous Donations		2,000		6,313	4,313
<b>Total Revenues</b>	<b>\$</b>	<b>1,092,581</b>	<b>\$</b>	<b>928,475</b>	<b>\$ (164,106)</b>
<b>ELC of North Florida Estimated Expense</b>					
Salaries	\$	579,868	\$	492,956	\$ 86,912
PR Taxes		47,363		37,180	10,183
Health Insurance & HSA Contributions		121,000		122,963	(1,963)
Pension		27,000		18,633	8,367
Life, Disability, and WC		15,000		8,728	6,272
Staff Development		8,500		5,500	3,000
Contract Services		3,000		0	3,000
Auditing		15,000		15,250	(250)
Legal		500		0	500
Printing & Reproduction		2,000		0	2,000
Repairs & Maintenance		1,000		0	1,000
Office Sites - Occupancy		50,000		43,929	6,071
Postage, Freight & Delivery		2,000		3,567	(1,567)
Rentals - Office Equipment		5,000		3,852	1,148
Office Supplies		10,000		7,121	2,879
Communications		15,000		16,425	(1,425)
D & O Insurance		2,800		2,277	523
General Liability		4,500		4,569	(69)
Equipment <\$1,000		3,500		1,464	2,036
Equipment >\$1,000		2,000		5,111	(3,111)
Travel - In State		3,500		0	3,500
Travel - Out of State		6,500		0	6,500
Travel - Local		7,000		1,915	5,085
Bank Fees		600		139	461
Software/Licenses/Support		14,000		7,992	6,008
Web Service		26,000		32,210	(6,210)
Other employee expenditures		2,000		98	1,902
ADP Fees		7,500		6,088	1,412
Dues & Subscriptions		14,000		10,879	3,121
Taxes, Licenses and Fees		450		117	333
Misc. - Other Current Charges		4,250		6,811	(2,561)
Quality Program		91,750		68,975	22,775
<b>Total ELC North Florida Estimated Expense</b>		<b>1,092,581</b>		<b>924,749</b>	<b>167,832</b>
<b>Surplus or (Loss)</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>3,726</b>	<b>\$ 3,726</b>

# Early Learning Coalition of North Florida

## Preliminary Budget

FY 2021-2022

As of Sep 8, 2021

9/8/2021  
Waiting on  
Updated NOA

	03.10.2021 2020-2021 Annual Budget	6/30/2021 2020-2021 Projection	6.08.2021 2021-2022 Annual Budget
<b>Notice of Awards</b>			
School Readiness (SR)	\$ 21,288,789	\$ 18,510,616	\$ 21,288,789
OAMI	16,618	16,618	16,618
PDG Services	201,655	201,655	201,655
CARES	4,779,311	8,288,680	4,779,311
Voluntary PreKindergarten (VPK)	14,924,803	12,495,703	14,924,803
<b>Total Notice of Award</b>	<b>\$ 41,211,176</b>	<b>\$ 39,513,272</b>	<b>\$ 41,211,176</b>

### Subrecipient Expense

School Readiness (SR)	20,279,141	17,620,150	20,279,141
OAMI	16,618	16,618	16,618
PDG Services	201,655	201,655	201,655
CARES	4,779,311	8,288,680	4,779,311
Voluntary PreKindergarten (VPK)	14,867,400	12,483,329	14,867,400
<b>Total Subrecipient Expense</b>	<b>\$ 40,144,125</b>	<b>\$ 38,610,432</b>	<b>\$ 40,144,125</b>

Grant Funds Available to ELC of North Fl **\$ 1,067,051** **\$ 902,840** **\$ 1,067,051**

### Other Donations and Revenue

Interest Income	\$ 530	\$ 537	\$ 530
Clay Electric Foundation	15,000	15,000	15,000
Kiwanis	750	0	750
Reinhold	750	1,000	1,000
Quality Teacher's Conference	6,500	2,785	5,000
Miscellaneous Donations	2,000	6,313	2,000
<b>Total Revenues</b>	<b>\$ 1,092,581</b>	<b>\$ 928,475</b>	<b>\$ 1,091,331</b>

### ELC of North Florida Estimated Expense

Salaries	\$ 579,868	\$ 492,956	\$ 580,000
PR Taxes	47,363	37,180	52,000
Health Insurance & HSA Contributions	121,000	122,963	127,000
Pension	27,000	18,633	30,000
Life, Disability, and WC	15,000	8,728	15,000
Staff Development	8,500	5,500	8,500
Contract Services	3,000	0	3,000
Auditing	15,000	15,250	13,750
Legal	500	0	500
Printing & Reproduction	2,000	0	1,000
Repairs & Maintenance	1,000	0	1,000
Office Sites - Occupancy	50,000	43,929	50,000
Postage, Freight & Delivery	2,000	3,567	3,000
Rentals - Office Equipment	5,000	3,852	5,000
Office Supplies	10,000	7,121	8,500
Communications	15,000	16,425	17,500
D & O Insurance	2,800	2,277	2,800
General Liability	4,500	4,569	4,600
Equipment <\$1,000	3,500	1,464	3,500
Equipment >\$1,000	2,000	5,111	2,500
Travel - In State	3,500	0	3,500
Travel - Out of State	6,500	0	6,500
Travel - Local	7,000	1,915	5,000
Bank Fees	600	139	600
Software/Licenses/Support	14,000	7,992	14,000
Web Service	26,000	32,210	28,500
Other employee expenditures	2,000	98	2,000
ADP Fees	7,500	6,088	7,000
Dues & Subscriptions	14,000	10,879	13,000
Taxes, Licenses and Fees	450	117	450
Misc. - Other Current Charges	4,250	6,811	5,500
Quality Program	91,750	68,975	75,000

Total ELC North Florida Estimated Exper **1,092,581** **924,749** **1,090,200**

Surplus or (Loss) **0** **3,726** **1,131**

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

### **C. 4th 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: August 25, 2021  
Subject: 2020/2021 Fourth Quarter Program Update and Quality Assurance Activities

### *Coalition Activities:*

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- The Coalition and the Division of Early Learning (DEL) agreed on a Preventative Corrective Action Plan (PCAP) July 28, 2021 for the annual OEL Fiscal Monitoring that occurred early December 2020. The final report only had two minor compliance issues. As all items in the PCAP have been completed, the Coalition is currently awaiting the official close-out letter for this review.
- The 2021/2022 Coalition's Anti-Fraud Plan was submitted to OEL's Office of Inspector General May 5, 2021.
- OEL Grant Agreements were completed and approved in time for July 1<sup>st</sup> funding.
- In April, Coalition staff attended OEL-sponsored WipFli courses, "In depth OMB (*Federal* Office of Management and Budget) Trainings".
- The Coalition began planning for the 21/22 processing of the Request for Proposals (RFP) for Primary Service Provider and the Request for Qualifications (RFQ) for External Auditing Services. Actual work on the RFP began in May 2021. The RFP committee was created and had its first meeting July 21, 2021. The RFP documents were approved during the August 4, 2021 Executive/Administrative committee meeting, and are part of today's board packet for ratification.
- June 19, 2021 the Kiwanis Club of Palatka (my club) held a "Kid Fest" event in partnership with Staples Office Supply (in Palatka) which was estimated to be attended by 150 children that day.

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

The 2020/2021 Third Quarter Monitoring was performed (remotely) May 17-28, 2021. This monitoring included all OEL required "eligibility" criteria for School Readiness and VPK. Additional areas of review were Data and Data Security Systems Updates, and School Readiness Plan Compliance for section II. C. Inclusion. From this review, there were only two eligibility compliance issues. Corrections and staff refresher training was given as corrective action immediately.

The 2020/2021 Fourth Quarter Monitoring is scheduled for August 16-27, 2021. This monitoring will include Data and Data Security Systems Updates, and School Readiness Plan Compliance for section II. G. Program Assessment, Fiscal Non-direct Costs review for 3<sup>rd</sup> and 4<sup>th</sup> quarters, and the Fiscal Year-end Overview.

*ALL full reports are available upon request.*



A United Way Agency Funded by the State of Florida



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

### **D. 4th Quarter Early Literacy Report**

## Early Literacy Outreach Report Fourth Quarter 2020-2021

Presented by Joan Whitson

### Highlights:

**Reinhold Grant:** We received a \$1,000 grant from the Reinhold Foundation of Clay County in April to use for our Literacy programs. We were honored at their annual awards breakfast.

**Kiwanis Club of Palatka Staples Event:** The ELC partnered with the Kiwanis club of Palatka to host a children's event at Staples in Palatka on June 19<sup>th</sup>. The ELC provided costumes for the event as well as books and activities. The Kiwanis club distributed a large bag of school supplies and books to over 150 kids who attended the event.

### Early Literacy Themed Programs:

The fourth quarter was filled with putting on our themed literacy programs. Schools finally started welcoming us back after COVID. We put on three Mother Goose, 4 Space, 1 Dinosaur, 2 Music/Dance, 2 Ocean and 6 Pete the Cat programs visiting 18 different preschools. Each program consists of a very interactive story time followed by activities. Each child receives a FREE book relating to the theme and each teacher receives a large resource bag of teaching materials for their class to further teach that theme.

**Bubbles Program:** In May a new science themed program called "The Science of Bubbles" was created by the outreach team to put on in centers during the summer. Children learned about the science behind what makes a bubble. The team wore lab coats and science goggles and put on a program centered around the book "Pop" by James Allan. The children then got to go outside and make their own bubble prints, bubble painted murals and had fun creating bubbles with all sorts of different items like strainers, slotted spoons, hula hoops, ropes and many more items. Six Bubbles programs were done over the summer. Each classroom received an activity bag filled with bubbles and activities to do with them.

**Ocean Program:** Our Ocean themed program received a science update over the summer. Kids got to make their own ocean slime, ocean in a bottle and their own classroom jars showing the different levels of the ocean and the creatures that live in them. The outreach team is putting a stronger emphasis on STEAM learning. (Science, Technology, Engineering, Arts and Math) 7 Ocean programs were done over the summer.

**Book Picks and Videos:** The outreach team continues to put out a monthly Book Picks newsletter which goes out to ELC volunteers and now to providers through ECS in the Know. Books are highlighted each month along with activities to go with them. Outreach assistant Susan Murphy does a Susan's Highlights video which is included in newsletter. The outreach team continues to create monthly videos which are shared on the ELC You-tube page then onto social media through the ECS and ELCNF Facebook page.

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

### **E. Executive Administrative Committee**

#### **Draft of August 4, 2021 Exec/Admin Meeting Minutes- INFORMATIONAL**

Early Learning Coalition of North Florida, Inc.

**Executive/Administrative MEETING**

Conference Call

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

August 4, 2021

10:30 a.m.

**ATTENDANCE**

**Members Present:**

Myrna Allen, Treasurer  
Theresa Little  
Aubrie Simpson Gotham, Secretary  
Michael Siragusa  
Joy Stanton, Vice Chair  
Renee Williams

**Members Absent:**

Teresa Matheny, *excused*

**Staff Present:**

Dawn Bell, Chief Executive Officer  
Tajaro Dixon, Grants and Operations Manager

**Others Present:**

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**CALL TO ORDER/ROLL CALL**

J. Stanton called the meeting to order at 10:34 a.m.. Roll Call was taken by T. Dixon; quorum was met with 6 of the 7 Exec/Admin committee members in attendance.

**PUBLIC COMMENT**

No comments.

**REVIEW OF CREDIT CARD STATEMENTS**

No comments.

**APPROVAL OF MAY 5, 2021 EXEC/ADMIN MEETING MINUTES\***

- 1.** M. Siragusa motioned to approve the May 5, 2021 Exec/Admin Meeting Minutes. J. Stanton seconded the motion. No discussion-motion passed unanimously.

**APPROVAL OF REQUEST FOR PROPOSAL (RFP) #ELCNF 22/23-001 FOR THE DELIVERY OF SCHOOL READINESS AND VOLUNTARY PREKINDERGARTEN SERVICES (INCLUDING ALL APPENDICES)\***

Florida Statute 287.057 mandates a formal procurement process for any contracts in the amount of \$35,000.00 or more, at least once every three years. The contract for providing these services is up for renewal and for new solicitations in fiscal year 2022-23 and as such, the Request for Proposal Ad Hoc committee was formed to start the procurement process. The Board reviewed

**Exec/Admin Meeting  
August 4, 2021**



all documents including the minutes from the first committee meeting to the review of the actual RFP document.

2. T. Little motioned the approval of the Request for Proposal (RFP) #ELCNF 22/23-001 for the delivery of school readiness and voluntary prekindergarten services (including all appendices). R. Williams seconded the motion. No discussion, motion passed unanimously.

#### **APPROVAL OF SIGNATURE FOR MOSS, KRUSICK AND ASSOCIATES ENGAGEMENT LETTER FOR EXTERNAL AUDITING**

3. M. Siragusa motioned the approval to allow Dawn E. Bell, C.E.O. of the ELC of North Florida-OR-the Standing Board Chair, Joy Stanton to sign the Moss, Krusick and Associates Engagement Letter External Auditing Services. A. Simpson Gotham seconded the motion. No discussion, motion passed unanimously.

#### **APPROVAL OF FIRSTDAY LEARNING SERVICES AGREEMENT TO PROVIDE COACHING FOR ALL KIDS CHILDCARE. \*-HANDOUT**

4. A. Simpson Gotham motioned the approval of the FirstDay Learning Services Agreement to provide coaching for All Kids. T. Little seconded the motion. There was some discussion regarding the process and expectations, motion passed unanimously.

#### **REVIEW OF BOARD MEMBERSHIP - INFORMATIONAL**

No Comments.

#### **Exec/Admin Committee ABSENTEEISM LOG**

No Comments.

#### **Exec/Admin Committee COMMENTS**

No Comments.

#### **NEXT MEETINGS**

The next scheduled meetings are as follows:

- Wednesday, September 8, 2021, 10:30 a.m. –Board Meeting World Golf Village Convention Center
- Wednesday, November 3, 2021, 10:30 a.m. – Exec/Admin Committee Conference Call Meeting

#### **ADJOURNMENT\***

5. T. Little motioned for adjournment at 10:56 a.m. J. Stanton seconded the motion. No discussion, motion passed unanimously.

***HANDOUTS: CREDIT CARD STATEMENTS WERE EMAILED TO THE COMMITTEE SEPARATELY, BEFORE THE MEETING.***

**Minutes Submitted By: Tajaro Dixon, Grants and Operations Manager**  
**Approved by: Dawn E. Bell, C.E.O.**

## V. Staff and Committee Reports

### E. Executive Administrative Committee

#### **Consent Agenda:**

1. Ratify Approval of May 5, 2021 Exec/Admin Committee Meeting Minutes\*
2. Ratify Approval of Request for Proposal (RFP) #ELCNF 22/23-001 for the Delivery of School Readiness and Voluntary Prekindergarten Services (**including all appendices**)\*
3. Ratify Approval by the Executive/Administrative Committee to allow Dawn E. Bell, C.E.O. of the ELC of North Florida-OR- the Standing Board Chair, Joy Stanton to sign the Moss, Krusick and Associates Engagement Letter for External Auditing Services\*
4. Ratify Approval of FirstDay Learning Services Agreement to provide coaching for All Kids Childcare-**HANDOUT**\*

**\*ACTION ITEM**

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

### **A. Approval of Episcopal Children's Services 2021/2022 Contract Amendment #0001-21\***

**\*ACTION ITEM**

## ACTION ITEM SUMMARY

<b>DESCRIPTION</b>	Episcopal Children’s Services 2021/2022 Contract Amendment #0001-21:
<b>Reason for Recommended Action</b>	<p><u>Revisions:</u></p> <ul style="list-style-type: none"> <li>A. Items <b>#2, 5 and 15</b> were to update the <u>School Readiness</u> budgeted amounts, as well as the <u>Additional School Readiness-Related Programs</u> budgeted amounts per the July 1, 2021 and August 3, 2021 Notices of Award.</li> <li>B. Item <b>#5</b>, under <u>Additional School Readiness-Related Programs and Funding</u> was to add the Coronavirus Response and Relief Supplemental Act (C.R.R.S.A.) program and financial information as well as update the Preschool Development Grant (P.D.G.) information.</li> <li>C. Items <b>#7, 8, 9 and 16</b> were to update the <u>Voluntary Pre-Kindergarten</u> budgeted amounts per the July 1, 2021 Notice of Award.</li> <li>D. Items <b>#7, 8, 9, and 16</b> were to <u>remove</u> language regarding the <u>VPK Outreach, Awareness, and Monitoring Initiative (OAMI) Grant</u>, as it is not being awarded this year (2021/2022).</li> <li>E. Items <b>#1, 3 (1), and 4 (4, 5, 7, 16)</b> were <u>programmatic updates</u> researched during the Request for Proposals (RFP) process.</li> <li>F. Items <b>#3 (3, 4, 6), 4 (18), 6, 10, 11, 12, 14, and 19</b> were <u>updates from the Division of Early Learning (DEL) 2021/2022 Grant Agreement</u>.</li> <li>G. Item <b>#13</b> was to replace the (parent) sliding fee schedule with a corrected version (2 small errors were discovered and corrected).</li> <li>H. Items <b>#17 and 18</b> were to update/replace the <u>Prior Approval Attachments</u> with newly released Division of Early Learning (DEL) guidance.</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, nor the Additional School Readiness-Related Programs.</li> <li>B. ECS’s contract section, “Additional School Readiness-Related Programs and Funding” would not be up to date nor accurate.</li> <li>C. ECS’s contract would not have the correct budgeted amounts for the VPK program.</li> <li>D. ECS’s contract would contain the VPK OAMI grant information and funding, for which is not being awarded to the Coalitions this year.</li> <li>E. ECS’s contract would not have corrected, up-to-date programmatic information from the research done during the RFP process.</li> <li>F. ECS’s contract would not have corrected, up-to-date information from the 2021/2022 DEL Grant Agreement updates.</li> <li>G. ECS’s contract would not have the corrected (parent) sliding fee schedule.</li> <li>H. ECS’s contract would not have updated Prior Approval Attachments.</li> </ul>
<b>How the Action will be accomplished</b>	Approval of ECS 2021/2022 amendment #0001-21, and party signatures.

**Amendment 0001-21 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 **2021-22** primary services contract as follows:

Item #	Page #	Headings and Text
1	8	<b>A. <u>ELIGIBILITY AND ENROLLMENT</u></b> (SR)
		<p>The Contractor:</p> <p>13. Shall supervise staff performing developmental screenings for all children aged six weeks to age of kindergarten eligibility who are receiving School Readiness services <b>annually</b> <del>in the month of the child’s birthday, unless the enrollment screening has been done within the same time period.</del> All screening score data <del>is entered into an electronic tracking system within 60 calendar days of the screening administration</del> are completed in accordance with FAC 6M-4.720.</p>
2	8-9	<b>C. <u>RESOURCE MANAGEMENT</u></b> (SR)
		<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 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>slots</b>. Regardless of the total amount of funding for slots, the Contractor will ensure no less than <b>78%</b> of School Readiness grant funds will be used for slot funding. The 78% 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 should not be expended over the contracted budget amount. The Contractor further agrees reimbursements under this contract shall be up to, and are capped at the total budgeted amount of funding for direct child care <b>slot funding</b> which is <del>\$17,402,360</del> <b>\$14,716,096</b>, unless written arrangements are made with the Coalition to move additional funds into the slot budget. This funding is inclusive of the annual OEL School Readiness Grant Award including local match funds (when applicable), 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</p>

		responsible for actively soliciting and obtaining local match funds for children in School Readiness Programs to be used only for slots.
<b>3</b>	<b>9-10</b>	<b>D. <u>PROVIDER SERVICES / EDUCATION</u></b> (SR)
		<p>The Contractor:</p> <ol style="list-style-type: none"> <li>1. Shall be responsible for initiating the Florida Safe Families Network (FSFN) records check for all informal child care providers at <a href="http://www.myflfamilies.com/service-programs/abuse-hotline/report-online">http://www.myflfamilies.com/service-programs/abuse-hotline/report-online</a>. Ensure all informal providers and members of their families over 18 years of age receive a level 2 background check. Ensure all members of the household between the ages of 12-18 (who do not need to be fingerprinted) are screened for delinquency records (Form OEL-SR-6206, School Readiness Program Health and Safety Standards Handbook), and monitor all informal providers at least annually, for the purpose of observing (at a minimum) compliance with F.S. (Sections 1002.81 through 1002.97) and verify DCF 6-hour training certificate.</li> <li>2. Shall make accurate payments to providers on a timely basis, as set forth in their agreements and in conjunction with the Coalition approved reimbursement rates and Parent Fee Schedule, or will notify them in a timely manner if payments are held up.</li> <li>3. Shall be responsible for negotiating fixed rates with Providers. Rates negotiated by the Provider may not exceed rates paid by the general public, nor shall rates exceed the Coalition's established rate schedules. Payments to Gold Seal providers must follow the guidelines established by the State and OEL, and are subject to adjustments due to budget constraints. <u>And ensuring differentials are only paid for eligible children who receive completed assessments during the appropriate Assessment Period.</u></li> <li>4. <u>Shall update and submit the annual Parent Sliding Fee Scale to the Coalition/OEL no later than April 1 each contract year.</u></li> <li>5. Shall make every effort to accommodate any requests for EFT payment to providers, if available.</li> <li>6. Shall administer and maintain subcontracts with providers for child care provision, on behalf of the Coalition, and shall monitor all providers using the OEL Statewide Contract Monitoring Tool, Tier 1 Form; and the OEL prescribed sample of on-site monitoring using the Tier 2 Form. <u>This includes monitoring the implementation of OEL approved curricula listed on their contract.</u></li> </ol>
<b>4</b>	<b>13-14</b>	<b>C. <u>Methodology:</u></b> (CCR&R)
		<p>The Contractor will perform the above Scope of Services by performing the following tasks:</p> <ol style="list-style-type: none"> <li>4. If families request services by phone, a toll-free or local number will be provided 24 hours a day, 365 days a year. Customers must be able to</li> </ol>

		<p>receive staff assistance during open business hours. After regular business hours or whenever customers direct themselves to voicemail, a message identifying the CCR&amp;R Contractor, open hours of phone or in-person services, and option to leave a message for staff is available. If the Contractor's CCR&amp;R office is closed at any time during standard business hours, the Contractor shall provide a message on their family services phone line with its hours of operation and the contact information for an alternative organization that can assist families in an emergency situation, such as 211, or another organization that provides community resources to comply with Rule 6M-9.3(5)(c), F.A.C. All CCR&amp;R calls must be returned within <del>three (3)</del> <u>two (2)</u> business days. Additionally, CCR&amp;R services must be listed on the Contractor's website and one other venue.</p> <p>5. The Contractor must maintain current contact information on the <u>Single Point of Entry (SPE) Family Portal</u> website, and a website detailing CCR&amp;R services and providing links to the CCR&amp;R Florida Office of Early Learning or other similar Government authority, and the Coalition. The Contractor shall have and maintain a public-facing website current with SR and VPK program information in accordance with OEL Program Guidance 600.01 – Child Care Resource and Referral Program Requirements. All staff must have internet access and the Family Service Coordinator must have an email address. The Family Service Coordinator will provide all staff with up-to-date information on CCR&amp;R services.</p> <p>7. Provide a minimum of six unbiased (for or against any type of or individual child care provider), computer generated, referrals, based on family circumstances and preferences, unless fewer than six are available, within two (2) business days and in the format (delivery method) requested by the individual. Within <del>six (6)</del> <u>two (2)</u> business days, any family receiving a referral must also be provided with an informational packet to include contractor contact and information literature on other child care topics. CCR&amp;R staff will record requests for other information and resources into the Single Statewide Information System (SSIS).</p> <p><u>16. The CCR&amp;R organization shall provide technical assistance to existing and potential providers, as requested. Technical assistance may include information and resources regarding: 1. Early learning program types and available services; 2. Health and safety requirements; 3. Available training and professional development opportunities; 4. Effective business practices to help providers maximize their ability to serve children and families; and 5. Initiating new child care services, including how to access information regarding zoning and local child care ordinances, program and budget development, becoming a licensed provider, and other resources as needed and appropriate to assist the provider (per OEL 600.01 – CHILD CARE RESOURCE AND REFERRAL PROGRAM REQUIREMENTS Pages 6-7).</u></p> <p><u>18. The Contractor shall document each request for CCR&amp;R services on the CCR&amp;R Family Intake Form available in the SSIS. The Contractor</u></p>
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		shall pull monthly the Tableau CCR&R Contacts and Case Notes Report (once fully operable by the Division of Early Learning) to monitor customer intakes completed by CCR&R staff.
5	20-21	<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>\$17,545,014</del> <del>\$20,346,650</del>. This funding is inclusive of the annual OEL School Readiness Grant Award which does not include local match funds, and is <b>based on availability of funds. If county allocations are reduced at the state level, contracts will be amended accordingly.</b> Up to and no more than <del>\$381,977</del> <del>\$420,000</del> 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><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>A. C.A.R.E.S. Funding</b>  The Coronavirus Aid, Relief, and Economic Security (CARES) Act was passed by Congress and signed into law March 27th, 2020. For Florida's Early Learning Coalitions, this funding is for enrollments of children of first responders and health care workers, including provider bonuses (OEL Memorandum 2020-012), and the "Rising Kindergarten Summer Program". Per Notice of Award no more than 5% of total CARES expenditures shall be expended for administrative activities, for a <b>total dollar amount</b> to be determined once grant award received for <b>2021/2022</b>.</p> <p><b>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 to include <del>curriculum and</del> mental health supports, while enhancing parent choice and expanding the current mixed delivery system consisting of a wide range of provider types and settings.</p> <p><del>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.</del></p>

		<p>To the extent possible, Contractor will complete all targets and goals of the plan. Contractor may not exceed the following <b>total dollar amount</b> to be determined once grant award received for <b>2021/2022</b>.</p> <p><b>C. (C.R.R.S.A.)</b>  <u>The Coronavirus Response and Relief Supplemental Act (CRRSA)</u> is additional funding to support private early learning/child care providers and contracted school district providers that were classified as operational/open on April 1, 2021 and are providing on-site early learning/child care services on the date of application, to assist them in remaining open during the COVID-19 crisis. Per Notice of Award no more than 5% of total expenditures shall be expended for administrative activities, for a <b>total dollar amount</b> to be determined once grant award received for <b>2021/2022</b>.</p> <p><b>D. Early Learning Florida</b>  The Coalition shall pay the contractor for the delivery of service provided in accordance with the terms and conditions of OEL's "Early Learning Florida Contracts" [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:</p> <p>To support the implementation of Early Learning Florida professional development courses for the Coalition's Child Care Providers (that support local quality improvement goals) (Effective dates 09/01/20 – 08/31/21) for a total dollar amount up to and not to exceed <b>\$5,000</b>.</p>
<b>6</b>	<b>29</b>	<b><u>Attestations/Certifications Required</u></b>
		<p><i>(added to end of the list)</i></p> <ul style="list-style-type: none"> <li>• <u>Compensation Report Requirements (Attachment 15, Y)</u></li> </ul>
<b>7</b>	<b>31</b>	<b>II. THE COALITION AGREES: (VPK)</b>

		<p><b>B. Contract Amount &amp; Availability of Funding</b></p> <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>\$14,924,803</del> <b>\$14,695,013</b> (less the Coalition's administrative costs portion) which shall be paid by the Coalition for the provision of services as set forth by this contract. Of this amount, no more than <b>3.6%</b> of the slot total (or <b>90%</b> of the <b>4%</b> administrative fees allowed) may be allocated to administrative expenditures earned, and subject to the availability of funds. <del>In addition, this contract amount for Voluntary Prekindergarten services shall be further increased by an amount not to exceed \$16,618 for outreach and awareness and provider monitoring services supported by a supplemental Voluntary Prekindergarten Outreach and Awareness and Monitoring Initiative (OAMI) grant obtained by the Coalition for these purposes.</del> The Coalition's obligation to pay under this Contract is contingent upon annual appropriation by the State of Florida Legislature. The Coalition shall be the final authority as to the availability of funds for this Contract, and as to what constitutes an "annual appropriation" of funds to complete this project. If such funds are not appropriated or available for the contract purpose, such event will not constitute a default on the Coalition. The Coalition agrees to notify the Contractor in writing at the earliest possible time if funds are not appropriated or available.</p>
8	38-39	<b>V. Method of Payment, A. Payments (VPK)</b>
		<ol style="list-style-type: none"> <li>1. This is a cost-reimbursement contract, based on actual child enrollments. The Coalition shall pay the Contractor for the delivery of services provided in accordance with the terms of this Contract for a <b>total dollar amount</b> up to and not to exceed <del>\$14,924,803</del> <b>\$14,695,013</b> (less the Coalition's administrative costs portion). Of this amount, no more than <b>3.6%</b> of the slot total (or <b>90%</b> of the <b>4%</b> administrative fees allowed) may be allocated to administrative expenditures earned, and subject to the availability of funds. All remaining dollars will be utilized for VPK slots. All expenses including supplies, equipment, training materials, and travel costs incurred in connection with this contract are to be included in the contract price of each deliverable and will not be otherwise compensated. The Contractor shall submit reimbursement request invoices in accordance with the requirements of sections 215.42 and 215.422, F.S., and F.A.C. rule 69I-40.002 (1). When submitting reimbursement request invoices, the Contractor shall adhere to F.A.C. rule 69I-40.103 (restriction of expenditures), sections 110.1245(3) and (4) and 110.503, F.S. (awards and volunteer recognition), and section 216.345, F.S. (membership dues and licensing fees).</li> <li>5. <del>The contract amount for VPK Services as outlined in the supplemental Voluntary Prekindergarten Outreach and Awareness and Monitoring Initiative (OAMI) grant shall not exceed \$16,618, is contingent upon</del></li> </ol>

		completion of the terms and conditions of the grant, and is subject to the availability of funds.
<b>9</b>	<b>39</b>	<b>B. Funding By Category (VPK)</b>
		<p>The Coalition agrees to pay for contracted services in an amount up to and not to exceed <del>\$14,695,013</del> <del>\$14,924,803</del> (less the Coalition's administrative costs portion) subject to the availability of funds and provision of limitation of 3.6% of administrative costs earned. The Coalition agrees to reimburse for VPK services, including administrative, enrollment, monitoring, and VPK slots.</p> <p><del>In addition, the Coalition agrees to pay for contracted services by an amount not to exceed \$16,618 for outreach and awareness and provider monitoring services supported by the supplemental Voluntary Prekindergarten Outreach and Awareness and Monitoring Initiative grant.</del></p>
<b>10</b>	<b>42</b>	<b>B. Laws and Regulations</b>
		<p>5. Contractor shall not employ unauthorized aliens, which is considered a violation of section 274A(e) of the Immigration and Naturalization Act. In addition, the Contractor agrees to utilize the U.S. Department of Homeland Security's E-Verify system to verify employment eligibility for new hires. See Florida Executive Orders 11-02 and 11-116. Such violation shall be cause for unilateral cancellation of this contract by the Coalition.</p> <p>The Contractor agrees to provide the Coalition, within <del>thirty</del> <b>five</b> days of the effective date of this agreement, documentation of enrollment in the E-Verify program in the form of a copy of the E-Verify "Edit Company Profile" screen, which contains proof of enrollment in the program. (This page can be accessed from the "Edit Company Profile" link on the left navigation menu of the E-Verify employer's homepage.)</p> <p><u>Upon each Contractor new hire, the Contractor must provide a statement within <b>five (5) calendar days</b> to the Coalition Office Manager identifying the new hire with its E-Verify case number.</u></p>
<b>11</b>	<b>55</b>	<b>FF. Emergency Preparedness</b>
		<p>If it is the Contractor's FIRST contract year, the Contractor will, <b>within thirty (30) calendar days of Contract execution</b>, submit to the Coalition an emergency preparedness plan, or Continuity of Operations Plan (C.O.O.P.) in compliance with Section 252.386, F.S., which includes provisions of pre-disaster preparation, notifications, alternative operations worksites, and a recovery plan that will allow the Contractor to continue functioning in compliance with the executed contract in the event of an actual emergency.</p>

		<del>Following the first contract year, t</del> The Contractor shall submit a COOP update annually no later than <b>February 1</b> . And the Contractor shall notify OEL and the Coalition within the same day in the event of its COOP activation.
<b>12</b>	<b>57</b>	<b>KK. Breach of Security/Confidentiality</b>
		The Contractor shall immediately notify the Coalition and OEL's Inspector General (at <a href="mailto:Inspector.General@oel.myflorida.com">Inspector.General@oel.myflorida.com</a> ) and Information Security Manager (at <a href="mailto:Information.Security@oel.myflorida.com">Information.Security@oel.myflorida.com</a> ) in writing of any Security Incident or Breach of Security of which it becomes aware by its employees, subcontractors, agents or representatives.
<b>13</b>	<b>67</b>	<b>Attachment 6 Sliding Fee Schedule</b>
		(Attached, page 10. This corrected version replaces original contract attachment and is incorporated as part of this amendment.)
<b>14</b>	<b>74</b>	<b>Attachment 8 Holiday Schedule</b>
		(Attached, page 11 revisions replaces original contract attachment and is incorporated as part of this amendment.)
<b>15</b>	<b>75-76</b>	<b>Attachment 9 School Readiness Budget</b>
		(Attached, pages 12-13 show the deletions, and pages 14-15 show the additions. Pages 14-15 replaces original contract attachment and is incorporated as part of this amendment.)
<b>16</b>	<b>77</b>	<b>Attachment 10 Voluntary Prekindergarten Budget</b>
		(Attached, page 16 revisions replaces original contract attachment and is incorporated as part of this amendment.)
<b>17</b>	<b>78</b>	<b>Attachment 11 Prior Approval Program Guidance</b>
		(Attached, pages 17-19. This new guidance replaces original contract attachment and is incorporated as part of this amendment.)
<b>18</b>	<b>81</b>	<b>Attachment 12 Prior Approval Reference Guide</b>
		(Attached, pages 20-23. This new guidance replaces original contract attachment and is incorporated as part of this amendment.)
<b>19</b>	<b>87-98</b>	<b>Attachment 15 Contract Assurances and Certifications</b>

		(Attached, pages 24-28 revisions replaces original contract attachment and is incorporated as part of this amendment.)
		<b>END OF AMENDMENTS</b>

# ATTACHMENT 6

## SLIDING FEE SCHEDULE

Sliding Fee Scale for North Florida Early Learning Coalition  
 Effective date July 1, 2021

### Florida's Office of Early Learning SLIDING FEE SCHEDULE

DAILY FEE		----- Annual Gross Income - Number of persons in Family -----															
Full-Time	Part-Time	FPL as indicated unless exceeds	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
0.80	0.40	85% SMI	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		50%FPL	6,440	8,710	10,980	13,250	15,520	17,790	20,060	22,330	24,600	26,870	29,140	31,410	33,680	35,950	38,220
1.60	0.80	75%FPL	6,441	8,711	10,981	13,251	15,521	17,791	20,061	22,331	24,601	26,871	29,141	31,411	33,681	35,951	38,221
			9,660	13,065	16,470	19,875	23,280	26,685	30,090	33,495	36,900	40,305	43,710	47,115	50,520	53,925	57,330
2.40	1.20	FPL	9,661	13,066	16,471	19,876	23,281	26,686	30,091	33,496	36,901	40,306	43,711	47,116	50,521	53,926	57,331
			12,879	17,419	21,959	26,499	31,039	35,579	40,119	44,659	49,199	53,739	58,279	62,819	67,359	71,899	76,439
3.20	1.60	FPL	12,880	17,420	21,960	26,500	31,040	35,580	40,120	44,660	49,200	53,740	58,280	62,820	67,360	71,900	76,440
			15,027	20,324	25,621	30,918	36,214	41,511	46,808	52,105	57,402	62,698	67,995	73,292	78,589	83,886	89,183
4.00	2.00	FPL	15,028	20,325	25,622	30,919	36,215	41,512	46,809	52,106	57,403	62,699	67,996	73,293	78,590	83,887	89,184
			17,174	23,228	29,281	35,335	41,389	47,442	53,496	59,550	65,603	71,657	77,711	83,764	89,818	95,871	101,925
4.80	2.40	85% SMI	17,175	23,229	29,282	35,336	41,390	47,443	53,497	59,551	65,604	71,658	77,712	83,765	89,819	95,872	101,926
		150%FPL	19,320	26,130	32,940	39,750	46,560	53,370	60,180	66,990	73,800	80,610	87,420	94,230	101,040	107,850	114,660
5.60	2.80	85% SMI	19,321	26,131	32,941	39,751	46,561	53,371	60,181	66,991	73,801	80,611	87,421	94,231	101,041	107,851	114,661
			20,071	27,146	34,220	41,295	48,370	55,444	62,519	69,594	76,668	83,743	90,818	97,892	104,967	112,042	119,116
6.40	3.20	85% SMI	20,072	27,147	34,221	41,296	48,371	55,445	62,520	69,595	76,669	83,744	90,819	97,893	104,968	112,043	119,117
			20,822	28,161	35,501	42,840	50,179	57,519	64,858	72,197	79,537	86,876	94,215	101,555	108,894	116,234	123,573
7.20	3.60	85% SMI	20,823	28,162	35,502	42,841	50,180	57,520	64,859	72,198	79,538	86,877	94,216	101,556	108,895	116,235	123,574
			21,573	29,177	36,781	44,385	51,989	59,593	67,197	74,801	82,405	90,009	97,613	105,217	112,821	120,425	128,029
8.00	4.00	85% SMI	21,574	29,178	36,782	44,386	51,990	59,594	67,198	74,802	82,406	90,010	97,614	105,218	112,822	120,426	128,030
			22,324	30,192	38,061	45,930	53,799	61,667	69,536	77,405	85,273	93,142	101,011	108,880	116,748	124,617	132,486
8.80	4.40	85% SMI	22,325	30,193	38,062	45,931	53,800	61,668	69,537	77,406	85,274	93,143	101,012	108,881	116,749	124,618	132,487
			23,075	31,208	39,341	47,475	55,608	63,742	71,875	80,008	88,142	96,275	104,409	112,542	120,675	128,809	136,942
9.60	4.80	85% SMI	23,076	31,209	39,342	47,476	55,609	63,743	71,876	80,009	88,143	96,276	104,410	112,543	120,676	128,810	136,943
		185%FPL	23,828	32,227	40,626	49,025	57,424	65,823	74,222	82,621	91,020	99,419	107,818	116,217	124,616	133,015	141,414
10.40	5.20	85% SMI	23,829	32,228	40,627	49,026	57,425	65,824	74,223	82,622	91,021	99,420	107,819	116,218	124,617	133,016	141,415
			24,794	33,534	42,273	51,013	59,752	68,492	77,231	85,971	94,710	103,450	112,189	120,929	129,668	138,408	147,147
11.20	5.60	85% SMI	24,795	33,535	42,274	51,014	59,753	68,493	77,232	85,972	94,711	103,451	112,190	120,930	129,669	138,409	147,148
		200%FPL	25,760	34,840	43,920	53,000	62,080	71,160	80,240	89,320	98,400	107,480	116,560	125,640	134,720	143,800	152,880
12.00	6.00	85% SMI	25,761	34,841	43,921	53,001	62,081	71,161	80,241	89,321	98,401	107,481	116,561	125,641	134,721	143,801	152,881
			27,692	37,453	47,214	56,975	66,736	76,497	86,258	96,019	105,780	115,541	125,302	135,063	144,824	154,585	164,346
12.80	6.40	85% SMI	27,693	37,454	47,215	56,976	66,737	76,498	86,259	96,020	105,781	115,542	125,303	135,064	144,825	154,586	164,347
			29,624	40,066	50,508	60,950	71,392	81,834	92,276	102,718	113,160	123,602	134,044	144,486	154,928	165,370	175,812
13.80	6.80	85% SMI	29,625	40,067	50,509	60,951	71,393	81,835	92,277	102,719	113,161	123,603	134,045	144,487	154,929	165,371	175,813
			34,166	44,678	55,191	65,703	76,216	86,728									

Parents receiving hourly care pay up to the part time fee.  
 Note: 10% Parent Fee was calculated using 260 days.

Refer to 6M-4.400, F.A.C.

Income 85% State Median Income: Upper threshold for eligibility

2021 LIHEAP Poverty Level (FPL) effective January 13, 2021  
 IM 2020-02 State Median Income Estimates

Please answer the following questions:

(1) If there is a sibling discount what is the percentage? Yes, 50%

(2) If any family pays more than 10% of their gross income for child care, please complete and attach the justification form that explains how the fees will not limit parent access to services. N/A No family will pay more than 10%

**ATTACHMENT 8**  
**HOLIDAY SCHEDULE**

**Independence Day**  
**Labor Day (first Monday in September)**  
**Veteran's Day (November 11)**  
**Thanksgiving Day (fourth Thursday in November)**  
**Day Friday after Thanksgiving Day**  
**Christmas Eve**  
**Christmas Day**  
**New Year's Day**  
**Martin Luther King's Birthday Jr. Day (third Monday in January)**  
**President's Day**  
**Good Friday**  
**Memorial Day (last Monday in May)**

~~Contractor may substitute up to 6 other days for any of the holidays on the list, with Coalition approval. No more than 12 holidays will be paid in a contract year.~~



**ATTACHMENT 9**  
**SCHOOL READINESS BUDGET** *(deletions)*

State of Florida Notice of Award No. <del>EL431</del>	
DUNS # 130220796	
CFDA# / Name	Federal Award #
93.558 / TANF and MOE	<del>2001FLTANF (27.48%)</del>
93.575 / CCDF Discretionary	<del>G2001FLCGDD (45.45%)</del>
93.596 / CCDF Mandatory	<del>G2001FLCCDF (6.24%)</del>
93.596 / CCDF Matching and MOE	<del>G2001FLCCDM (20.74%)</del>
93.667 / SSBG	<del>G2001FLS0SR (0.07%)</del>
Grand Total 100%	

Description	OCA	ECS Dollar Amounts	Coalition Dollar Amounts	Total ECS and ELC
General Administration	97BBA, 97FIR, 97LCA	<del>\$420,000</del>	<del>\$560,406</del>	<del>\$980,406</del>
Non-direct Services	97BBD	<del>\$288,026</del>		<del>\$288,026</del>
Systems	97SYS			
Eligibility Determination	97BDE	<del>\$703,518</del>		<del>\$703,518</del>
Quality	97Q00, 97QHS, 97QCS, 97QST, 97QCR, 97QAS, 97QTA, 97QPD, 97QPT	<del>\$758,036</del>	<del>\$476,733</del>	<del>\$1,234,769</del>
Infant & Toddler Services	97INT, 97ICR, 97IAS, 97ICS	<del>\$362,017</del>	\$25,000	<del>\$387,017</del>
Inclusion	97QIN	<del>\$98,028</del>		<del>\$98,028</del>
Resource & Referral	97Q14	<del>\$314,665</del>		<del>\$314,665</del>
<b>Total Non-Slots (Non-Direct)</b>		<b><del>\$2,944,290</del></b>	<b><del>\$1,062,139</del></b>	<b><del>\$4,006,429</del></b>
Gold Seal Payments	97GSD	\$600,000		\$600,000
Performance Funding	QPIIPD, QPICA, QPIPIQ, QPICQ	<del>\$656,373</del>		<del>\$656,373</del>
SR Matching Funding		<del>\$171,200</del>		<del>\$171,200</del>
Slots		<del>\$15,974,787</del>		<del>\$15,974,787</del>
<b>Total Slots (Direct Services)</b>		<b><del>\$17,402,360</del></b>		<b><del>\$17,402,360</del></b>
<b>Grand Totals</b>		<b><del>\$20,346,650</del></b>	<b><del>\$1,062,139</del></b>	<b><del>\$21,408,789</del></b>

**NOA Total**

**Additional School Readiness-Related Programs and Funding**

(Exclusive of OEL School Readiness Grant Award Funding)

<b>A. C.A.R.E.S.</b> (Coronavirus Aid, Relief, and Economic Security Act) <b>Funding</b> (Grant No.) CFDA# 93.575/Child Care Development Fund (CCDF)	Amount to be determined once grant award received for <b>2021/2022</b>
<b>B. Preschool Development Grant (PDG)</b> (Grant No.) CFDA# 93.434/ESSA Florida Preschool Development Grants Birth Through Five, Federal Award Nos.	Amount to be determined once grant award received for <b>2021/2022</b>
<b>C. Early Learning Florida</b> (through the University of Florida Lastinger Center) Effective dates 09/01/20 – 08/31/21 <b>Total</b> (total dollar amount up to and not to exceed)	<b>\$5,000</b>

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**ATTACHMENT 9**  
**SCHOOL READINESS BUDGET** *(additions)*

State of Florida Notice of Award No. <b>EL432</b>	
DUNS # 130220796	
CFDA# / Name	Federal Award #
93.558 / TANF and MOE	2101FLTANF (26.54%)
93.575 / CCDF Discretionary	G2101FLCCDD (47.10%)
93.596 / CCDF Mandatory	G2101FLCCDF (6.02%)
93.596 / CCDF Matching and MOE	G2101FLCCDM (20.26%)
93.667 / SSBG	G2101FLS0SR (0.07%)
Grand Total 100%	

Description	OCA	ECS Dollar Amounts	Coalition Dollar Amounts	Total ECS and ELC
General Administration	97BBA, 97FIR, 97LCA	\$381,977	\$500,000	\$881,977
Non-direct Services	97BBD	\$305,682		\$305,682
Systems	97SYS			
Eligibility Determination	97BDE	\$675,488		\$675,488
Quality	97QOO, 97QHS, 97QCS, 97QST, 97QCR, 97QAS, 97QTA, 97QPD, 97QPT	\$543,760	\$511,090	\$1,054,850
Infant & Toddler Services	97INT, 97ICR, 97IAS, 97ICS	\$455,873	\$25,000	\$480,873
Inclusion	97QIN	\$103,289		\$103,289
Resource & Referral	97Q14	\$362,849		\$362,849
<b>Total Non-Slots (Non-Direct)</b>		<b>\$2,828,918</b>	<b>\$1,036,090</b>	<b>\$3,865,008</b>
Gold Seal Payments	97GSD	\$600,000		\$600,000
Performance Funding	QPIIPD, QPICA, QPIPQ, QPICQ	\$629,279		\$629,279
SR Matching Funding		176,305		176,305
Slots		\$13,310,512		\$13,310,512
<b>Total Slots (Direct Services)</b>		<b>\$14,716,096</b>		<b>\$14,716,096</b>
<b>Grand Totals</b>		<b>\$17,545,014</b>	<b>\$1,036,090</b>	<b>\$18,581,104</b>

**NOA Total**

**Additional School Readiness-Related Programs and Funding**

(Exclusive of OEL School Readiness Grant Award Funding)

<p><b>A. C.A.R.E.S.</b> (Coronavirus Aid, Relief, and Economic Security Act) <b>Funding</b> (Grant No.) CFDA# 93.575/Child Care Development Fund (CCDF)</p>	<p align="center">Amount to be determined once grant award received for <b>2021/2022</b></p>
<p><b>B. Preschool Development Grant (PDG)</b> (Grant No.) CFDA# 93.434/ESSA Florida Preschool Development Grants Birth Through Five, Federal Award Nos.</p>	<p align="center">Amount to be determined once grant award received for <b>2021/2022</b></p>
<p><b>C. C.R.R.S.A.</b> (Coronavirus Response and Relief Supplemental Act) <b>Funding</b> (EL431)  CFDA# 93.575/Child Care Development Fund (CCDF) Federal Award No. 2101FLCCC5 – 100% funding  Phase V Provider Grants (including up to <b>5%</b> for General Administration)</p>	<p align="center"><u>Amount to be determined once grant award received for <b>2021/2022</b></u></p>
<p><b>D. Early Learning Florida</b> (through the University of Florida Lastinger Center) Effective dates 09/01/20 – 08/31/21 <b>Total</b> (total dollar amount up to and not to exceed)</p>	<p align="right"><b>\$5,000</b></p>

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**ATTACHMENT 10**  
**VOLUNTARY PREKINDERGARTEN BUDGET**

**Episcopal Children's Services and  
The Early Learning Coalition of North Florida  
VPK Budget  
DUNS # 130220796**

State of Florida Notice of Award No. <del>EL431</del> <u>EL432</u> /CFSA#48.108 (100%)		
Description	OCA	Amount
VPK Administration	VPADM	<del>\$336,297</del> <u>\$252,774</u>
VPK Enrollment	VPENR	<del>157,367</del> <u>240,886</u>
VPK Monitoring	VPMON	<del>15,009</del> <u>22,974</u>
<b>Total ECS Administrative Costs</b> (up to 3.6% of slots earned)		<del>\$508,674</del> <u>\$516,628</u>
<i>Coalition Administrative Costs</i> (up to 0.4% of slots earned)		<del>\$56,519</del> <u>\$57,403</u>
<b>Total Non-Slots</b> (ECS + Coalition) (4% of slots earned)		<del>\$565,193</del> <u>\$574,031</u>
Direct Services - Slots		<del>\$14,129,820</del> <u>\$14,350,772</u>
<b>Grand Total</b>		<del>\$14,695,013</del> <u>\$14,924,803</u>

~~Supplemental VPK Outreach and Awareness and Monitoring  
Initiative Grant (VPK OAMI)~~

<del>NOTICE OF AWARD NUMBER OA431 / CFSA# 48.108 (100%)</del>	
<del>Total</del> (for VPK outreach/awareness, and monitoring)	<del>\$16,618</del>

## ATTACHMENT 11

### Prior Approval Program Guidance

#### Florida Department of Education Office of Early Learning Program Guidance 240.05 Prior Approval

##### **OF INTEREST TO**

The Office of Early Learning (OEL, the Office), Early Learning Coalitions (ELCs, Coalitions), and other direct subrecipients of OEL implementing federal and state early learning programs.

##### **AUTHORITY**

[2 CFR §200](#) – Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

[45 CFR §75](#) – U.S. Department of Health and Human Services (USDHHS), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards.

Reference to any laws, rules and regulations in this guidance document includes revisions to those laws and regulations made after the effective date of this guidance document.

##### **BACKGROUND**

OMB Uniform Grant Guidance (UGG) and USDHHS regulations establish cost principles and standards for determining allowable activities and costs for federal awards carried out through grants, cost reimbursement contracts, and other agreements. Some administrative requirements and cost items are allowable only with prior approval from the awarding agency. Coalitions and other direct subrecipients must obtain prior approval from OEL for applicable administrative requirements and cost items within [2 CFR §200](#) and [45 CFR §75](#).

Per [45 CFR 75.407](#), under any given Federal award, the reasonableness and allocability of certain items of costs may be difficult to be determined. In order to avoid subsequent disallowance or dispute based on unreasonableness or non-allocability, coalitions and other direct subrecipients may seek the prior written approval from OEL in advance of the incurrence of special or unusual costs. Prior written approval should include the timeframe or scope of the agreement. The absence of prior written approval on any element of cost will not, in itself, affect the reasonableness or allocability of that element, unless prior approval is specifically required for allowability as described under certain circumstances within of [2 CFR §200.407](#) and parts of [45 CFR §75.407](#).

Any acquisition that will be capitalized for financial statement purposes requires prior approval for grant reporting purposes. For the equipment and other capital expenditures cost item, prior

approval must be requested for all items that meet the lesser of the requestor's capitalization threshold or \$5,000. Acquisitions or creation of software applications that meet the capitalization requirements of generally accepted accounting principles also require prior approval.

## DEFINITIONS

### Prior Written Approval

Written approval by an "authorized official" evidencing prior consent before a recipient undertakes certain activities or incurs specific costs ([45 CFR §75.2](#)).

### Authorized Official

For purposes of this guidance, the OEL Financial Administration and Budget Services Manager and/or his/her delegate is the authorized official.

## INSTRUCTIONS

A comprehensive list of the administrative requirements and cost items requiring prior approval is provided in Attachment II - Prior Approval Reference Guide. OEL allows annual prior approval for some items, while others require individual prior approval, as identified in Attachment II.

To request prior approval from OEL: See Attachment I- How to Submit a Prior Approval Request.

Retain clear supporting documentation for all costs associated with prior approval requests in order to establish the expenditure:

- Meets the cost principles (is necessary and reasonable for proper and efficient performance and administration of the grant);
- Is authorized or not prohibited under federal, state, or local laws or regulations;
- Conforms to any limitations or exclusions set forth in the UGG, federal laws, terms and conditions of the federal award, or other governing regulations as to types or amounts of cost items; and
- Is consistent with applicable policies, regulations and procedures.

## OEL DISPOSITION

OEL will respond to submitted prior approval requests via the Office of Early Learning Financial Administration and Budget Portal within five business days from the date the request is submitted. OEL will notify the requestor if additional processing time is needed due to substantial research by the Office or where federal approval may be required.

OEL will provide the final disposition (approved or declined) on the prior approval request via the Office of Early Learning Financial Administration and Budget Portal.

Prior approval by OEL is only applicable to transactions funded in full or in part by monies received directly from OEL and other early learning related transactions funded by other monies subject to federal/state laws, rules, and program regulations (i.e., program income, match donations, etc.).

Prior approval by OEL is based on the limited information submitted with the request as justification for the proposed expenditure or action. OEL may question or disallow the expenditure if it is not in accordance with the facts presented or OMB and HHS requirements. Factors which may be considered by a monitor or auditor include, but are not limited to the following:

- Inadequate documentation
- Failure to follow internal (local), state, or federal policies or procedures
- Expenditure is determined either not necessary, not reasonable, not allocable, or not allowable
- Non-compliance with applicable federal or state laws or regulations

**Please note:** Costs submitted for prior approval remain subject to applicable federal/state grant program laws, rules, regulations and guidance regarding allowability. Prior approval does not limit OEL's ability to assess potential questioned or disallowed costs if a transaction receives prior approval but is later found to be prohibited.

#### **EFFECTIVE DATE**

Issuance of this guidance represents approval by OEL management of the indicated procedures and related administrative forms. These procedures will be effective as of the date of this guidance. Revised June 30, 2017; effective date July 1, 2017. Revised and reissued July 1, 2019. Revised and reissued July 1, 2021.

#### **ATTACHMENTS**

Attachment I - How to Submit a Prior Approval Request

Attachment II - Prior Approval Reference Guide

Please direct questions and comments to the Office of Early Learning at  
[oel.questions@oel.myflorida.com](mailto:oel.questions@oel.myflorida.com).



## ATTACHMENT 12

### Prior Approval Reference Guide Program Guidance 240.05 (~~Attachment III~~ Attachment II) Prior Approval Reference Guide

Administrative Requirement/ Cost Item	Reference/Citation	Description	Is annual approval available?
Compensation – personal services	2 CFR §200.430(c), (i)(6) and (7); 45 CFR §75.430(c), (i)(6) and (7)	Alternative proposal for personnel expense documentation based on outcomes and milestones for program performance.	Yes
Compensation – fringe benefits	2 CFR §200.431(i)(2)(ii); 45 CFR §75.431(i)(2)(ii)	Costs of abnormal or mass severance pay.	No
	2 CFR §200.431(i)(4); 45 CFR §75.431(i)(4)	Severance payments to foreign nationals employed by the non-federal entity outside the U.S., to the extent that the amount exceeds the customary or prevailing practices for the non-federal entity in the U.S.	No
	2 CFR §200.431(i)(5); 45 CFR §75.431(i)(5)	Severance payments to foreign nationals employed by the non-federal entity outside the U.S. due to the termination of the foreign national as a result of the closing of, or curtailment of activities by, the non-federal entity in that country.	No
	2 CFR §200.431(g)(6)(ii); 45 CFR §75.431(g)(6)(ii),	Pension costs funded after the six month period (or a later period agreed to by the cognizant agency for indirect costs) are allowable in the year funded.	No <sup>1</sup>
	2 CFR §200.431(h)(2); 45 CFR §75.431(h)(2)	Post-Retirement Health Plans costs funded after the six month period (or a later period agreed to by the cognizant agency) are allowable in the year funded.	No <sup>1</sup>
Cost sharing or matching	2 CFR §200.306(c); 45 CFR §75.306(c)	Unrecovered indirect costs may be included as part of cost sharing or matching.	No <sup>1</sup>
Direct costs	2 CFR §200.413(c); 45 CFR §75.413(c)	Direct charging of administrative and clerical staff salaries based on our current use of OCAs to “direct charge.”	Yes

Administrative Requirement/ Cost Item	Reference/Citation	Description	Is annual approval available?
Equipment	2 CFR §200.313(a)(2); 45 CFR §75.320(c)	Encumber the title of property acquired under a federal award. This will be required only for assets with value greater than \$5,000, based on FDOE Green Book instructions provided at state level.	No <sup>1</sup>
	2 CFR §200.313(e); 45 CFR §75.320(e)	Instructions for disposition of equipment acquired under a federal award no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency. This will be required only for assets with value greater than \$5,000, based on FDOE Green Book instructions provided at state level.	No <sup>1</sup>
Equipment and other capital expenditures	2 CFR §200.439(b)(1); 45 CFR §75.439(b)(1)	Direct charge capital expenditures for general purpose equipment, buildings and land.	No <sup>1</sup>
	2 CFR §200.439(b)(2); 45 CFR §75.439(b)(2)	Capital expenditures for special purpose equipment.	No <sup>1</sup>
	2 CFR §200.439(b)(3); 45 CFR §75.439(b)(3)	Capital expenditures for improvements to land, buildings, or equipment that materially increase their value or useful life.	No <sup>1</sup>
Exchange rates	2 CFR §200.440(a); 45 CFR §75.440(a)	Cost increases for fluctuations in exchange rates which results in the need for additional federal funding or significantly reduce the scope of the project.	No <sup>1</sup>
Fines, penalties, damages and other settlements	2 CFR §200.441; 45 CFR §75.441	Costs resulting from non-Federal entity violations of, alleged violations of, or failure to comply with, Federal, state, tribal, local or foreign laws and regulations.	No <sup>1</sup>
Fixed amount awards	2 CFR § 200.201(b)(5); 45 CFR § 75.201(b)(5)	Changes in principal investigator, project leader, project partner, or scope of effort.	No <sup>1</sup>
Fixed amount subawards	2 CFR §200.332; 45 CFR §75.353	Provide subawards based on fixed amounts up to the Simplified Acquisition Threshold, provided the subawards meet the requirements for fixed amount awards in 2 CFR §200.201 or 45 CFR §75.201.	No <sup>1</sup>

Administrative Requirement/ Cost Item	Reference/Citation	Description	Is annual approval available?
Fund raising and investment management costs	2 CFR §200.442(a); 45 CFR §75.442(a)	Fund raising costs for the purposes of meeting the federal program objectives.	No <sup>1</sup>
Goods or services for personal use	2 CFR §200.445(b); 45 CFR §75.445(b)	Direct costs of housing (e.g., depreciation, maintenance, utilities, furnishings, rent), housing allowances and personal living expenses.	No <sup>1</sup>
Insurance and indemnification	2 CFR §200.447(b)(2); 45 CFR §75.447(b)(2)	Costs of insurance or of contributions to any reserve covering the risk of loss of, or damage to, federal government property.	No <sup>1</sup>
Intangible property	2 CFR §200.315(a); 45 CFR §75.322(a)	Encumber the title of property acquired under a federal award.	No <sup>1</sup>
Memberships, subscriptions, and professional activity costs	2 CFR §200.454(c); 45 CFR §75.454(c)	Costs of membership in any civic or community organization.	Yes
Organization costs	2 CFR §200.455; 45 CFR §75.455	Costs such as incorporation fees, brokers' fees, fees to promoters, organizers or management consultants, attorneys, accountants, or investment counselor, whether or not employees of the non-Federal entity in connection with establishment or reorganization of an organization.	No <sup>1</sup>
Participant support costs	2 CFR §200.456; 45 CFR §75.456	Direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects.	Yes
Pre-award costs	2 CFR §200.458; 45 CFR §75.458	Costs incurred prior to the effective date of the federal award directly pursuant to the negotiation and in anticipation of the federal award where such costs are necessary for efficient and timely performance of the scope of work.	Yes

Administrative Requirement/ Cost Item	Reference/Citation	Description	Is annual approval available?
Program income	2 CFR §200.307(e)(2); 45 CFR §75.307	Program income may be added to the award.	No <sup>1</sup>
	2 CFR § 200.307(e)(3); 45 CFR § 75.307	Program income may be used to meet the cost sharing or matching requirement of the federal award.	No <sup>1</sup>
Real property	2 CFR §200.311(b) and (c); 45 CFR §75.318(b) and (c)	Use of real property and disposition instructions for real property acquired or improved under a federal award when it is no longer needed for the originally authorized purpose.	No <sup>1</sup>
Rearrangement and reconversion costs	2 CFR §200.462(a); 45 CFR §75.462(a)	Direct cost for special arrangements and alterations costs incurred specifically for a federal award.	No <sup>1</sup>
Revision of budget and program plans	2 CFR § 200.308(c); 45 CFR § 75.308(c)	Listed program or budget-related changes.	No <sup>1</sup>
Selling and marketing costs	2 CFR § 200.467; 45 CFR § 75.467	Direct costs of selling and marketing any products or services when necessary for the performance of the federal award.	No <sup>1</sup>
Taxes (including Value Added Tax)	2 CFR § 200.470(c); 45 CFR § 75.470	Use of the foreign government value added tax refunds for approved activities under the federal award (where the federal award has not expired).	No <sup>1</sup>
Travel costs	2 CFR §200.475(a); 45 CFR §75.474(a)	Travel costs of governmental officials covered by 2 CFR §200.444 and 45 CFR §75.444 when specifically related to the federal award.	No <sup>1</sup>
	2 CFR §200.47(c)(2); 45 CFR §75.474(c)(2)	Travel costs for dependents of six months or more in duration.	No <sup>1</sup>

Note: <sup>1</sup> Requires individual approval

## ATTACHMENT 15 CONTRACT ASSURANCES AND CERTIFICATIONS

The Coalition will not award a contract where the Contractor has failed to accept the ASSURANCES AND CERTIFICATIONS contained in this section. In performing its responsibilities under this agreement, the Contractor hereby certifies and assures that it will fully comply with the following:

- A. Assurances – Non-Construction Programs
- B. Certification Regarding Convicted and Discriminatory Vendor List, Section 287.133 Florida Statutes
- C. Unauthorized Aliens; Employment Prohibited, Section 448.09, Florida Statutes
- D. Facility Accessibility Statement
- E. Separation of VPK and SR Program Funds, Section 1002.71(1) and (7) F.S., and 45 CFR Part 98.54
- F. Audit Requirements
- G. Certification Regarding Immigration Status
- H. Certification Regarding Standards of Conduct
- I. Certification Regarding Prohibition for Distribution of Funds to the Association of Community Organizations for Reform Now (ACORN)
- J. The Transparency Act
- K. Scrutinized Companies Lists Provisions and Certification (s. 287.135, F.S.)
- L. Certification Regarding Subrecipient Monitoring
- M. Assurance for Proper Expenditure Reporting
- N. CCDF Salary Cap Annual Testing Requirements
- O. Certification Regarding Non-profit Organization Status as a Non-major Corporation
- P. Certification of Cost Allocation Plan or Indirect Cost Rate Proposal
- Q. Procurement of Recovered Materials
- R. Assurances - Construction Programs, if applicable
- S. Other Miscellaneous/General Disclosures
- T. Conflicts of Interest
- U. Procurements and other Purchases
- V. Property
- W. Purchase of American-Made Equipment and Products
- X. Reporting of Matters Related to Recipient Integrity and Performance
- Y. Compensation Report Requirements

### F. Audit Requirements

#### C. Monitoring

1. **Monitoring activities.** The Office is responsible for monitoring grant, subrecipient and contract supported activities to assure compliance with Federal requirements and that performance goals are being achieved. In accordance with 45 CFR §75.342 (also 2 CFR §200.328), *Monitoring and reporting program performance*, subrecipient monitoring must cover each program, function and activity. Such monitoring activities may include, but are not limited to, onsite visits by OEL/ELC staff or contracted consultants, limited scope audits as defined by 2 CFR §200, and/or other procedures. By entering into the agreement, the Contractor agrees to comply and cooperate with any monitoring procedures/processes OEL/ELC deems appropriate. The Contractor further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the HHS, the Florida DFS or the Florida Auditor General.
2. **Related party disclosures.** The Contractor shall ensure that all related party transactions are included in the financial statement footnote disclosures in accordance with requirements defined in Financial Accounting Standards Board (FASB) *Accounting Standards Codification* (ASC) 850, *Related Party Disclosures*. In addition, the grantee shall comply with all applicable provisions of Chapter 112, F.S., Public Officers and Employees, as required by s. 1002.83(8), F.S. and s. 1002.84(20), F.S. for related party transactions.



- 2.1. Documentation of related party activity to support proper written notification to the entity's governing board is required and must be submitted to OEL for review/acceptance. Such supporting documentation includes the following items.
  - 2.1.1. The impacted individual must complete the necessary conflict of interest disclosure forms.
  - 2.1.2. Any governing board member(s) benefitting from the activity must disclose in advance in writing the conflict of interest and must abstain from the vote process.
  - 2.1.3. Meeting minutes that reflect a valid vote of approval by two-thirds vote of the entire membership of the governing board.
  - 2.1.4. A copy of the agreement or written summary of the transaction including the start date, purpose, amount/cost incurred and funding/OCA code(s) charged.
  - 2.1.5. Related documentation to verify compliance with state purchasing rules.
- 2.2. No related party activities may be executed without approval from the Office.
  - 2.2.1. Transactions under \$25,000 must be submitted to OEL for processing within 30 days after receipt of governing board approval.
  - 2.2.2. Transactions of \$25,000 or more must be submitted to OEL for prior written approval before the contract/agreement/activity can be executed.
- 2.3. Related party activities and/or conflicts of interest occur when for any transaction the benefits of an interested party may be seen as competing with those of the State of Florida. Such conflicts of interest:
  - 2.3.1. May be financial or non-financial.
  - 2.3.2. May include actual, potential and perceived conflicts of interest.
  - 2.3.3. Include organizational conflicts of interest that occur because of a relationship with an affiliate or subsidiary organization.
  - 2.3.4. May occur due to governing board members and/or active entity employees.
- 2.4. Each ELC shall submit one electronic copy of the support files described above in Section 2.1 and any other supporting files considered necessary electronically to the report recipient indicated in Exhibit VI – List of Reports. If the ELC does not have access to the OEL SharePoint site, OEL will provide alternative written instructions.

#### **D. Audits**

##### **3. Special Audit Testing Requirements**

- 3.1 It is essential that the audit firm test the Contractor's monthly reconciliation of its financial records to the Single Statewide Information System (SSIS). The auditor must include a statement in the Schedule of Findings and Questioned Costs confirming the following: (a) that the Contractor staff performs this reconciliation monthly; (b) that the Contractor has processes in place to identify and correct errors noted during the monthly reconciliation process; and (c) the Contractor's financial records and the SSIS records were reconciled and in agreement as of the annual program year end (June 30th). To report on the audit tests performed, the auditor must include a statement in the Schedule of Findings and Questioned Costs confirming the following: (a) the Contractor staff performs this reconciliation monthly; (b) the Contractor has processes in place to identify and correct errors noted during the monthly reconciliation process; and (c) the Contractor's financial records and the SSIS records (or acceptable equivalent documentation files tested/audited) were reconciled and in agreement as of the annual program year end (June 30th). Finally, a statement must be included to indicate the auditor's work papers include documentation to verify tests of these tasks were performed and such work papers are available for review by OEL/ELC staff upon request.

#### **S. Other Assurances – Miscellaneous/General Disclosures**

As the Contractor's duly authorized representative, I certify that the Contractor –

18. Will comply with [Human Trafficking Requirements](#). **Trafficking Victims Protection Act of 2000 (TVPA)** are hereby adopted and incorporated herein by reference as if fully set forth herein. (22 U.S.C. 7104(g), as amended).

**19. Prohibition on certain telecommunications and video surveillance services or equipment**

As described in CFR 200.216, recipients and subrecipients are prohibited to obligate or spend grant funds (to include direct and indirect expenditures as well as cost share and program) to: (a) Procure or obtain, (b) Extend or renew a contract to procure or obtain; or (c) Enter into contract (or extend or renew contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in P. L. 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

1. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

2. Telecommunications or video surveillance services provided by such entities or using such equipment.

3. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise, connected to the government of a covered foreign country.

**20. Protection of human subjects** The Contractor will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this agreement.

## V. Property

3. Pursuant to 2 CFR §200.302, *Financial management*, and instructions noted in the DOE Green Book, effective control over and accountability for all property and other assets is required. Small attractive items with a purchase value less than \$5,000, whether classified as equipment, technology item or supplies must be safeguarded. The Contractor shall have a written policy on how these items will be tracked, accounted for and safeguarded.

7. Based on Section 273.055, F.S., and Rules 69I-72.002, and 69I-73.005 F.A.C., when original or replacement equipment acquired by a subrecipient contractor is no longer needed for the original project or program or for other activities currently or previously supported by a federal agency, disposition of the equipment will be made as described below in ~~6~~ 8.

8. OEL's policy concerning proceeds received from the sale of property with a current per unit fair market value up to \$5,000 is the net amount received from such sales will remain at the Contractor/ELC level to be used in the same ongoing program may be retained at the ELC level to be used to support ongoing operations of the same program that obtained or purchased the property item(s) sold. Funds from such sales will be treated as other program income in the same ongoing program(s). This type of income must be amended into a current year's program budget in which the sale occurred. It should then be reported in accordance with OEL Program Guidance 240.01 - Cash Management Procedures. This identification of income is necessary to meet reporting requirements of the United States Department of Health and Human Services. Complete documentation for this type of income and expenditures must be maintained for monitoring and auditing purposes. If the Contractor is no longer receiving funds for the particular project or program, and at the discretion of OEL, all equipment/property purchased with project funds will be transferred to the location(s) specified by the Office and all necessary actions to transfer the ownership records of the equipment/property to the Office or its designee, will be taken. the income from such equipment sales will be returned to the ELC/OEL to be forwarded to the United States Department Health and Human Services.<sup>†</sup> Equipment that was initially purchased with federal funds with a current per-unit fair market value in excess of \$5,000, must be processed in accordance with 2 CFR §200.313(e)(2), Equipment, with the assistance and prior written approval of the ELC/OEL.

<sup>†</sup> Upon termination of a project, and at the discretion of the ELC/OEL, all equipment/property purchased with project funds will be transferred to the location(s) specified by the ELC/OEL and all necessary actions to transfer the ownership records of the equipment/property to the ELC/OEL or its designee, will be taken.

## **Y. Compensation Report Requirements**

1. In compliance with the Florida Governor's Executive Order Number 20-44, OEL is responsible for obtaining detailed information about annual compensation and related benefits provided to executive leadership teams for all OEL subrecipients. Each ELC/entity shall submit the following forms/data items:
  - 1.1 Completed Annual Form 990, Return of Organization Exempt from Income Tax. Complete this form and all related attachments using instructions provided by the Department of the Treasury, Internal Revenue Service (IRS).
  - 1.2 Submit notice to OEL for any changes in total executive compensation, including executive director/Chief Executive Officer (CEO) and their direct reports, between annual compensation reports.
    - 1.2.1 OEL's annual compensation reports are described in the prior section, *CCDF Salary Cap annual testing requirements.*
    - 1.2.2 ELCs/Sub-recipients shall submit supplemental reporting for compensation changes in the OEL-prescribed template.
      - 1.2.2.1 Each ELC/entity shall submit any changes in total executive compensation **within 14 calendar days of the change(s)** (*Supplemental Executive Compensation Report.*)
      - 1.2.2.2 Submit the compensation change(s) by employee name, position, current compensation amount (converted into an hourly pay rate), new compensation amount (converted to an hourly pay rate) and indicate the amount and percent of compensation from all sources, including state and federal allocations.
      - 1.2.2.3 Bonuses, incentive payments and annual pay increases are all compensation increases that shall be reported to OEL.
2. OEL's tasks for compensation analysis also require periodic inquiries about and related instructions for allowable compensation activities. Total compensation for any executive leadership team member may include one or more of the following categories if authorized by OEL. Related OEL instructions for each of these categories are included here.



- 2.1 **Salary.** Employee salary is a fixed regular payment, typically paid on a monthly or biweekly basis but often expressed as an annual sum, made by an employer to an employee.
- 2.2 **Bonuses/Incentive Payments.** Bonuses or incentive payments are a type of compensation an employer gives to an employee that complements their base pay or salary.
  - 2.2.1 Employee signing and/or retention bonuses are not authorized by OEL as allowable program costs.
  - 2.2.2 Employee bonuses or other incentive payments shall be reported to OEL as described above in section 1.2.
- 2.3 **Cashed-in/cashed-out leave.** The practice of converting a portion of an employee's accrued paid time off (PTO) hours (earned following an entity's established/standard policies) into cash compensation that is paid to an employee.
  - 2.3.1 OEL only authorizes/allows an entity's accrued sick leave balances to be redeemed for cash payments to an employee at employee termination and in accordance with the employer's standard HR/employee policy manual.
  - 2.3.2 OEL only authorizes/allows an entity's accrued vacation leave balances to be redeemed for cash payments to an employee at employee termination and in accordance with the employer's standard HR/employee policy manual.
- 2.4 **Cash equivalents.** Cash equivalents are short-term investment securities with assets. This type of compensation is not applicable to or authorized by OEL.
- 2.5 **Severance payments.** Severance pay is any compensation and/or benefits (beyond those included in/described by the employer's standard HR/employee policy manual) offered to an employee after their employment is over or stops. Since these payments are not required by federal and/or state laws, this type of compensation is not authorized by OEL from grant, grant program income, or matching funds.
- 2.6 **Deferred compensation/retirement benefits.** Deferred compensation is an arrangement in which a portion of an employee's earned income is paid out at a later date after which the income was earned. This type of compensation is allowable, if authorized and included in/described by the employer's standard HR/employee policy manual.
- 2.7 **Real property "gifts".** The following federal/state citations apply for this category of activity.
  - 2.7.1 Federal guidance from 2 CFR 200.434, *Contributions and donations*, instructs that the cost of contributions and donations, including cash, property, and services from the non-federal entity to other entities (including individuals) is unallowable.
  - 2.7.2 Federal guidance from 2 CFR 200.445, *Goods or services for personal use*, instructs use of federal funds for the personal benefit of the non-Federal entity's employees is unallowable.
  - 2.7.3 The State of Florida Attorney General Opinion #78-01 requires expressed or implied legal authority to expend federal and/or state funds. OEL does not have the ability to authorize this type of activity.
- 2.8 **Other payout(s).** No other types of compensation are authorized by OEL.

By signing below, the Contractor, through the duly appointed representative, certifies and assures that it will be fully comply with the applicable assurances and certifications outlined in parts A through X, Y, above.

\_\_\_\_\_  
Printed Name and Title of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

THIS AMENDMENT shall begin on September 8, 2021, 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 29 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**

**B. Retro-Active Approval of (Effective 09/01/21)  
of ELC of North Florida and the University of  
Florida Lastinger Center Early Learning Florida  
Contract effect 09/01/21 to 08/31/22\***

**\*ACTION ITEM**

## ACTION ITEM SUMMARY

<p><b>DESCRIPTION</b></p>	<p><b>RETRO ACTIVE Approval (effective 09/01/21)</b>            ELC of North Florida and the University of Florida/Lastinger Center Early Learning Florida Contract effective 09/01/21 – 08/31/22</p>
<p><b>Reason for Recommended Action</b></p>	<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>
<p><b>How the Action will be accomplished</b></p>	<p><b>RETRO ACTIVE Approval (effective 09/01/21)</b>            of this Contract and party signatures.</p>

## CONTRACT FOR SERVICES

**This Contract for Services** (this "Contract") is made and entered into as of this 1<sup>st</sup> day of September 2021, 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  
0711 Norman Addition  
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:

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:

VENDOR:

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

Signature: Dawn Bell

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

Name: Dawn Bell

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

Title: Chief Executive Officer

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

Date: 8/31/2021 | 10:50 AM PDT



## EXHIBIT A

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

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

- A. Identify two Flamingo Early Learning liaisons between Vendor and University:
  1. An Administrative liaison who is authorized to invoice, collect and maintain a record of W-9 forms, distribute and certify payment of Flamingo Early Learning stipends for practitioners.
  2. A Program/Professional Development liaison who will lead the development of a local implementation plan for Flamingo Early Learning 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.
- B. Recruit Centers and Family Child Care Homes to enroll in Flamingo Early Learning courses; participating programs must serve young children birth to five years of age and have either an active school readiness contract or VPK contract.
  1. Distribute the electronic Flamingo Early Learning registration flyer to selected Administrators/Directors of Centers and Family Child Care Homes to participate in Flamingo Early Learning
  2. Establish criteria and select eligible Centers and Family Child Care Homes
  3. Provide University with names and email addresses of Center Directors and Family Child Care homes selected.
  4. Provide University with names and email addresses of participants from selected Centers and Family Child Care Homes who will enroll in Flamingo Early Learning courses.
- C. Select Flamingo Early Learning courses that support local quality improvement goals.
  1. 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.
    - a. Assign Practitioners from selected Centers and Family Child Care Homes to the courses and models that best meet their professional development needs.
  2. Practitioner Direct Enrollment: Provide the link and/or flyer for participants to direct enroll into courses from Flamingo Early Learning online course catalog
- D. Maintain a list of all staff or affiliated partners who completed the CoP Facilitation and TA Coaching Institutes.
  1. 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.
- E. 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.
- F. Ensure administrative support by staff assigned to support Flamingo Early Learning implementation (e.g., providing time for planning, coordinating, and collaborating with staff and local partners to support Flamingo Early Learning implementation;

sharing information about Flamingo Early Learning with Centers and Family Child Care Homes providing school readiness services; completing required documentation of CoP sessions and coaching; submitting timely invoices)

- G. Collect and provide University with documentation on Flamingo Early Learning CoP meetings and TA Coaching sessions (e.g., coaching logs, CoP agendas, sign-in sheets).
  - H. Provide regular feedback to University on application, registration/enrollment process, courses, CoP and TA Coaching support, learning management system, and other elements of Flamingo Early Learning to meet the professional development needs of practitioners, CoP Facilitators, and TA Coaches.
  - I. Support evaluation of Flamingo Early Learning through providing existing data (e.g., demographic information, existing CLASS scores) and/or facilitating original data collection, including focus groups, as needed.
  - J. Distribute information (e.g., brochures, flyers, announcements) on Flamingo Early Learning.
  - K. 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.
    - 1. Maintain accurate and detailed financial records
    - 2. Submit appropriate invoicing documentation and written confirmation of payment per University invoicing procedures
2. **Term (Section 2).** The term of this Contract shall begin on September 1, 2021 and terminate on August 31, 2022.
3. **Compensation and Payment Schedule (Section 3).** The Vendor shall receive stipends as detailed in the Payment Schedule below:

Stipend Description	Unit Amount	Evidence of Completion
Practitioners - Online Only	\$125/practitioner achieving course mastery	Instructor Grading Report
Practitioners – CoP or TA Coach	\$150/practitioner achieving course mastery with CoP/TA help	
CoP Facilitator	\$10 per practitioner with CoP facilitation	Sign in Sheets from each COP session
TA Coach	\$110/practitioner with TA Coaching	Coaching log from TA session
ELC Admin	\$35/practitioner enrolled	Number enrolled via LMS

**Total Contract not to exceed Twelve Thousand Dollars (\$12000).**

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, 2022.



## **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, supplier, 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. **E-VERIFY COMPLIANCE.** Agency is obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility." Compliance with Section 448.095, Fla. Stat., includes, but is not limited to, utilization of the E-Verify System to verify the work authorization status of all newly hired employees. Vendor affirms and represents that it is registered with the E-Verify system and are using same, and will continue to use same as required by Section 448.095, Fla. Stat.
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 facsimiles 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

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

**C. Approval of the Member Appointed by the Executive Director of NEFEC for the Mandated Position of Programs for Children with Disabilities Under the Federal Individuals with Disabilities Act: Marsha Peacock\***

**\*ACTION ITEM**

## ACTION ITEM SUMMARY

<b>DESCRIPTION</b>	Approval of the Member Appointed by Executive Director of NEFEC for the mandated position of Programs for Children with Disabilities under the Federal Individuals with Disabilities Act: Marsha Peacock.
<b>Reason for Recommended Action</b>	<p>Marsha Peacock is a child find specialist with FDLRS and primarily serves St. Johns County but has familiarity with Putnam, Bradford, Union, and Bradford Counties. Before becoming a child find specialist, Marsha was a staffing specialist in Putnam County. She brings a wealth of knowledge in early childhood and students with disabilities. In addition, she has 20 years of experience in working with school districts in northeast Florida to implement programs for all students.</p> <p>Marsha’s ELCNF term would extend from September 2021–September 2025.</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 continue to be out of compliance by not having a mandated seat filled.</li> </ul>
<b>How the Action will be accomplished</b>	Board approval; then OEL will be notified via Plan Amendment/Board Roster submission.



\*\*\*\*\*

*Please indicate where you would prefer Board information to be sent:  
Employer Address  OR Personal Address*

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**1. Tell us why you would like to serve on the Coalition.**

Serving on the Coalition would provide me with an opportunity to learn more about the programs and services available in the districts we serve through FDLRS/NEFEC, and can potentially help me better inform parents that I work with in regards to additional resources. I strongly feel that there needs to be inter-agency collaboration since we have the same goal in mind: helping young children have access to quality educational programs and needed services. I have the experience with school districts that may also, in turn, help provide information to other agencies who also partner with the Coalition.

**2. What concerns do you have relating to early care and education?**

Over the course of the last several years, there seems to be a trend of so many more preschool age children with social-emotional, sensory, and behavioral concerns in need of supports and services which may or may not be readily available to them and their families. This can be challenging for preschool and childcare staff and many little ones are being dismissed from programs as a result. I would love to see more supports being put in place early on to help understand the unique needs of these children and to help improve self-regulation and interpersonal skills.

**3. What strengths will you bring to the Coalition?**

I have experience as an elementary school Exceptional Student Education teacher (19 years), as an ESE Staffing Specialist working at the district level (5 years for elementary and 5 years specifically with ESE PreK), and three years as a Child Find Specialist, so I have worked with many children, teachers, parents, school and district staff, childcare staff, and community partners over the years. In any position I have held, the main focus has been on advocating for the needs of the children. I am organized, motivated, and strive to be professional and collaborative both in and out of the workplace.



4. Do you or anyone in your immediate family derive an income from a childcare or pre-school program?

No

5. Do you serve on any other boards? If so, please list.

I am currently the secretary of Putnam Project Lighthouse and a CHRIS Advisory Council member.

FOR PROVIDERS ONLY:

1. Name of the Provider you represent: \_\_\_\_\_

2. Position: \_\_\_\_\_

3. Please describe your center and the services provided to Baker, Bradford, Clay, Nassau, Putnam and/or St. Johns Counties.

4. Does your center have a religious affiliation (faith-based provider)?

\_\_\_\_\_ YES

\_\_\_\_\_ NO

5. From what source do the majority of your funds come?

\_\_\_\_\_ Private

\_\_\_\_\_ Subsidies

\_\_\_\_\_ Parent fees

\_\_\_\_\_ Other

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

### **D. Approval of ELCNF 2020-2021 Annual Report\*-HANDOUT**

**\*ACTION ITEM**



# ANNUAL REPORT

FY 2020-2021

*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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<b>Provider Type</b>	<b>5</b>
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<b>Voluntary prekindergarten Provider Revocation</b>	<b>6</b>
<b>Children Served by Provider</b>	<b>6</b>
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# EVALUATION OF DIRECT ENHANCEMENT SERVICES

## Evaluation of Direct Enhancement Services

### COMPREHANSIVE 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.

The ELC is participating in PNC Banks, 3T's program and the Bezo Foundation, VROOM program. Both are online accessible apps that help parents in their role as their child's first teacher.

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 2020-2021 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. 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.

## EVALUATION OF DIRECT ENHANCEMENT SERVICES

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 a program to achieve child assessment reliability. Participating providers received free access to child files in TSG.

**FCCHA 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.

**Frog Street PreK Curriculum and Training-** SR Providers who participated in the SR Curriculum Grant received Infant/Toddler and 3 year old curriculum and training through the grant. These same providers were also offered PreK Curriculum and Training through quality funds to round out the approved curriculum for their programs.

### 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**

Staff created a cross walk between CLASS and Early Learning Standards to inform providers of the connection of both of these tools through TA and coaching using the crosswalk.

- **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. Instructions and TA are ongoing with providers with the new rollout of screening features in EFSM.

- **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. Training was offered to select providers through Frog Street on Infant/Toddler, Threes, and PreK Curriculum implementation.

- **Teacher-Child Interactions**

Teacher Child Interactions are the primary focus of our coaching program with providers/teachers. Multiple trainings cover this area as well. MyTeachstone accounts are offered to providers to provide even more access to Teacher-Child Interaction strategies and best practices.

- **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**

## EVALUATION OF DIRECT ENHANCEMENT SERVICES

Multiple trainings provided over the year included Health and Safety best practices. If coaches or staff notice serious lacking in the health and safety of a center, TA is given immediately.

- Nutrition

TA is offered on an as needed basis.

- First Aid

TA is offered on an as needed basis and can be incorporated into existing Health and Safety trainings and TA.

- Recognition of Communicable Diseases

TA is offered on an as needed basis and can be incorporated into existing Health and Safety trainings and TA. Information about procedures and precautions regarding COVID-19 were shared with providers throughout the year.

- 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 and share info as appropriate with teammates and providers. 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. 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.



## EVALUATION OF DIRECT ENHANCEMENT SERVICES

ECS develops a monitoring plan to monitor School Readiness and VPK programs. The ELC reviews and approves the plan annually. The plan uses OEL sample sizes and protocols to ensure that each participating provider is adhering to contractual requirements.

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 draft 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 1month 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 childcare 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 annually 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 childcare 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, 2020\_\_ - June 30, 2021\_\_.

### 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

[Insert the table from Tab E from the Workbook.]

### PROVIDER TYPE

Total number of providers by provider type

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Section F - Total Providers by Provider Type  
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Provider Type	Total Providers	Offered SR Only	Offered VPK Only	Both
1. Licensed Private Centers	196	60	41	95
2. License-Exempt Centers	14	2	8	4
3. Large Family Child Care Home	2	1	0	1
4. Licensed Family Child Care Home	26	26	0	0
4. Registered Family Child Care Home	5	5	0	0
6. Private School	11	0	10	1
7. Public School	54	0	49	5

Data is from the EFS Modernization Database as of August 25, 2021.

## DATA SUMMARY

### 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

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

# FISCAL SUMMARY

## Fiscal Summary

During the 20\_\_ - 20\_\_ fiscal year, the coalition's total operating budget was \_\_\_\_\_.

### PROGRAM FUNDS (REVENUES)

Segregation of School Readiness Program funds, Voluntary Prekindergarten Education Program funds, Coronavirus Aid, Relief, and Economic Security Act funds, Coronavirus Response and Relief Supplemental Appropriations Act funds, Preschool Development Grant funds and other local revenues available to the coalition.

School Readiness (SR) funds	\$
SR Local Match funds	\$
Voluntary Prekindergarten Education (VPK) Program funds	\$
Coronavirus Aid, Relief, and Economic Security (CARES) Act funds	\$
Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act funds	\$
Preschool Development Grant (PDG) funds	\$
Other Local Revenues (including In-kind)	\$
<b>Total</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.

	Administrative Activities	Quality Services	Nondirect Services	Direct Services for Children	Total
SR	\$	\$	\$	\$	\$
SR Local Match Funders	\$	\$	\$	\$	\$
CARES	\$	\$	\$	\$	\$
CRRSA	\$	\$	\$	\$	\$
VPK	\$	\$	\$	\$	\$
PDG	\$	\$	\$	\$	\$
Other Local Revenues	\$	\$	\$	\$	\$
<b>Total</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.

# FISCAL SUMMARY

	<b>Number of Staff</b>	<b>Expenditures for Salary and Benefits</b>
Early Learning Coalition Staff	0	\$
Subrecipient Staff	46.5	\$ 2,648,914
<b>Total</b>	<b>0</b>	<b>\$</b>



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Section D - Children Served in School Readiness Programs  
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Categories	Period												Monthly Average
	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	
<b>1. Licensed Private Centers</b>	<b>4,334</b>	<b>4,406</b>	<b>4,057</b>	<b>3,777</b>	<b>3,703</b>	<b>3,549</b>	<b>3,452</b>	<b>3,217</b>	<b>3,076</b>	<b>2,930</b>	<b>2,997</b>	<b>3,125</b>	<b>3,552</b>
01 TCA	56	51	42	34	37	38	32	31	40	39	40	33	39
0-2 Years	14	15	14	12	11	12	10	10	14	13	14	11	13
3-5 Years	21	18	11	10	10	11	10	9	13	12	13	9	12
School Age	21	18	17	12	16	15	12	12	13	14	13	13	15
<b>02 At Risk &lt; 9</b>	<b>1,625</b>	<b>1,679</b>	<b>1,497</b>	<b>1,445</b>	<b>1,398</b>	<b>1,332</b>	<b>1,291</b>	<b>1,003</b>	<b>777</b>	<b>654</b>	<b>660</b>	<b>698</b>	<b>1,172</b>
0-2 Years	620	639	600	575	562	535	510	405	337	272	270	293	468
3-5 Years	628	648	491	496	496	504	517	418	300	258	258	268	440
School Age	377	392	406	374	340	293	264	180	140	124	132	137	263
<b>03 Econ Disadvantage &lt; SCH Age</b>	<b>1,663</b>	<b>1,617</b>	<b>1,293</b>	<b>1,190</b>	<b>1,181</b>	<b>1,164</b>	<b>1,177</b>	<b>1,270</b>	<b>1,360</b>	<b>1,378</b>	<b>1,421</b>	<b>1,486</b>	<b>1,350</b>
0-2 Years	562	533	520	474	466	447	458	487	509	512	535	569	506
3-5 Years	1,096	1,079	768	711	711	714	716	778	845	862	883	914	840
School Age	5	5	5	5	4	3	3	5	6	4	3	3	4
<b>05 At Risk Age 9-12</b>	<b>132</b>	<b>142</b>	<b>116</b>	<b>111</b>	<b>109</b>	<b>106</b>	<b>94</b>	<b>68</b>	<b>44</b>	<b>34</b>	<b>41</b>	<b>46</b>	<b>87</b>
0-2 Years	0	0	0	0	1	1	0	0	0	0	0	0	0
School Age	132	142	116	111	108	105	94	68	44	34	41	46	87
<b>06 Econ Disadvantage - SCH Age</b>	<b>858</b>	<b>917</b>	<b>1,086</b>	<b>974</b>	<b>958</b>	<b>890</b>	<b>840</b>	<b>827</b>	<b>838</b>	<b>808</b>	<b>815</b>	<b>848</b>	<b>888</b>
School Age	858	917	1,086	974	958	890	840	827	838	808	815	848	888
<b>09 Head Start and VPK</b>	<b>0</b>	<b>0</b>	<b>23</b>	<b>23</b>	<b>20</b>	<b>19</b>	<b>18</b>	<b>18</b>	<b>17</b>	<b>17</b>	<b>20</b>	<b>14</b>	<b>16</b>
3-5 Years	0	0	23	23	20	19	18	18	17	17	20	14	16
<b>3. Large Family Child Care Home</b>	<b>10</b>	<b>10</b>	<b>9</b>	<b>10</b>	<b>9</b>	<b>8</b>	<b>8</b>	<b>6</b>	<b>4</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>8</b>
<b>02 At Risk &lt; 9</b>	<b>7</b>	<b>6</b>	<b>5</b>	<b>7</b>	<b>6</b>	<b>5</b>	<b>5</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>4</b>
0-2 Years	1	1	1	3	4	4	4	3	2	2	2	1	2
3-5 Years	4	3	3	3	2	1	1	1	0	0	0	0	2
School Age	2	2	1	1	0	0	0	0	0	0	0	0	2
<b>03 Econ Disadvantage &lt; SCH Age</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>3</b>
0-2 Years	0	0	0	0	0	0	0	0	0	0	0	0	0
3-5 Years	3	4	4	3	3	3	3	2	2	3	3	3	3
<b>4. Licensed Family Child Care Home</b>	<b>204</b>	<b>202</b>	<b>196</b>	<b>178</b>	<b>169</b>	<b>172</b>	<b>173</b>	<b>170</b>	<b>173</b>	<b>157</b>	<b>165</b>	<b>173</b>	<b>178</b>



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Categories	Period												Monthly Average		
	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21			
<b>01 TCA</b>	2	2	2	2	2	4	4	4	4	4	2	2	2	1	2
0-2 Years	0	0	0	0	0	1	1	1	1	1	0	0	0	0	0
3-5 Years	0	0	0	0	0	1	1	1	1	1	0	0	0	0	0
School Age	2	2	2	2	2	2	2	2	2	2	2	2	2	1	2
<b>02 At Risk &lt; 9</b>	45	43	39	39	31	35	39	35	35	32	27	32	32	33	36
0-2 Years	15	13	13	16	15	17	20	17	20	13	11	15	15	16	15
3-5 Years	16	16	9	9	9	13	12	12	12	13	10	10	10	10	12
School Age	14	14	17	14	7	5	7	6	7	6	6	7	7	7	9
<b>03 Econ Disadvantage &lt; SCH Age</b>	84	82	70	60	59	57	56	58	56	68	65	66	66	71	66
0-2 Years	41	39	42	38	35	32	33	33	33	41	34	33	33	37	37
3-5 Years	43	43	28	22	24	25	23	25	23	26	30	32	32	33	30
School Age	0	0	0	0	0	0	0	0	0	1	1	1	1	1	0
<b>05 At Risk Age 9-12</b>	11	11	10	7	3	3	3	3	3	4	2	3	3	3	5
0-2 Years	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
School Age	11	11	10	7	3	2	3	3	3	4	2	3	3	3	5
<b>06 Econ Disadvantage - SCH Age</b>	62	64	73	68	72	71	70	70	70	67	61	62	62	65	67
School Age	62	64	73	68	72	71	70	70	70	67	61	62	62	65	67
<b>09 Head Start and VPK</b>	0	0	2	2	2	2	1	1	1	0	0	0	0	0	1
3-5 Years	0	0	2	2	2	2	1	1	1	0	0	0	0	0	1
<b>4. Registered Family Child Care Home</b>	10	10	10	10	9	9	9	9	9	10	11	11	11	11	10
<b>02 At Risk &lt; 9</b>	0	0	0	0	0	0	0	0	0	0	1	1	1	2	1
0-2 Years	0	0	0	0	0	0	0	0	0	0	1	1	1	2	1
<b>03 Econ Disadvantage &lt; SCH Age</b>	3	3	2	2	1	1	1	1	1	2	2	1	2	2	1
0-2 Years	1	1	1	1	0	0	0	0	0	1	1	1	0	1	1
3-5 Years	2	2	1	1	1	1	1	1	1	1	1	1	1	1	1
<b>06 Econ Disadvantage - SCH Age</b>	7	7	8	8	8	8	8	8	8	8	8	8	8	7	8
School Age	7	7	8	8	8	8	8	8	8	8	8	8	8	7	8
<b>7. Public School</b>	0	10	28	29	32	28	32	32	32	32	26	18	18	2	21
<b>02 At Risk &lt; 9</b>	0	1	9	11	12	10	11	10	11	10	6	3	3	1	6





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Categories	Period												Monthly Average		
	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21			
3-5 Years	0	1	1	1	1	1	2	2	2	2	2	2	2	0	1
School Age	0	0	8	10	11	9	9	8	8	4	4	1	1	1	5
<b>03 Econ Disadvantage &lt; SCH Age</b>	<b>0</b>	<b>8</b>	<b>8</b>	<b>7</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>9</b>	<b>9</b>	<b>8</b>	<b>8</b>	<b>0</b>	<b>7</b>
3-5 Years	0	8	8	7	8	8	8	8	8	9	9	8	8	0	7
<b>05 At Risk Age 9-12</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
School Age	0	0	3	4	5	5	4	4	4	1	0	0	0	0	2
<b>06 Econ Disadvantage - SCH Age</b>	<b>0</b>	<b>1</b>	<b>8</b>	<b>7</b>	<b>7</b>	<b>5</b>	<b>9</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>1</b>	<b>6</b>
School Age	0	1	8	7	7	5	9	10	10	10	7	7	7	1	6
<b>2. License-Exempt Centers</b>	<b>235</b>	<b>232</b>	<b>222</b>	<b>199</b>	<b>184</b>	<b>181</b>	<b>174</b>	<b>171</b>	<b>169</b>	<b>177</b>	<b>176</b>	<b>204</b>	<b>194</b>	<b>194</b>	<b>194</b>
<b>01 TCA</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
0-2 Years	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3-5 Years	2	2	1	0	0	0	0	0	0	0	0	0	0	0	0
School Age	2	2	3	2	1	2	1	0	0	1	1	1	1	1	1
<b>02 At Risk &lt; 9</b>	<b>68</b>	<b>68</b>	<b>69</b>	<b>59</b>	<b>54</b>	<b>48</b>	<b>40</b>	<b>34</b>	<b>31</b>	<b>34</b>	<b>35</b>	<b>38</b>	<b>48</b>	<b>48</b>	<b>48</b>
0-2 Years	25	23	27	25	24	21	20	20	18	21	21	20	22	20	22
3-5 Years	31	27	21	18	15	12	11	8	7	7	7	8	9	9	15
School Age	12	18	21	16	15	15	9	6	6	6	6	6	6	6	12
<b>03 Econ Disadvantage &lt; SCH Age</b>	<b>94</b>	<b>88</b>	<b>76</b>	<b>74</b>	<b>73</b>	<b>72</b>	<b>78</b>	<b>83</b>	<b>82</b>	<b>85</b>	<b>86</b>	<b>91</b>	<b>82</b>	<b>91</b>	<b>82</b>
0-2 Years	42	39	37	37	38	37	40	42	43	44	42	46	41	46	41
3-5 Years	52	49	39	37	35	35	38	41	39	41	44	45	41	45	41
School Age	3	5	5	4	3	3	1	0	0	0	0	1	2	1	2
<b>05 At Risk Age 9-12</b>	<b>3</b>	<b>5</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>
School Age	3	5	5	4	3	3	1	0	0	0	0	1	2	1	2
<b>06 Econ Disadvantage - SCH Age</b>	<b>65</b>	<b>67</b>	<b>68</b>	<b>59</b>	<b>53</b>	<b>55</b>	<b>54</b>	<b>54</b>	<b>55</b>	<b>57</b>	<b>54</b>	<b>72</b>	<b>59</b>	<b>72</b>	<b>59</b>
School Age	65	67	68	59	53	55	54	54	55	57	54	72	59	72	59
<b>09 Head Start and VPK</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
3-5 Years	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0
<b>6. Private School</b>	<b>46</b>	<b>45</b>	<b>47</b>	<b>42</b>	<b>41</b>	<b>38</b>	<b>36</b>	<b>34</b>	<b>29</b>	<b>31</b>	<b>27</b>	<b>26</b>	<b>37</b>	<b>37</b>	<b>37</b>
<b>02 At Risk &lt; 9</b>	<b>14</b>	<b>12</b>	<b>14</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>9</b>	<b>7</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>9</b>	<b>5</b>	<b>9</b>
0-2 Years	5	4	5	4	6	6	4	2	2	2	1	1	4	1	4





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 25, 2021

Categories	Period												Monthly Average
	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	
3-5 Years	9	5	6	5	3	3	3	4	3	3	4	3	4
School Age	0	3	3	2	2	2	2	1	0	0	0	0	1
<b>03 Econ Disadvantage &lt; SCH Age</b>	<b>19</b>	<b>14</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>13</b>	<b>15</b>	<b>13</b>	<b>11</b>	<b>14</b>
0-2 Years	9	9	9	9	8	8	8	7	7	7	6	4	8
3-5 Years	10	5	4	4	5	6	6	7	6	8	7	7	6
<b>05 At Risk Age 9-12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
School Age	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>06 Econ Disadvantage - SCH Age</b>	<b>13</b>	<b>19</b>	<b>20</b>	<b>18</b>	<b>17</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>11</b>	<b>11</b>	<b>9</b>	<b>8</b>	<b>14</b>
School Age	13	19	20	18	17	13	13	13	11	11	9	8	14
<b>Monthly Average</b>	<b>4,839</b>	<b>4,915</b>	<b>4,569</b>	<b>4,245</b>	<b>4,147</b>	<b>3,985</b>	<b>3,884</b>	<b>3,640</b>	<b>3,488</b>	<b>3,330</b>	<b>3,400</b>	<b>3,546</b>	<b>3,999</b>

Data is from the EFS Modernization Database as of August 25, 2021.



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**ELC of North Florida/Episcopal Children's Services**  
**Fiscal Year 2020-2021 Annual Report**  
**Section G - Providers with Eligibility to Deliver the School Readiness Program Revoked**  
**August 25, 2021**

Provider Name	Address	City	County	Provider Type	ELC Narrative	Inactive Reason Code	Inactive Reason Description
WESTSIDE NURSERY PRESCHOOL INC OF BAKER COUNTY	10274 N SHERMAN AVE	GLEN ST MARY	BAKER	1. Licensed Private Centers		THREAT	Threat to child health, safety or welfare. This provider was on probation for excessive DCF violations when the program received additional violations leading to the termination of the contract.

Data is from the EFS Modernization Database as of August 25, 2021.

Use this information to complete the ELC Narrative. This section does not appear on the report.

Termination for Cause



Florida Department of Education

ELC of North Florida/Episcopal Children's Services  
 Fiscal Year 2020-2021 Annual Report  
 Section H - Providers with Eligibility to Deliver the Voluntary Prekindergarten Revoked  
 August 25, 2021

Provider Name	Address	City	County	Provider Type	ELC Narrative	Inactive Reason Code	Inactive Reason Description	Use this information to complete the ELC Narrative. This section does not appear on the report.
WESTSIDE NURSERY PRESCHOOL INC OF BAKER COUNTY	10274 N SHERMAN AVE	GLEN ST MARY	BAKER	1. Licensed Private Centers		THREAT	Threat to child health, safety or welfare This provider was on probation for	Guidance Termination for Cause

Data is from the EFS Modernization Database as of August 25, 2021.



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**Section I - Total Number of Children Served At Each Provider Facility**  
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Provider Name	Address	City	County	Children Served		
				Total	School Readiness	VPK
A BRIGHT BEGINNING CHILDCARE, INC.	1650 WELLS RD	ORANGE PARK	CLAY	109	90	25
A CHILD'S CASTLE CHRISTIAN LEARNING CENTER	4115 CRILL AVE	PALATKA	PUTNAM	83	69	21
A CHILD'S GARDEN, INC	7442 STATE ROAD 21	KEYSTONE HGTS	CLAY	173	129	51
A FUN PLACE TO BE INC	10440 US 1 N UNIT 111, 112, 113	ST AUGUSTINE	ST. JOHNS	36	28	8
A SAFE HAVEN ACADEMY, LLC	1209 CARR STREET	PALATKA	PUTNAM	74	74	0
ABBATE'S DAY CARE INC DBA KIDZ KLUBHOUSE	349 BLANDING BLVD	ORANGE PARK	CLAY	102	83	21
ABC CHILDCARE & LEARNING CENTER LLC	627 S 5TH ST	MACCLENNY	BAKER	78	57	30
ACADEMY OF RISING STARS INC	314 N HIGHWAY 17	PALATKA	PUTNAM	64	47	20
ADVANCED SOLUTIONS FOR KIDS	2294 MARKET DR	FLEMING ISLAND	CLAY	2	2	0
ADVENT LUTHERAN PRESCHOOL	2156 LOCH RANE BLVD	ORANGE PARK	CLAY	15	0	15
ALL KIDS LEARNING CENTER	1215 IDLEWILD AVENUE	GREEN COVE SPRINGS	CLAY	35	35	0
ALLEN FAMILY DAY CARE HOME	114 OAKDALE DRIVE	PALATKA	PUTNAM	17	17	0
AMELIA ISLAND ACADEMY	1336 S 14TH ST	FERNANDINA BEACH	NASSAU	41	24	19
ANASTASIA BAPTIST ACADEMY	1650 A1A SOUTH	ST AUGUSTINE	ST. JOHNS	42	5	37
ANDERSON DAYCARE	31 PALMER ST	ST AUGUSTINE	ST. JOHNS	79	79	0
ANDREA GARNER FAMILY DAY CARE HOME	1164 CORTEZ RD	BRYCEVILLE	NASSAU	5	5	0
ANDROMEDA PRESCHOOL	131 SUZANNE AVE	ORANGE PARK	CLAY	42	21	22
ANNUNCIATION CATHOLIC SCHOOL	1610 BLANDING BLVD	MIDDLEBURG	CLAY	36	0	36
ARORA'S CLUBHOUSE	330 ARORA BLVD	ORANGE PARK	CLAY	18	6	13
AUNT BEES LEARNING STATION	37229 ORANGE STREET	HILLIARD	CLAY	26	12	14
BACKPACK UNIVERSITY	2569 COUNTY ROAD 220 UNIT 207	MIDDLEBURG	NASSAU	80	65	22
BAKER COUNTY PRE-K/KINDERGARTEN CENTER -L	362 SOUTH BLVD E	MACCLENNY	CLAY	146	22	138
BARTRAM ACADEMY II	196 EVEREST LANE SUITE 4-9	SAINT JOHNS	BAKER	110	29	82
BARTRAM ACADEMY, INC	164 EVEREST LN STE 1	ST JOHNS	ST. JOHNS	18	18	0
BAYSIDE PRESCHOOL	501D ANASTASIA BLVD	ST AUGUSTINE	ST. JOHNS	23	0	23
BEARING THE CROSS ACADEMY	9960 LIGHT AVE	HASTINGS	ST. JOHNS	8	8	0
BEFORE AND AFTER SCHOOL @ BRYCEVILLE ELEMENTARY CENTER	6504 CHURCH AVE	BRYCEVILLE	NASSAU	1	1	0
BEFORE AND AFTER SCHOOL @ CALLAHAN COMMUNITY CENTER	45237 MICKLER ST	CALLAHAN	NASSAU	2	2	0
BEFORE AND AFTERSCHOOL @ ATLANTIC KIDS C	1205 ATLANTIC AVE	FERNANDINA	NASSAU	1	1	0
BEFORE AND AFTERSCHOOL AT YULIEE KIDS CAMPUS	86029 PAGES DAIRY RD	YULIEE	NASSAU	1	1	0
BRADFORD CO/BROOKER ELEMENTARY PRE-K	18551 CHARLOTTE AVE	BROOKER	BRADFORD	12	0	12
BRADFORD CO/HAMPTON ELEMENTARY PRE-K	10501 HAMPTON AVENUE	HAMPTON	BRADFORD	11	1	11
BRADFORD CO/LAWTEY ELEMENTARY PRE-K	22703 PARK ST	LAWTEY	BRADFORD	20	2	18
BRADFORD CO/SOUTHWIDE ELEMENTARY PRE-K	823 STANSBURY ST	STARKE	BRADFORD	20	4	17
BRADFORD CO/STARKE ELEMENTARY PRE-K	1000 W WELDON ST	STARKE	BRADFORD	20	5	28
BRADFORD PRESCHOOL & LEARNING CENTER INC.	407 W WASHINGTON STREET	STARKE	BRADFORD	127	127	0
BRANDT'S CHILD CARE CENTER	142 MASTERS DR	ST AUGUSTINE	BRADFORD	171	171	0
BRIGHT START SCHOOL AND DAYCARE	217 WELLS RD	ORANGE PARK	CLAY	16	16	0
BRIGHTON DAY ACADEMY, INC.	1705 STATE ROAD 16	ST AUGUSTINE	ST. JOHNS	219	168	52
BROWNING-PEARCE ELEMENTARY SCHOOL	100 BEAR BOULEVARD	ST AUGUSTINE	PUTNAM	14	0	14
BUILDING BLOCKS ACADEMY LLC	451110 THIRD AVE	CALLAHAN	NASSAU	22	22	0

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	ADDRESS	CITY	Children Served	
			112	65
BUILDING BLOCKS ACADEMY LLC DBA KIDZ ISLAND	45264 THIRD AVE	NASSAU	112	65
BYRD FAMILY DAY CARE HOME	970 N VOLUSIA ST	ST. JOHNS	27	27
BYRD FAMILY DAYCARE HOME	830 BROACH ST	ST. JOHNS	32	32
CASTLE BROOK ACADEMY, INC	2755 OLD MOULTRIE RD	ST. JOHNS	182	170
CATHEDRAL EARLY LEARNING CENTER	10 SEBASTIAN AVENUE	ST. JOHNS	31	17
CATHEDRAL PARISH SCHOOL	259 ST. GEORGE ST.	ST. JOHNS	12	0
CCSD - ARGYLE ELEMENTARY SCHOOL	2625 SPENCER PLANTATION BLVD	CLAY	11	0
CCSD - BRONCO BUILDING BLOCKS AT MIDDLEBURG HIGH SCHOOL				
CCSD - CHARLES E. BENNETT ELEMENTARY SCHOOL	3750 COUNTY ROAD 220	MIDDLEBURG	10	0
CCSD - DOCTORS INLET ELEMENTARY SCHOOL	1 SOUTH OAKRIDGE AVENUE	CLAY	12	0
CCSD - FLEMING ISLAND EAGLETS	2634 COUNTY ROAD 220	MIDDLEBURG	8	0
CCSD - FLEMING ISLAND ELEMENTARY SCHOOL	2233 VILLAGE SQUARE PARKWAY	FLEMING ISLAND	9	0
CCSD - KAMPUS KIDS AT ORANGE PARK HIGH SCHOOL	4425 LAKESHORE DRIVE	ORANGE PARK	26	0
CCSD - KEYSTONE HEIGHTS ELEMENTARY	2300 KINGSLEY AVE	ORANGE PARK	8	0
CCSD - LAKE ASBURY ELEMENTARY	335 SW PECAN STREET	KEYSTONE HEIGHTS	11	0
CCSD - LITTLE PAWS LEARNING CENTER	2901 SANDRIDGE RD	GREEN CV SPGS	7	0
CCSD - LITTLE SQUIRES AT OAKLEAF HIGH SCHOOL	466 MADISON AVE	ORANGE PARK	6	0
CCSD - MCRAE ELEMENTARY SCHOOL	4035 PLANTATION OAKS BLVD	ORANGE PARK	12	0
CCSD - OAKLEAF VILLAGE ELEMENTARY SCHOOL	6770 COUNTY RD 315C	ORANGE PARK	7	0
CCSD - PLANTATION OAKS ELEMENTARY	410 OAKLEAF VILLAGE PARKWAY	ORANGE PARK	20	0
CCSD - RIDEOUT ELEMENTARY SCHOOL	4150 PLANTATION OAKS BLVD	ORANGE PARK	11	0
CCSD - S BRYAN JENNINGS ELEMENTARY SCHOOL	3065 APALACHICOLA BLVD	MIDDLEBURG	12	0
CCSD - SHADOWLAWN ELEMENTARY SCHOOL	215 CORONA DRIVE	ORANGE PARK	21	0
CCSD - SWIMMING PEN CREEK ELEMENTARY	2945 COUNTY ROAD 218	GREEN COVE SPRINGS	18	0
CCSD - TYNES ELEMENTARY SCHOOL	1630 WOODPECKER LN	MIDDLEBURG	7	0
CCSD - W E CHERRY ELEMENTARY SCHOOL	1550 TYNES BLVD	MIDDLEBURG	21	0
CCSD - WILKINSON ELEMENTARY SCHOOL	420 EDSON DRIVE	ORANGE PARK	9	0
CCSD - ROBERT M. PATERSON ELEMENTARY	5400 PINE AVENUE	MIDDLEBURG	103	48
CHAPPELL SCHOOLS LONGLEAF	1206 MOSELEY AVE	ST. JOHNS	248	238
CHILDREN'S WORLD	1510 BUSINESS CENTER DR	ORANGE PARK	110	92
CHILDTIME CHILDREN'S CENTER #314				
CITY OF FERNANDINA BEACH PARKS AND RECREATION				
ATLANTIC				
CLAY HILL ELEMENTARY	2500 ATLANTIC AVE	FERNANDINA	2	2
CLOSED - CROOMS FAMILY DAY CARE HOME	6345 COUNTY ROAD 218	JACKSONVILLE	9	0
COLLAGE DAY SCHOOL, LLC	105 THICKET LN	PALATKA	14	14
CREEKSIDE CHRISTIAN PRESCHOOL	171 CANAL BLVD	PONTE VEDRA BEACH	73	8
CROOMS FAMILY DAY CARE HOME	92 LIFESPRING WAY	SAINI JOHNS	49	0
CROSSWATER CHRISTIAN ACADEMY	2905 MEADOWS LN	PALATKA	4	4
CSJ LEGACY II, INC DBA KIDSPARK	211 DAVIS PARK RD	PONTE VEDRA	18	0
D & G CHILDCARE AND LEARNING CENTER, INC.	406 OLD HARD RD STE 108	FLEMING ISLAND	8	8
DEERWOOD ACADEMY ST. JOHNS	1210 SAINT JOHNS AVE	PALATKA	76	76
DISCOVERY PRESCHOOL & CHILDCARE, INC.	990 FLORA BRANCH BLVD	SAINI JOHNS	83	5
EARLY IMPRESSIONS @ MIDDLETOWN, INC.	2890 MOODY AVE	ORANGE PARK	25	19
	463159 STATE ROAD 200, UNIT 4	YULIEE	101	68



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Provider Name	Address	City	County	Children Served	
				2020	2021
EARLY IMPRESSIONS AT BLACKROCK INC.	4644073 STATE ROAD 200 UNIT 16	YULEE	NASSAU	64	47
EDMA SCHOOL DBA PRIMROSE SCHOOL OF JULINGTON CREEK	480 STATE ROAD 13	JACKSONVILLE	ST. JOHNS	41	0
ELKTON ACADEMY, INC.	4490 COUNTY ROAD 13 S	ELKTON	ST. JOHNS	57	57
ENCHANTED FOREST ACADEMY, INC.	3475 OLD MOULTRIE RD	ST AUGUSTINE	ST. JOHNS	54	0
ENGAGING YOUNG MINDS ACADEMY INC	2170 PARK AVENUE	ORANGE PARK	CLAY	5	5
EPISCOPAL CHILDREN'S SERVICES CALLAHAN HEAD START/EARLY HEAD START	45089 THIRD AVE	CALLAHAN	NASSAU	6	0
EPISCOPAL CHILDREN'S SERVICES BAKER HEAD START AND EARLY HEAD START	402 S 8TH ST	MACCLENNY	BAKER	13	0
EPISCOPAL CHILDREN'S SERVICES GREEN COVE SPRINGS HS/EHS	1107 MARTIN LUTHER KING JR BLVD	GREEN COVE SPRINGS	CLAY	16	0
EPISCOPAL CHILDREN'S SERVICES MIDDLEBURG HS	2506 BLANDING BLVD	MIDDLEBURG	CLAY	17	0
EPISCOPAL CHILDREN'S SERVICES ORANGE PARK HEAD START	15 BELMONT BLVD	ORANGE PARK	CLAY	36	0
EPISCOPAL CHILDREN'S SERVICES PECK HEAD START	516 S 10TH ST SUITE 100	FERNANDINA BEACH	NASSAU	17	0
EPISCOPAL CHILDREN'S SERVICES STARKE HEAD START/EARLY HEAD START	1080 PINE ST	STARKE	BRADFORD	4	0
FAITH CHRISTIAN ACADEMY OF NE FL, INC.	96282 BRADY POINT ROAD	FERNANDINA BEACH	NASSAU	43	0
FIRST ASSEMBLY OF GOD CHILD CARE CENTER	3170 COUNTY ROAD 215	MIDDLEBURG	CLAY	23	23
FIRST ASSEMBLY OF GOD, INC/SCHOOL OF THE HEIGHTS	3111 SAINT JOHNS AVE	PALATKA	PUTNAM	37	19
FIRST BAPTIST PRESCHOOL	212 S 5TH ST	PALATKA	PUTNAM	39	4
FIRST CLASS LEARNING CENTER	939 BLANDING BLVD	ORANGE PARK	CLAY	44	13
FIRST IMPRESSIONS SCHOOL INC	617271 W BRANDIES AVE	CALLAHAN	NASSAU	39	0
FIRST STEPS EDUCATION	5095 LAKESHORE DR W	FLEMING ISLAND	CLAY	4	4
FIRST UNITED METHODIST PRESCHOOL	93 N 5TH ST	MACCLENNY	BAKER	32	0
FOX MEADOWS CHRISTIAN DAYCARE	3227 OLD JENNINGS RD	MIDDLEBURG	CLAY	15	0
FRUIT COVE BAPTIST WEEKDAY PRESCHOOL	501 STATE ROAD 13	JACKSONVILLE	ST. JOHNS	78	0
FUN LITTLE YEARS CHILD CARE AND LEARNING CENTER	728 BLANDING BLVD UNIT 1	ORANGE PARK	CLAY	19	19
FUTURE LITTLE LEARNERS II	527 S SUMMIT ST	CRESCENT CITY	PUTNAM	102	102
GENEVA PRESBYTERIAN PRESCHOOL	1755 STATE ROAD 13	SAINT JOHNS	ST. JOHNS	13	0
GIDDY UP PRESCHOOL & DAYCARE INC	551411 US HIGHWAY 1	HILLIARD	NASSAU	35	35
GINGERBREAD LEARNING CENTER	30 KNIGHT BOXX RD	ORANGE PARK	CLAY	113	80
GOD'S LITTLE CREATIONS CHILD CARE CENTER LLC	405 PINE STREET	PALATKA	PUTNAM	143	136
GRACE LEARNING ACADEMY INC	2665 OLD MOULTRIE RD	ST AUGUSTINE	ST. JOHNS	50	38
GRANDMA'S DAY CARE, INC.	35 GRANT ST	ST AUGUSTINE	ST. JOHNS	26	26
GRANDMA'S LEARNING CENTER LLC	525 PALMETTO AVE	CRESCENT CITY	PUTNAM	44	44
GREEN GABLES DAY SCHOOL LLC	3420 SAINT JOHNS AVE	PALATKA	PUTNAM	52	36
GUESA SCHOOL DBA PRIMROSE SCHOOL OF ST. JOHNS FOREST	180 GATEWAY CIR	JACKSONVILLE	ST. JOHNS	50	5
GUTIERREZ FAMILY DAY CARE HOME	2952 S US HIGHWAY 17	CRESCENT CITY	PUTNAM	24	24
HAPPY HANDS FAMILY HOME CHILD CARE LLC	86145 LOFTON CT	YULEE	NASSAU	11	7
HICKORY GROVE EARLY LEARNING CENTER	310 S OAKRIDGE AVE	GREEN COVE SPRINGS	CLAY	81	53
HIDDEN LITTLE TREASURES LEARNING CENTER	1461 FRUIT COVE ROAD SOUTH	SAINT JOHNS	ST. JOHNS	8	8



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		Children Served			
HOPE CHRISTIAN ACADEMY	3900 SE STATE ROAD 100	STARKE	BRADFORD	82	64
I AM A PROMISE PRESCHOOL	27521 W 1ST AVE	HILLIARD	NASSAU	45	0
IMAGINATION ISLAND OF FLEMING ISLAND	2280 VILLAGE SQUARE PKWY	FLEMING ISLAND	CLAY	74	3
IN LOVING HANDS TOO/SCHOOL KIDZ HANGOUT	165 SE NIGHTINGALE ST	KEYSTONE HGTS	CLAY	49	39
ISLAND PREP PRESCHOOL	4171 A1A SOUTH	ST. AUGUSTINE	ST. JOHNS	46	0
ISLAND PREP WEST	4001 A1A S	ST AUGUSTINE	ST. JOHNS	20	0
ISLAND VIEW CHILD CARE	900 PARK AVE	ORANGE PARK	ST. JOHNS	57	7
IVY LEAGUE ACADEMY	2350 MARKET DRIVE	FLEMING ISLAND	CLAY	17	17
JAMES A LONG ELEMENTARY SCHOOL	1400 OLD JACKSONVILLE HIGHWAY	PALATKA	PUTNAM	37	19
JC ACADEMY LLC DBA/THE LEARNING EXPERIENCE	65 BENTON LN	ST AUGUSTINE	PUTNAM	18	0
JOHNSON FAMILY DAY CARE HOME	1021 N 15TH ST	PALATKA	ST. JOHNS	45	3
JOYFUL BLESSINGS AT HOME, LLC	103 PINE LN	INTERLACHEN	PUTNAM	15	15
JUNIOR EXPLORER'S CHILDCARE	439 HEARTHSIDE CT	ORANGE PARK	PUTNAM	3	0
JUST KIDDIN' AROUND	150 ROBERTS BLVD	SATSUMA	CLAY	2	2
KEARSE FAMILY DAY CARE HOME	111 E PALMETTO ST	PALATKA	PUTNAM	2	0
KEENON FAMILY DAY CARE HOME	1822 HUSSON AVENUE	PALATKA	PUTNAM	20	20
KELLEY SMITH ELEMENTARY SCHOOL	141 KELLEY SMITH SCHOOL ROAD	PALATKA	PUTNAM	11	11
KID CITY USA FERNANDINA	1986 CITRONA ROAD	FERNANDINA BEACH	PUTNAM	26	0
KID CITY USA PALATKA	3420 SAINT JOHNS AVE	PALATKA	NASSAU	20	20
KIDS WORLD ACADEMY OF FLORIDA	2121 CONSTITUTION DR	ORANGE PARK	PUTNAM	42	25
KIDS FIRST LEARNING CENTER, INC.	5390 COUNTY ROAD 218	MIDDLEBURG	CLAY	80	65
KIDS FIRST LEARNING CENTER OF FIRST BAPTIST CHURCH OF MIDDLEBURG			CLAY	102	67
KIDZ IN ACTION	2645 BLANDING BLVD	MIDDLEBURG	CLAY	38	0
KINDER COLLEGE	108 N 15TH STREET	PALATKA	PUTNAM	105	103
KINDERCARE #301959	7121 E MOUNT VERNON ST	GLEN ST MARY	BAKER	35	28
KINDERCARE LEARNING CENTER	431 DRYSDALE DR	ORANGE PARK	CLAY	32	0
KINDERCARE LEARNING CENTER #1601	128 REGISTRY BLVD	ST AUGUSTINE	ST. JOHNS	25	0
KINDERCARE LEARNING CENTER 301217	1735 EAGLE HARBOR PKWY	ORANGE PARK	CLAY	98	51
KINDERCARE LEARNING CENTER 301948	12000 SAWGRASS VILLAGE DR	PONTE VEDRA	ST. JOHNS	29	9
KINGDOM KIDS CHRISTIAN CHILDCARE	2590 RACETRACK ROAD	JACKSONVILLE	ST. JOHNS	84	45
L & M'S KIDDIE KORNER LLC	1485 US HIGHWAY 1 S	ST AUGUSTINE	ST. JOHNS	44	38
LA PETITE ACADEMY CR 220	101 SUZANNE AVE	ORANGE PARK	CLAY	20	16
LA PETITE ACADEMY NIX BOAT YARD RD	3150 COUNTY ROAD 220	MIDDLEBURG	CLAY	151	114
LA PETITE ACADEMY US HIGHWAY 17	135 NIX BOAT YARD ROAD	ST AUGUSTINE	ST. JOHNS	91	88
LADYBIRD ACADEMY OF OAKLEAF	4321 US HIGHWAY 17	FLEMING ISLAND	CLAY	114	97
LADYBIRD ACADEMY OF ST. JOHNS	1001 OAKLEAF PLANTATION PKWY	ORANGE PARK	CLAY	42	0
LAKE ASBURY LEARNING CENTER, LLC	380 ISLESBROOK PKWY	SAINT JOHNS	ST. JOHNS	57	0
LAKESIDE ELEMENTARY	2781 HENLEY RD	GREEN COVE SPRINGS	CLAY	55	24
LAMB EARLY EDUCATION CENTER	2752 MOODY AVE	ORANGE PARK	CLAY	10	0
LEAPS & BOUNDS PRESCHOOL	601 CENTRE ST	FERNANDINA BEACH	NASSAU	10	0
LEGACY 3: CHILD DEVELOPMENT CARE CENTER, LLC	4717 COUNTY ROAD 218	MIDDLEBURG	CLAY	81	49
LEWIS FAMILY DAY CARE HOME	110 SEVILLA ST	EAST PALATKA, FL	PUTNAM	3	3
LIGHTHOUSE PREP	201 CEDAR AVE	PALATKA	PUTNAM	39	39
	61 PALMETTO AVENUE	ST AUGUSTINE	ST. JOHNS	94	68



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Provider	Address	City	State	Children Served
LIL VOYAGERS ACADEMY, INC.	1111 DOCTORS VILLAGE DR # 200	SAINT JOHNS	ST. JOHNS	36
LINDA SCOTT FAMILY DAYCARE HOME	1697 BARTLETT AVE	ORANGE PARK	CLAY	9
LITTLE CHILD STEPS LEARNING ACADEMY LLC	4611 OLD HIGHWAY 17	CRESCENT CITY	PUTNAM	55
LITTLE FLOWERS OF ST. FRANCIS	895 PALM VALLEY ROAD	PONTE VEDRA	ST. JOHNS	13
LITTLE HANDS AT WORK, LLC	1015 MARTIN LUTHER KING JR BLVD	GREEN COVE SPRINGS	CLAY	5
LIVING WATERS PRESCHOOL	2189 STATE ROAD 13	SWITZERLAND	ST. JOHNS	70
LOVE CARE DAYCARE LEARNING CENTER 2 LLC	400 N STATE ROAD 19 STE 45	PALATKA	PUTNAM	95
LOVE N & LEARNING 3	202 W MARKET RD	STARKE	BRADFORD	132
LOVE N & LEARNING 2	17484 HARRELL ST	BROOKER	BRADFORD	76
LOVING LAMBS CHILDCARE CENTER OF HASTINGS, INC	10228 N DIVISION ST	HAMPTON	BRADFORD	21
MARKALE GRAHAM FAMILY DAY CARE HOME	132 GILMORE ST	HASTINGS	ST. JOHNS	36
MELLON ELEMENTARY	504 TANNERSTONE CT	ORANGE PARK	CLAY	5
MELROSE ELEMENTARY SCHOOL	301 MELLON ROAD	PALATKA	PUTNAM	29
MEMORIAL LUTHERAN CHAPEL SCHOOL	401 STATE ROAD 26	MELROSE	PUTNAM	10
MIDDLETON-BURNEY ELEMENTARY SCHOOL	3375 US HIGHWAY 1 S	ST AUGUSTINE	ST. JOHNS	18
MIDWAY LEARNING CENTER	1020 HUNTINGTON ROAD	CRESCENT CITY	PUTNAM	47
MIDWAY LEARNING CENTER GROUP LLC	8682 STATE ROAD 21	MELROSE	BRADFORD	39
MISS KATE'S PRE K	8682 STATE ROAD 21	MELROSE	BRADFORD	41
MOSELEY ELEMENTARY SCHOOL	1303 JASMINE ST. STE 105	FERNANDINA BEACH	NASSAU	21
MRS. VANESSA LEARNING LODGE INC	1100 HUSSON AVENUE	PALATKA	PUTNAM	13
MRS. VANESSA LEARNING RANCH INC	9730 S GLEN AVE	GLEN SAINT MARY	BAKER	76
MRS. VANESSA'S LEARNING BLOCKS	162 SOUTH BLVD WEST	MACCLENNY	BAKER	59
NANA AND GEEGEE'S PRESCHOOL	522 S 7TH ST	MACCLENNY	BAKER	70
NOCATEE PARKWAY KINDERCARE	45367 GREEN AVE	CALLAHAN	NASSAU	44
NORTHSIDE CHRISTIAN ACADEMY PRESCHOOL	11300 US HIGHWAY 1 N	PONTE VEDRA	ST. JOHNS	107
O.P.K. SOUTH OF MIDDLEBURG	7415 NW COUNTY ROAD 225	STARKE	BRADFORD	71
O2B KIDS 7, LLC	3425 HABITAT DR	MIDDLEBURG	CLAY	58
O2B KIDS VILLAGE NORTH	1821 TOWN CENTER BLVD	FLEMING ISLAND	CLAY	46
O2B KIDS VILLAGE SOUTH	5970 US HIGHWAY 1 N	ST AUGUSTINE	ST. JOHNS	130
OAKLEAF PRESCHOOL & CHILDCARE INC DBA THE GODDARD SCHOOL	145 LEWIS POINT RD	ST AUGUSTINE	ST. JOHNS	80
OCHWILLA ELEMENTARY SCHOOL	415 MELDRUM LN	ORANGE PARK	CLAY	202
ORANGE PARK KINDERGARTEN	299 NORTH STATE ROAD 21	HAWTHORNE	PUTNAM	52
ORANGE PARK PRESBYTERIAN CHURCH PRESCHOOL	3050 MOODY AVE	ORANGE PARK	CLAY	10
ORANGE PARK PRESCHOOL / LEARNING CENTER, INC.	1905 PARK AVE	ORANGE PARK	CLAY	105
PALMER CATHOLIC ACADEMY	99 COLLEGE DR	ORANGE PARK	CLAY	27
PALMER CATHOLIC ACADEMY PRESCHOOL	4889 PALM VALLEY ROAD	PONTE VEDRA BEACH	ST. JOHNS	126
PASSMORE FAMILY DAY CARE HOME	545 A1A N	PONTE VEDRA BEACH	ST. JOHNS	35
PENIEL BAPTIST ACADEMY	106 SPRUCE LN	PALATKA	PUTNAM	19
PINEWOOD CHRISTIAN ACADEMY	110 PENIEL CHURCH RD	PALATKA	PUTNAM	2
PRESBYTERIAN DAY SCHOOL	198 KNIGHT BOX ROAD	MIDDLEBURG	CLAY	18
PRIMROSE SCHOOL OF FLEMING ISLAND	32 SEVILLA ST	ST AUGUSTINE	ST. JOHNS	36
PRIMROSE SCHOOL ON CROSSWATER PARKWAY	2031 TOWN CENTER BLVD.	FLEMING ISLAND	CLAY	27
PROMISE/TOWN PRESCHOOL AT PVFC	785 CROSSWATER PARKWAY	PONTE VEDRA	ST. JOHNS	78
	4510 PALM VALLEY ROAD	PONTE VEDRA	ST. JOHNS	62
				33



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				Children Served	
PUMPKIN PATCH CHILDCARE 2	1139 STATE ROAD 20	INTERLACHEN	PUTNAM	106	100
RAIN RIVER LEARNING CENTER, LLC	880 SANTA MARIA BOULEVARD	ST. AUGUSTINE	ST. JOHNS	11	11
RAINBOW LEARNING CENTER	553 FALLEN TIMBERS DR	ORANGE PARK	CLAY	5	5
REGINA HAYES FAMILY DAY CARE HOME	806 LIGHTWOOD CT	ORANGE PARK	CLAY	4	4
RIVER PRESCHOOL	5900 US HIGHWAY 17	FLEMING ISLAND	CLAY	47	0
ROACH FAMILY DAY CARE HOME	2050 RYAN RD	ST AUGUSTINE	ST. JOHNS	2	2
ROBERT H. JENKINS ELEMENTARY	251 S COUNTY RD 315	INTERLACHEN	PUTNAM	35	0
ROBERTS FAMILY DAY CARE HOME	1322 WASHINGTON ST	PALATKA	PUTNAM	3	3
ROOTS AND WINGS LEARNING CENTER	210 COMMERCE LAKE DR	ST AUGUSTINE	ST. JOHNS	37	0
ROUND LAKE ACADEMY LLC	3800 CRILL AVE	PALATKA	PUTNAM	140	127
SAN JUAN DEL RIO CATHOLIC SCHOOL	1714 SR 13	ST. JOHNS	ST. JOHNS	30	0
SASH BUSINESS GROUP LLC D/B/A THE GODDARD SCHOOL	4041 COUNTY ROAD 210 W	ST AUGUSTINE	ST. JOHNS	20	0
SATTERWHITE FAMILY DAY CARE HOME	13257 N COUNTY ROAD 23A	MACLENNY	BAKER	1	1
S/CSD - CARDINAL ACADEMY AT CUNNINGHAM CREEK ELEMENTARY SCHOOL	1205 ROBERTS ROAD	ST JOHNS	ST. JOHNS	19	0
S/CSD - CROOKSHANK ELEMENTARY SCHOOL	1455 N WHITNEY ST	ST AUGUSTINE	ST. JOHNS	51	0
S/CSD - CUNNINGHAM CREEK ELEMENTARY SCHOOL	1205 ROBERTS RD	SAINT JOHNS	ST. JOHNS	13	0
S/CSD - DURBIN CREEK ELEMENTARY	4100 RACE TRACK RD	SAINT JOHNS	ST. JOHNS	45	0
S/CSD - LITTLE DOLPHINS AT KEITERLINUS ELEMENTARY	67 ORANGE ST	ST AUGUSTINE	ST. JOHNS	16	0
S/CSD - LITTLE LEARNING LEADERS AT WARDS CREEK ELEMENTARY SCHOOL	6555 STATE ROAD 16	ST AUGUSTINE	ST. JOHNS	18	0
S/CSD - LITTLE MANATEES AT OME	207 MASON MANATEE WAY	ST AUGUSTINE	ST. JOHNS	17	0
S/CSD - OCEAN PALMS ELEMENTARY SCHOOL	355 LANDRUM LN	PONTE VEDRA	ST. JOHNS	31	0
S/CSD - OSCEOLA ELEMENTARY	1605 OSCEOLA ELEMENTARY RD	ST AUGUSTINE	ST. JOHNS	64	0
S/CSD - OTIS MASON ELEMENTARY	207 MASON MANATEE WAY	ST AUGUSTINE	ST. JOHNS	47	25
S/CSD - PICOLATA CROSSING ELEMENTARY SCHOOL	2675 FACETTI RD	ST AUGUSTINE	ST. JOHNS	14	0
S/CSD - SOUTH WOODS ELEMENTARY	4750 STATE ROAD 206 W	ELKTON	ST. JOHNS	31	0
S/CSD - TECH TOTS	2980 COLLINS AVE	ST AUGUSTINE	ST. JOHNS	19	19
S/CSD - THE WEBSTER SCHOOL	420 N ORANGE ST	ST AUGUSTINE	ST. JOHNS	65	0
S/CSD - TIMBERLIN CREEK ELEMENTARY	555 PINE TREE LN	ST AUGUSTINE	ST. JOHNS	16	0
S/CSD - TIMBERLIN CREEK LITTLE EAGLES LEARNING CENTER	555 PINE TREE LN	ST AUGUSTINE	ST. JOHNS	24	2
S/CSD - WARDS CREEK ELEMENTARY SCHOOL	6555 STATE ROAD 16	ST AUGUSTINE	ST. JOHNS	8	0
S/CSD- HICKORY CREEK ELEMENTARY SCHOOL	235 HICKORY CREEK TRL	ST JOHNS	ST. JOHNS	10	0
SONSHINE CHRISTIAN ACADEMY PRESCHOOL	45082 FRANK BROOKINS DRIVE	CALLAHAN	NASSAU	59	0
SONSHINE INN DAY CARE	304 PARK ST	MELROSE	PUTNAM	35	35
ST LUKE CHILDCARE CENTER	1608 BLANDING BLVD	MIDDLEBURG	CLAY	43	0
ST. CLARE EARLY LEARNING CENTER	307 FRANCISCAN WAY	YULFE	NASSAU	29	0
ST. GILES CHILDREN'S CENTER	116 FOXRIDGE RD	ORANGE PARK	CLAY	6	6
ST. MICHAEL ACADEMY	228 N 4TH ST	FERNANDINA BEACH	NASSAU	36	0
ST. THERESE OF THE CHILD JESUS EARLY LEARNING CENTER	2468 COUNTY ROAD 210 WEST	SAINT JOHNS	ST. JOHNS	53	0
STAY-N-PLAY DAY CARE CENTER INC.	627 S US HIGHWAY 17	SAN MATEO	PUTNAM	48	39

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				Children Served	
STEP BY STEP LEARNING CENTER	1986 CITRONA DR	FERNANDINA BEACH	NASSAU	57	35
STEP BY STEP LEARNING CENTER II	95734 AMELIA CONCOURSE	FERNANDINA BEACH	NASSAU	158	91
STEPHENS FAMILY DAY CARE HOME	1062 DORADO DR	ST AUGUSTINE	ST. JOHNS	1	1
STRAWTER FAMILY DAY CARE HOME	600 N ST. JOHNS STREET	ST AUGUSTINE	ST. JOHNS	5	5
SUGAR BEAR'S LEARNING CENTER INC	305 TAMMY STREET	EAST PALATKA	PUTNAM	75	69
SUGAR N SPICE	3211 MOODY AVE	ORANGE PARK	CLAY	94	46
SUNSHINE SCHOOL READINESS	163 SOUTH BLVD W	MACCLENNY	BAKER	104	52
TENDER HEARTS CHILD CARE	29 CINNAMON ST	MIDDLEBURG	CLAY	19	9
TENDER HEARTS CHILD CARE - VPK	20 CINNAMON ST	MIDDLEBURG	CLAY	19	19
THE CARTER ACADEMY	306 N MAIN ST	HASTINGS	ST. JOHNS	20	0
THE CHILDREN'S CORNER INC	1720 SMITH ST	ORANGE PARK	CLAY	58	55
THE CHILDREN'S FARM	7536 SE 11TH AVE	STARKE	CLAY	38	0
THE FUTURE LITTLE LEARNERS CENTER LLC	725 N SUMMIT ST	CRESCENT CITY	BRADFORD	12	12
THE GODDARD SCHOOL EXECUTIVE WAY	45 EXECUTIVE WAY	PONTE VEDRA BEACH	PUTNAM	69	69
THE GODDARD SCHOOL OF ST. JOHNS	100 JULINGTON PLAZA DR	SAINT JOHNS	ST. JOHNS	36	0
THE LEARNING EXPERIENCE	70 GREENLEAF DR	PONTE VEDRA	ST. JOHNS	21	0
THE RAINBOW FAMILY EDUCATION CENTER	501 W WASHINGTON STREET	STARKE	ST. JOHNS	74	11
THOMAS FAMILY CHILDCARE HOME	6900 LESLIE THOMAS LANE	GLEN ST, MARY	BRADFORD	26	21
THOMAS FAMILY DAY CARE HOME	920 CARR ST	PALATKA	BAKER	1	1
THOMAS FAMILY DAYCARE HOME	505 TANNERSTONE CT	ORANGE PARK	PUTNAM	20	20
TINY TOTS DAY CARE CENTER	219 E MICHIGAN AVE	MACCLENNY	CLAY	5	5
TINY TOTS PRESCHOOL AND DAYCARE, TOO	14271 N STATE ROAD 121	MACCLENNY	BAKER	78	66
TREASURE HARBOR PRESCHOOL	2121 US HIGHWAY 1 S STE 28	MACCLENNY	BAKER	106	93
TRINITY EPISCOPAL LEARNING CENTER	215 SAINT GEORGE ST	ST AUGUSTINE	ST. JOHNS	105	87
TRUTH HOLDING COMPANY INC DBA KIDS KAMPUS LEARNING CENTER		ST AUGUSTINE	ST. JOHNS	15	0
TURNING POINT CHRISTIAN ACADEMY	120 PARKWOOD DR	ORANGE PARK	CLAY	63	51
TURTLE TOTS ACADEMY LLC	3500 STATE ROAD 16	ST AUGUSTINE	ST. JOHNS	102	0
TUTOR TIME LEARNING CENTERS, LLC	1681 US1 SOUTH	ST AUGUSTINE	ST. JOHNS	19	11
VICTORY PRESCHOOL	125 HAMPTON POINT DR	ST AUGUSTINE	ST. JOHNS	125	85
	110 MASTERS DR	ST AUGUSTINE	ST. JOHNS	155	144
					15
WESTSIDE NURSERY PRESCHOOL INC OF BAKER COUNTY	10274 N SHERMAN AVE	GLEN ST MARY	BAKER	47	47
WILDLIGHT ELEMENTARY SCHOOL	550 CURIOSITY AVE.	YULIE	NASSAU	10	0
WILLIAMS FAMILY DAY CARE HOME	720 RANDOLPH ST	CRESCENT CITY	PUTNAM	6	6
WILLIAMS FAMILY DAY CARE HOME	401 HUSSON AVE	PALATKA	PUTNAM	18	18
WONDERWORKS OPUMC	2036 REED ST	ORANGE PARK	PUTNAM	34	14
YMCA BEFORE AND AFTER AT TYNES ELMFMENTA	1550 TYNES BLVD	MIDDLEBURG	CLAY	9	9
YMCA BEFORE AND AFTER SCHOOL AT WILKINSON ELEMENTARY	4965 COUNTY ROAD 218	MIDDLEBURG	CLAY	4	4
YMCA BEFORE AND AFTER SCHOOL @ ORANGE PARK ELEMENTARY	1401 PLAINFIELD AVE	ORANGE PARK	CLAY	3	3
YMCA BEFORE AND AFTER SCHOOL @ PATERSON ELEMENTARY	5400 PINE AVE	FLEMING ISLE	CLAY	2	2
YMCA BEFORE AND AFTER SCHOOL AT W E CHE	420 EDSON DR	ORANGE PARK	CLAY	5	5



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Facility Name	Address	County	Children Served	
			2020	2021
YMCA BEFORE AND AFTER SCHOOL AT ARGYLE ELEMENTARY	2625 SPENCERS PLANTATION BLVD	ORANGE PARK	3	0
YMCA BEFORE AND AFTER SCHOOL AT CLAY HILL ELEMENTARY	6345 COUNTY ROAD 218	MIDDLEBURG	4	0
YMCA BEFORE AND AFTER SCHOOL AT DISCOVERY OAKS ELEMENTARY	950 OAKLEAF PLANTATION PKWY	ORANGE PARK	9	0
YMCA BEFORE AND AFTER SCHOOL AT DOCTOR'S INLET ELEMENTARY	2634 COUNTY ROAD 220	MIDDLEBURG	3	0
YMCA BEFORE AND AFTER SCHOOL AT GROVE PARK ELEMENTARY	1643 MILLER ST	ORANGE PARK	2	0
YMCA BEFORE AND AFTER SCHOOL AT KEYSTONE HEIGHTS ELEMENTARY	335 SW PECAN ST	KEYSTONE HGTS	2	0
YMCA BEFORE AND AFTER SCHOOL AT LAKE ASBURY ELEMENTARY	2901 SANDRIDGE RD	GREEN CV SPGS	1	0
YMCA BEFORE AND AFTER SCHOOL AT MCRAE ELEMENTARY	6770 COUNTY ROAD 315	KEYSTONE HGTS	1	0
YMCA BEFORE AND AFTER SCHOOL AT MIDDLEBURG ELEMENTARY	3958 MAIN ST	MIDDLEBURG	7	0
YMCA BEFORE AND AFTER SCHOOL AT MONTCLAIR ELEMENTARY	2398 MOODY AVE	ORANGE PARK	7	0
YMCA BEFORE AND AFTER SCHOOL AT OAKLEAF ELEMENTARY	410 OAKLEAF VILLAGE PKWY	ORANGE PARK	2	0
YMCA BEFORE AND AFTER SCHOOL AT PLANTATION OAKS ELEMENTARY	4150 PLANTATION OAKS BLVD	ORANGE PARK	5	0
YMCA BEFORE AND AFTER SCHOOL AT RIDEOUT ELEMENTARY	3065 APALACHICOLA BLVD	MIDDLEBURG	2	0
YMCA BEFORE AND AFTER SCHOOL AT RIDGEVIEW ELEMENTARY	421 JEFFERSON AVE	ORANGE PARK	6	0
YMCA BEFORE AND AFTER SCHOOL AT SB JENNINGS ELEMENTARY	215 CORONA DR	ORANGE PARK	3	0
YMCA BEFORE AND AFTER SCHOOL AT SHADOWLAWN ELEMENTARY	2945 COUNTY ROAD 218	GREEN COVE SPRINGS	3	0
YMCA BEFORE AND AFTER SCHOOL AT ST. JOHNS CLASSICAL ACADEMY	1114 CANOVA RD	FLEMING ISLE	1	0
YMCA BEFORE AND AFTER SCHOOL AT SWIMMING PEN CREEK ELEMENTARY	1630 WOODPECKER LN	MIDDLEBURG	1	0
YULEE BAPTIST LEARNING CENTER	85967 HARTS ROAD	YULEE	23	0
YULEE BAPTIST VPK CENTER	85971 HARTS RD	YULEE	62	18
YULEE KINDERCARE LEARNING CENTER	1110 FLOCO AVENUE	YULEE	24	0

Data is from the EFS Modernization Database as of August 25, 2021.

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

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



**BOARD MEMBERSHIP SUMMARY**  
As of January 1, 2021

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 Sector</b>	Ron Coleman	November 22, 2013	April 30, 2016
Governor Appointee <b>Private Sector</b>	*Brian H. Graham	May 14, 2015	April 30, 2019
<b>Private Sector</b>	Vina Delcomyn	September 2020	September 2024
<b>Total Private Sector</b>	<b>3</b>		
<b>CLAY</b>			
District Superintendent of Schools or Designee	Bianca Montoro	June 2021	June 2025
<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	Vacant		
County Health Department Director or Designee	Jessica Bishop	June 2021	June 2025
<b>ST. JOHNS</b>			
Member Appointed by Bd. of County Commissioners or the Governing Board of a Municipality	Christian Whitehurst	March 2021	March 2025
Head Start Director	*Brian McElhone	July 2021	July 2025
Governor Appointee <b>Private Sector CHAIR</b>	Vacant, <i>Chair</i>		
<b>Private Sector</b>	Mike Siragusa	September 2018	September 2022
<b>Private Sector</b>	Michelle Jonihakis	December 2018	December 2022
<b>Private Sector</b>	Kyle Gammon	September 2019	September 2023
<b>Total Private Sector</b>	<b>3</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, (Baker, Clay, Nassau, Putnam, St. Johns)	September 2014	September 2022
President of a Florida College System or Designee	* Dr. Myrna Allen, <i>Treasurer</i>	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, (Putnam, St. Johns)	December 7, 2016	March 2025
Central Agency Administrator	Teresa Matheny (All Counties)	September 21, 2016	NA
<b>Private Sector</b>	Aubrie Simpson Gotham, <i>Secretary</i> (St. Johns)	December 2018	December 2022
<b>Private Sector</b>	*Joy Stanton, <i>Vice Chair&amp;Standing Chair</i> (St. Johns)	March 2020	March 2024
<b>Private Sector</b>	Whitney Kersey Graves (St. Johns)	March 2021	March 2025
<b>Private Sector</b>	Mary Ann Holanchock	June 2021	June 2025
<b>Total Private Sector</b>	<b>4</b>		
<b>Combined Total Private Sector</b> (Must comprise MORE THAN 1/3 of total Board Membership):	<b>10</b>		
<b>TOTAL MEMBERSHIP</b>	<b>20</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 retired effective April 30, 2021. We are working with the Governor's office for approval of a new Board Chair appointee.
- **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)
- **Joy Stanton-**Term date is March 16,2020. The Board approved J. Stanton's second term on the March 11, 2020 meeting. J. Stanton's second term expires March 2024.

- **Theresa Little**- 1<sup>st</sup> term expired December 2020. The Board will vote on approval for a second term at the March 10, 2021 Board Meeting.

**Mandatory Seats:** All mandatory seats have been filled with the exception of one, Marsha Hill has resigned from the Board and we will have a new Representative of Programs for Children with Disabilities under the Federal Individuals with Disabilities Education Act, Marsha Peacock to be voted onto the Board effective at the next Annual Board Meeting on September 8, 2021.

- **Combined Total Private Sector** (*Must be comprised of MORE THAN 1/3 of total Board Membership*): 1/3 of 20= 50%. We currently have 10 private sector members.
- **Total Membership:** 15 to 30 members. We currently have 20 board members.

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

### **F. Election of Officers\*-HANDOUT**

**\*ACTION ITEM**



# BYLAWS

**Adopted:** 03/20/2013  
**Effective:** 07/01/2013  
**Revised:** 09/16/2015

## ARTICLE V OFFICERS

### Section 5.1. ELECTION OF OFFICERS:

The officers of the Coalition shall consist of the Chair, Vice Chair, Treasurer, and the Secretary. The Governor of Florida will appoint the Chair of the Coalition, who is a private sector member, as well as two additional private sector board members. A member in good standing shall be eligible for nomination and election to any office of this Coalition, other than the Chair. The following applies to all offices, except for Chair.

- 5.1.1. The Board shall convene in the first quarter of the fiscal year for their annual meeting at which time they will determine eligible candidates for office and to prepare an official slate of nominees. Any person so nominated shall give their consent to nomination and election as an officer.
- 5.1.2. Elected officers shall be voted on at the annual meeting, and installed at the next regularly scheduled meeting and shall serve for a term of one year or until a successor is duly qualified and elected. Officers may serve in the same position for a maximum of two consecutive years.
- 5.1.3. If an office is vacated prior to the completion of a one year term, a member in good standing may be appointed by the Chair and approved by the members to fill the vacancy until the term ends.

### Section 5.2. OFFICERS OF THE COALITION:

- 5.2.1. **The Chair** shall preside at all meetings of the Coalition and perform the duties which are the will of the full Board. The Chair shall appoint Chairs of all Committees, except for the Executive/ Administrative Committee Chair in which the Board Chair serves as Chair.
- 5.2.2. **The Vice Chair** shall perform the duties of the Chair when the Chair is absent and have such other responsibilities as may be designated by the chair.
- 5.2.3. **The Treasurer**, in cooperation with the relevant Coalition staff, ensures accurate accounting of monies received and expended for the use of the Coalition and will make a monthly report at the Coalition Board Meetings.
- 5.2.4. **The Secretary** shall with administrative staff to ensure that notice required by these bylaws is given, keep records of all proceedings of the Coalition in cooperation with the staff, keep record of attendance, and report correspondence to the Coalition at each meeting. Correspondence shall be conducted relative to the nomination of required membership and any other business as called upon by the Chair. The Secretary shall perform the duties of the Chair when the Chair and Vice Chair are absent and have such other responsibilities as may be designated by the Chair.

## OFFICER LOG

### FY 2020-2021

Position	Name	Term	Reappointed To	Term
Vice-Chair	Joy Stanton	October 2020-September 2021		
Secretary	Aubrie Simpson-Gotham	October 2020– September 2021		
Treasurer	Myrna Allen	October 2020 – September 2021		

### FY 2019-2020

Position	Name	Term	Reappointed To	Term
Vice-Chair	Joy Stanton	October 2019-September 2020		
Secretary	Aubrie Simpson-Gotham	October 2019– September 2020		
Treasurer	Myrna Allen	October 2019 – September 2020		

### FY 2018-2019

Position	Name	Term	Reappointed To	Term
Vice-Chair	Renee Williams	October 2018-September 2019		
Secretary	Joy Stanton	October 2018– September 2019		
Treasurer	Theresa Little	October 2018 – September 2019		

### FY 2017-2018

Position	Name	Term	Reappointed To	Term
Vice-Chair	Renee Williams	October 2017-September 2018		
Secretary	Joy Stanton	October 2017– September 2018		
Treasurer	Theresa Little	October 2017 – September 2018		

### FY 2016-2017

Position	-17Name	Term	Reappointed To	Term
Vice-Chair	Brian Graham	October 2016-September 2017		
Secretary	Mark Miner	October 2016 – September 2017	Joy Stanton	
Treasurer	Renee Williams	October 2016 – September 2017		

**FY 2015-2016**

<b>Position</b>	<b>Name</b>	<b>Term</b>	<b>Reappointed To</b>	<b>Term</b>
Vice-Chair	Brian Graham	October 2015-September 2016		
Secretary	Mark Miner	October 2015 – September 2016		
Treasurer	Renee Williams	October 2015 – September 2016		

**FY 2014-15**

<b>Position</b>	<b>Name</b>	<b>Term</b>	<b>Reappointed To</b>	<b>Term</b>
Vice-Chair	Ron Coleman	October 2014 – September 2015		
Secretary	Brian Graham	October 2014 – September 2015		
Treasurer	Cyndi Stevenson	October 2014 – September 2015		

**FY 2013-14**

<b>Position</b>	<b>Name</b>	<b>Term</b>	<b>Reappointed To</b>	<b>Term</b>
Vice-Chair	Ron Coleman	October 2013 – September 2014		
Secretary	Jared Dollar	October 2013 – September 2014		
Treasurer	Sam Garrison	October 2013 – September 2014		

**FY 2012-13**

<b>Position</b>	<b>Name</b>	<b>Term</b>	<b>Reappointed To</b>	<b>Term</b>
Vice-Chair	Sherry Russell	November 2012 – October 2013		
Secretary	Jared Dollar	November 2012 – October 2013		
Treasurer	Patricia Hubbard	November 2012 – October 2013		

**FY 2011-12**

<b>Position</b>	<b>Name</b>	<b>Term</b>	<b>Reappointed To</b>	<b>Term</b>
Vice-Chair	Jared Dollar	November 2011 – October 2012		
Secretary	Patricia Hubbard	November 2011 – October 2012		
Treasurer	Sherry Russell	November 2011 – October 2012		

**FY 2010-11**

<b>Position</b>	<b>Name</b>	<b>Term</b>	<b>Reappointed To</b>	<b>Term</b>
Vice-Chair	Jared Dollar	November 2010 – October 2011		
Secretary	Patricia Hubbard	November 2010 – October 2011		
Treasurer	Sherry Russell	November 2010 – October 2011		

**FY 2009-10**

<b>Position</b>	<b>Name</b>	<b>Term</b>	<b>Reappointed To</b>	<b>Term</b>
Vice-Chair	John Birney	November 2009 – October 2010		
Secretary	Melanie Brown	November 2009 – October 2010		
Treasurer	Ken Forrester	November 2009 – October 2010		

**FY 2008-09**

<b>Position</b>	<b>Name</b>	<b>Term</b>	<b>Reappointed To</b>	<b>Term</b>
Vice-Chair	John Birney	November 2008 – October 2009		
Secretary	Cyndi Stevenson	November 2008 – October 2009	Melanie Brown	12/03/08 – October 2009
Treasurer	Betsy Lewis	November 2008 – October 2009	Ken Forrester	02/04/09 – October 2009

**FY 2007-08**

<b>Position</b>	<b>Name</b>	<b>Term</b>	<b>Reappointed To</b>	<b>Term</b>
Vice-Chair	Vickie Cofield	November 2007 – October 2009		
Secretary	John Birney	November 2007 – October 2009		
Treasurer	Betsy Lewis	November 2007 – October 2009		

**Slate of Officers  
2021-22**

Board Member Name: \_\_\_\_\_

**Vice-Chair:**

**Secretary:**

Write In Candidate: \_\_\_\_\_

Write In Candidate: \_\_\_\_\_

**Treasurer:**

Write In Candidate: \_\_\_\_\_

Write In Candidate: \_\_\_\_\_

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

### **G. Standing Committee Discussion and Sign-Up**

#### **HANDOUT**

## ARTICLE VI COMMITTEES

### **Section 6.1. COMMITTEES AND COMMITTEE MEMBERSHIP:**

Ad hoc committees may be established by the Coalition Chair as deemed necessary for a specific purpose or task.

**Standing Committees of the Coalition shall include: An Executive/Administrative Committee.** The Chair of this standing committee may designate ad-hoc committees to perform a specific task or function. Committee Chair's shall be appointed by the Chair of the Coalition, except for the Chair of the Executive/Administrative Committee, who will be the Chair of the Board.

**6.1.1. Executive/Administrative Committee:** The Coalition will establish a standing committee, the Executive/Administrative Committee. This committee shall have and exercise the authority of the Coalition between scheduled meetings of the Board and when a decision must be made before the next scheduled Board meeting. This committee has the full empowerment of the Coalition to make decisions on behalf of the Board as long as quorum is present. Actions of the Executive/Administrative Committee shall be ratified by the Board at the first meeting following the action. The committee will be comprised of the chair of the board, who shall be the committee chair, the Vice-Chair, the treasurer, the secretary, and at least four additional members. The chair of this committee or by the majority of the committee, may convene Ad hoc committees for a specific purpose or task.

The Committee is charged with the oversight of budget development, accurate tracking of expenditures, monitoring and accountability of the funds, and will ensure adequate financial controls in coordination with appropriate staff. This committee will also lead the board in regularly reviewing and updating the board committee structure, the board committee statement of its roles and areas of responsibility, what is expected of individual board members as well as recruitment and retention of board members and other activities outlined in the board governance policy. The committee will also regularly review the board's practices regarding member participation, conflict of interest, confidentiality, and suggest improvement where needed.

### **Section 6.2. COMMITTEE MEMBERSHIP**

- 6.2.1.** The Chair of each committee shall be appointed by the Chair of the Coalition, except for the Chair of the Executive/Administrative Committee.
- 6.2.2.** Each Coalition committee shall consist of the committee Chair and other Coalition members. Each committee shall consist of the committee chair and at least four additional members of the Coalition.
- 6.2.3.** Meeting minutes shall be provided to members at least five (5) days prior to the next regularly scheduled meeting.
- 6.2.4.** Notice of all committee meetings will be made pursuant to Florida Statute 286.011.

## COMMITTEE SIGN-UP

### **EXECUTIVE-ADMINISTRATIVE COMMITTEE**

The Exec Admin Committee will meet via **Conference Call** on the 1<sup>st</sup> Wednesday of the months of August, November, February, and May at 10:30 a.m.

SIGN - UP			
1	Chair: <b>VACANT</b>	7	
2	Vice-Chair:	8	
3	Treasurer:	9	
4	Secretary:	10	
5		11	
6		12	



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

### **H Code of Ethics and Conflict of Interest Questionnaire- HANDOUT**

# OP202 Code of Ethics

**Effective Date:** 08/05/09

**Revision Date:** 02/03/10, 04/07/10, 02/02/11, 02/12/13, 12/04/13, 06/17/15

The Coalition's Code of Ethics (also known as a Code of Conduct) is a compilation of what business conduct is expected from all of its employees and board members as it pertains to (but not limited to) each of four aspects of the Coalition's business processes: Personnel, Accounting and Financial, Procurement of Goods or Services, and Contract Management and Monitoring. Upon hire, acceptance, or assignment, each individual is required to read the Coalition's Code of Ethics and sign the Coalition's Code of Ethics Acknowledgment of Compliance form, and then annually for each subsequent year of employment or affiliation.

The following are a few generalized examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment or board assignment:

- Theft or inappropriate removal or possession of property
- Contributing to the misrepresentation or falsification of documents
- Altering, covering up, falsifying, or destroying any document that may be relevant to an official investigation
- Insubordination or other disrespectful conduct
- Unauthorized disclosure of confidential information
- Unsatisfactory performance or conduct

More specific examples of misconduct and/or unethical behavior are discussed in the following four areas of key operations.

## **Personnel**

The successful business operation and reputation of the Coalition is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the Coalition is dependent upon our clients' trust and we are dedicated to preserving that trust. Employees owe a duty to the Coalition, its clients, and Board representatives to act in a way that will merit the continued trust and confidence of the public.

The Coalition will comply with all applicable laws and regulations and expects its Board of Directors, C.E.O., managers, supervisors, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor.

Compliance with this policy of business ethics and code of conduct is the responsibility of every Coalition employee. Disregarding or failing to comply with this standard of business ethics and code of conduct could lead to disciplinary action, up to and including possible termination of employment.

## **Accounting and Financial**

## **Practice of Ethical Behavior**

Unethical actions, or the appearance of unethical actions, are unacceptable under any conditions. The policies and reputation of Coalition depend to a very large extent on the following considerations.

Each employee must apply her/his own sense of personal ethics, which should extend beyond compliance with applicable laws and regulations in business situations, to govern behavior where no existing regulation provides a guideline. Each employee is responsible for applying common sense in business decisions where specific rules do not provide all the answers.

In determining compliance with this standard in specific situations, employees should ask themselves the following questions:

1. Is my action legal?
2. Is my action ethical?
3. Does my action comply with Coalition policy?
4. Am I sure my action does not appear inappropriate?
5. Am I sure that I would not be embarrassed or compromised if my action became known within the Coalition or publicly?
6. Am I sure that my action meets my personal code of ethics and behavior?
7. Would I feel comfortable defending my actions on the 6 o'clock news?

Each employee should be able to answer "yes" to all of these questions before taking action.

Each board member and C.E.O. is responsible for the ethical business behavior of her/his subordinates; and must carefully weigh all courses of action suggested in ethical, as well as economic, terms and base their final decisions on the guidelines provided by this policy, as well as their personal sense of right and wrong.

To the extent that the C.E.O. authorizes other managers to perform certain activities, those managers become responsible for those portions of the organization's system of internal control, and at no time is Coalition management allowed to override an Internal Control process.

## **Compliance with Laws, Regulations, and the Coalition Policies**

The Coalition does not tolerate:

- The willful violation or circumvention of any federal, state, local, or foreign law by an employee during the course of that person's employment;
- The disregard or circumvention of the Coalition policy or engagement in unscrupulous dealings.
- Any attempt of management to override a financial internal control process.

Employees should not attempt to accomplish by indirect means, through agents or intermediaries, that which is directly forbidden.

The performance of all levels of employees will be measured against implementation of the provisions of these standards.

## **Legal Action**

In the event that legal services are required for active or pending litigation, the Board of Directors must be notified in advance and approval for such action granted. This notification should include, at a minimum, a description of the services to be rendered, anticipated fees, and allowability of the expense in regards to the use of grant award funds.

## **Procurement of Goods or Services**

## **Code of Conduct**

Employees and board members should strive at all times to make decisions and take actions that make concrete contributions to the professional, financial and organizational welfare of the Early Learning Coalition and its counties and communities.

### **Receiving Business Gifts**

Employees and board members are expected to be professional about receiving gifts from clients, providers, vendors, suppliers, and other organizations the Coalition directly or indirectly conducts business with. This includes the purchase of business related meals and after work refreshments.

## **Contract Management and Monitoring**

### **Coalition Ethics**

1. Staff members are prohibited by Chapter 112, Part III, F.S., from soliciting or accepting anything of value that would cause them to be influenced in the discharge of their responsibilities.

2. Examples of ethics violations include, but are not limited to the following:

- (a) Deliberately failing to disclose a conflict of interest in the course of one's duties.
- (b) Engaging in or carrying on a business enterprise with a client or person doing business with the Coalition.
- (c) Accepting or requesting gifts or gratuities from contractors, providers, or clients in violation of the Coalition's Code of Ethics.

3. Staff members are prohibited from revealing client names or other confidential information from the Coalition or contractors records to unauthorized persons. Examples include releasing HIV/AIDS client names or reporter information from the Florida Protective Services System.

4. Staff members are expected to conduct themselves in a manner that favorably reflects upon the Coalition, and themselves.

Early Learning Coalition of North Florida, Inc.

**CODE OF ETHICS  
ACKNOWLEDGEMENT OF COMPLIANCE FORM**

This form must be completed, signed, and submitted for each Coalition board member, and employee upon hire, acceptance, or assignment, and then annually for each subsequent year of employment or affiliation.

This acknowledgement form is submitted by \_\_\_\_\_, a Coalition board member or employee of the Early Learning Coalition of North Florida, Inc.

By signing below, I certify that I have read, understood, and agree to be (and remain) in compliance with all of the provisions of the **Coalition's Operational Code of Ethics Policy #OP202**.

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Position with the Coalition (board member or employee)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## OP203 Conflict of Interest

**Effective Date: 08/05/09**

**Revision Date: 02/03/10, 04/07/10, 12/28/10, 02/02/11, 02/12/13, 06/17/15, 03/16/16, 12/07/16**

The Coalition's Conflict of Interest Policy is a compilation of policies as it pertains to (but not limited to) each of three aspects of the Coalition's business processes: Personnel, Accounting and Financial, and Procurement of Goods or Services. Annually, Coalition board members and employees are required to review, complete, and sign the Coalition's Conflict of Interest Questionnaire.

### **Personnel**

Employees and board representatives have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Coalition wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

The Coalition adheres to the highest legal and ethical standards applicable in our business. The Coalition business is conducted in strict observance of both the letter and the spirit of all applicable laws and the integrity of each employee are of the utmost importance.

Employees of the Coalition shall conduct their personal affairs in such a fashion that their duties and responsibilities to the Coalition are not jeopardized and/or legal questions do not arise with the respect to their association or work with the organization.

An actual or potential conflict of interest occurs when an employee or board representative is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Coalition's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the Coalition does business, but also when an employee or relative receives bribes, substantial gifts, or special consideration, as a result of any transaction or business dealings involving the Coalition.

### **Outside Employment/Conflict of Interest Questionnaire**

Employees may hold outside jobs as long as they meet the performance standards of their job with the Coalition. All employees will be judged by the same performance standards and will be subject to the Coalition's scheduling demands, regardless of any existing outside work requirements.

If the Coalition determines that an employee's outside work interferes with performance or the ability to meet the requirements of the Coalition as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the Coalition.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the Coalition for materials produced or services rendered while performing their jobs with the Coalition.

Employees who have their own businesses must disclose such interest to the company in accordance with its conflicts of interest policy. Generally, the Coalition will not purchase from a business owned by one of its employees.

Each year, employees and board members must complete a conflict of interest questionnaire.

## **Accounting and Financial**

### **Introduction**

In the course of business, situations may arise in which the Coalition decision-maker has a conflict of interest, or in which the process of making a decision may create an appearance of a conflict of interest.

All board members, the C.E.O., and employees have an obligation to:

1. Avoid conflicts of interest, or the appearance of conflicts, between their personal interests and those of the Coalition in dealing with outside entities or individuals,
2. Disclose real and apparent conflicts of interest to the Board of Directors, and
3. Refrain from participation in any decisions on matters that involve a real conflict of interest or the appearance of a conflict.

### **What Constitutes a Conflict of Interest?**

A potential conflict of interest arises when a board member, C.E.O. or employee involved in making a decision:

- Is, or has an immediate family member, or owns a business entity in a position to benefit (directly or indirectly) from his/her dealings with the Coalition or person conducting business with the Coalition.
- Has direct or indirect ownership of more than five (5) percent of the **total assets or capital stock**, cumulatively, of one or more of the proscribed sources of income. “Proscribed sources of income” are derived from interests in the design or delivery of the VPK or SR program.
- During the prior two (2) years, more than five (5) percent of the **gross income** of the coalition member, relative, or owned business entity was derived, cumulatively, from one or more proscribed sources of income.

*(For more information please refer to paragraphs (1)(d) 1. and 2. and (e) of Florida Administrative Code 6M-9.110 “Requirements and Criteria for Early Learning Coalition Composition” dated 03/29/15).*

**The Coalition defines an “Immediate Family Member” the same as Florida Statute defines “relative” in the next section.**

**Voting Conflicts Florida Statute s. 112.3143(1)(c) defines “Relative” as:**

Any father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law.

Examples of conflicts of interest include, but are not limited to, situations in which a board member, the C.E.O., or an employee:

1. Negotiates or approves a contract, purchase/sale, or lease on behalf of the Coalition and has a direct or indirect interest in, or receives personal benefit from, the entity or individual providing the goods or services;



2. Employs or approves the employment of, or supervises a person who is an immediate family member of a board member, C.E.O., or employee;
3. Sells products or services in competition with the Coalition;
4. Uses the Coalition's facilities, other assets, employees, or other resources for personal gain;
5. Receives a substantial gift from a vendor, if the board of Directors, C.E.O., or employee is responsible for initiating or approving purchases from that vendor.

## **Procurement of Goods or Services**

### **Conflict of Interest**

Conflict of interest refers to actions or decisions that are not in the best interests of the Coalition. These may include, but are not limited to:

1. Performing non-company work during regular work hours.
2. Use of company techniques, materials, equipment, supplies and/or employees for personal or non-company reasons or projects.
3. Involvement in agreements or contracts with suppliers, vendors, job applicants, etc., which result in personal financial gain, reward, special status or personal favors.
4. Using the employee's, board member, or Coalition agent's position with the Coalition to enhance your own position, status or financial gain at the expense of, or to the detriment of the Coalition.
5. Officers, employees, and agents soliciting or accepting gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, acceptable situations are those in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. *Reference 2 CFR Part 200.318 (c)(1).*
6. Organizational conflicts of interest that occur because of relationships with a parent, affiliate or subsidiary organization. Due to interconnected nature of program operations, processes, and benchmarks, a non-Federal entity like OEL is unable (or may appear to be unable) to operate on an independent or impartial basis in conducting a procurement action involving a related organization, such as an ELC or other OEL sub-recipient. *Reference 2 CFR Part 200.318(c)(2).*

If the employee, board member, or Coalition agent is not sure about a situation, it is their responsibility to talk with the C.E.O. to clarify their role and the Coalition's position regarding their situation. Where conflict of interest is clearly present, it is the employee's, board member's, or Coalition agent's responsibility to act in the best interests of the Coalition in handling the situation and to report the resolution of the problem to management.

For more details on requirements for Related Party activities and Voting Conflicts, please see Coalition policy #PR401.

### **Disclosure Requirements**

The board member, C.E.O. or employee who believes that he/she may be perceived as having a conflict of interest in a discussion or decision must disclose that conflict to the group making the decision. Most concerns about conflicts of interest may be resolved and appropriately addressed through prompt and complete disclosure [2 CFR Part 200.112].

Therefore, the Coalition requires the following:

1. On an annual basis, all members of the Board of Directors, the C.E.O., and employees with purchasing and/or hiring responsibilities or authority shall inform, in writing, the C.E.O. and the chair of the Board of Directors, of all reportable conflicts.

2. Prior to the preparation of the disclosure statements, the accounting department shall distribute a list of all vendors with whom the Coalition has transacted business at any time during the preceding year, along with a copy of the disclosure statement, to be completed by the first Board meeting of each fiscal year. In addition, each person completing the disclosure statement will be asked to list the names of all businesses that he/she (or any member of her/his immediate family) are affiliated with, that it is possible the Coalition may consider for future business dealings.
3. The C.E.O. shall review all forms completed by employees, and the Executive/Administrative Committee shall review all forms completed by Board of Directors and the C.E.O., and determine appropriate resolution in accordance with the next section of this policy, if applicable.
4. If a conflict arises during the year, the employee or board member will immediately notify the C.E.O. who will determine appropriate resolution.

### **Resolution of Conflicts of Interest**

All real or apparent conflicts of interest shall be disclosed to the Executive/Administrative Committee and the C.E.O. of the Coalition. Conflicts shall be resolved as follows:

- The C.E.O. shall be responsible for making all decisions concerning resolutions of conflicts involving employees, subject to the approval of the Executive/Administrative Committee.
- The Executive/Administrative Committee shall be responsible for making all decisions concerning resolutions of conflicts involving the C.E.O. and other members of the board.
- The chair of the committee shall be responsible for making all decisions concerning resolutions of conflicts involving the Executive/Administrative Committee members.
- The full board shall be responsible for making all decisions concerning resolutions of the conflict involving the chair of the Executive/Administrative Committee.

The Board of Directors, C.E.O., or Coalition employees may appeal the decision that a conflict (or appearance of conflict) exists as follows:

- An appeal must be directed to the chair of the board
- Appeals must be made within 30 calendar days of the initial determination
- Resolution of the appeal shall be made by vote of the full Board of Directors
- Board members who are the subject of the appeal, or who have a conflict of interest with respect to the subject of the appeal, shall abstain from participating in, discussing, or voting on the resolution, unless their discussion is requested by the remaining members of the board

### **Disciplinary Action for Violations of this Policy**

Failure to comply with the standards contained in this policy will result in disciplinary action that may include termination, referral for criminal prosecution, and reimbursement to the Coalition or to the government, for any loss or damage resulting from the violation. As with all matters involving disciplinary action, principles of fairness will apply. Any employee charged with a violation of this policy will be afforded an opportunity to explain her/his actions before disciplinary action is taken.

Disciplinary action will be taken:

1. Against any employee who authorizes or participates directly in actions that are a violation of this policy.
2. Against any employee who has deliberately failed to report a violation or deliberately withheld relevant and material information concerning a violation of this policy.

3. Against any board member or C.E.O. who attempts to retaliate, directly or indirectly, or encourages others to do so against any employee who reports a violation of this policy.

A board member who violates this policy will be removed from the board.

For more details on state statutory instructions, please refer to OEL's Program Guidance, *Related Party Disclosures*.

For more information on conflicts of interest:

- See the Florida Commission on Ethics *Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees*.
- See the Florida Commission on Ethics *Overview of Laws relating to Gifts*.
- See the Florida Commission on Ethics *Overview of Laws relating to Honoraria*.
- See OEL's Uniform Guidance 2 CFR Part 200, Policy updates for Conflicts of Interest

**Early Learning Coalition of North Florida, Inc.**

Employee and Board Member

**Conflict of Interest Questionnaire**

Each year, employees and board members must complete a conflict of interest questionnaire. At the Early Learning Coalition, our reputation for integrity is one of our most valuable assets and is directly affected by the conduct of our employees. For this reason, employees and Board members must not use their position for private gain, to advance their personal interests, or to obtain favors or benefits for themselves, members of their immediate families\*, or any other individuals or business entities. This includes Board members abstaining from voting on a matter when an item is presented for a vote that will directly affect that Board member, his/her employees, or another organization the Board member is involved with. The following **questions** are designed to protect you as an employee or a Board member of the Early Learning Coalition, and to comply with the federal and state mandates under which we operate. We appreciate your cooperation in completing this form.

Employees Only:

**Are you** currently employed with another employer other than the Early Learning Coalition? (yes or no?) \_\_\_\_\_

**If yes, please list** each employer, as well as the days and the hours that you are scheduled to work: \_\_\_\_\_

Employees and Board Members:

1. **Are you** related to any of the current employees of the Early Learning Coalition? If yes, list each relative’s name and his/her relationship to you. \_\_\_\_\_
2. **Are you** related to any of our providers who utilize any of our services? If yes, please list the provider’s business name(s) here: \_\_\_\_\_
3. **Are you**, or any member of your immediate family, related to any of the vendors listed on the attached vendor list? If so, please list the name(s) of the vendor(s) here: \_\_\_\_\_
4. **Please list** the names of all businesses that you, or any member of your immediate family, are affiliated with, that it is possible the Coalition may consider for future business dealings: \_\_\_\_\_
5. **Do you** own your own business? If yes, please provide the name, address, and nature of your business. \_\_\_\_\_

**I understand that by signing this form:**

- I will abide by these guidelines and all aspects of the **Coalition’s Conflict of Interest Policy, #OP203.**
- I have reviewed the annual list of current Coalition vendors for any potential conflict of interest, and have no potential conflict of interest to report.
- I have listed all business organizations that I, or any member of my immediate family, am affiliated with that would cause a conflict of interest when participating in future Coalition business decisions.

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Name and Title (please print)	Signature	Date
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\* see definition of “Immediate Family” in Policy #OP203

**Main - ELC of NFL**  
Vendor Information List - Active Vendor List - SP

Vendor ID	Vendor Name	Status	Printed Main Address	Issue 1099
1stCoastPrinting	1st Coast Printing	Active	103 Coquina Court Ponte Vedra Beach, FL 32082	No
3RingCircuscom	3-RingCircus.com	Active	1005 Kennedy Dr. St. Augustine, FL 32084	No
Abila	Abila	Active	Dept. 3303 PO Box 123303 Dallas, TX 75312-3303	No
ADPLLC	ADP, LLC	Active	1851 N Resler Drive MS-600 El Paso, TX 79912	No
AELC	AELC	Active	206-B S. Monroe Street Tallahassee, FL 32301	No
Aflac	Aflac	Active	Worldwide Headquarters Columbus, GA 31999	No
AmericanExpress...	American Express-Dawn	Active	P. O. Box 650448 Dallas, TX 75265-0448	No
AmericanExpress...	American Express Rhonda	Active	PO Box 650448 Dallas, TX 75265-0448	No
AmericanHeritageLi	American Heritage Life Ins. Co.	Active	PO Box 650514 Dallas, TX 75265-0514	No
AmerisBank	Ameris Bank	Active	Palatka, FL 32177	No
AmyLynDAlesio	Amy Lyn D'Alesio	Active	dba Creative Types 14030 Atlantic Blvd. Unit 3414 Jacksonville, FL 32225	Yes
AngelaPickett	Angela Pickett	Active	218 Wesley Rd Green Cove Springs, FL 32043	Yes
AssocofEarlyLear	Assoc. of Early Learning Coalitions, Inc.	Active	Saralyn Grass Ed.D. 206-B S. Monroe St., Suite 110 Tallahassee, FL 32301	No
Bagan&Company	Bagan & Company, LLC	Active	Daniel J. Bagan 215 Vaill Rd Saint Augustine, FL 32086	No
BlueCrossBlueSh	Blue Cross & Blue Shield of FL	Active	P. O. BOX 105358 Atlanta, GA 30348-5358	No
BrianGraham	Brian Graham	Active	2970 Ravines Road #1326 Middleburg, FL 32068	No
CatherineGMancino	Catherine G. Mancino	Active	2450 Old Moultrie Rd Suite 301 St. Augustine, FL 32086	Yes
CenterStateBank	Center State Bank	Active	Attn: Ali Zwally 709 S. Ponce deLeon Blvd. St. Augustine, FL 32084	No
ChrisMoore	Chris Moore	Active	1503 Clover Avenue Orange Park, FL 32073	Yes
ClarasTidbitsRest	Clara's Tidbits Restaurant	Active	1076 Henricks Avenue Jacksonville, FL 32207	No
ClayCountyChamber	Clay County Chamber of Commerce	Active	ATTN: Kellie Collins 1845 Town Center Blvd., Ste 410 Fleming Island, FL 32003	No
ClayCountySheriff	Clay County Sheriff's Office	Active	PO Box 548 Green Cove Springs, FL 32043	No
Comcast	Comcast	Active	P. O. Box 71211 Charlotte, NC 28272-1211	No

**Main - ELC of NFL**  
Vendor Information List - Active Vendor List - SP

Vendor ID	Vendor Name	Status	Printed Main Address	Issue 1099
CompassMSP	Compass MSP	Active	100 North Laura St., Ste 601 Jacksonville, FL 32202	No
DawnBell	Dawn Bell	Active	4036 White Pine Lane St. Augustine, FL 32086	No
DrJean&FriendsLLC	Dr. Jean & Friends LLC	Active	3037 Marsh Gate Drive Seabrook Island, SC 29455	Yes
EpiscopalChildrens	Episcopal Children's Services	Active	8443 Baymeadows Rd Suite 1 Jacksonville, FL 32256	No
EvergreenCreations	Evergreen Creations, LLC.	Active	c/o Aaron Burakoff 1510 Lexington Ave., 6D New York, NY 10029 USA	Yes
FirstFoundationfor	First Foundation for Childhood Literacy,	Active	PO Box 1327 Madison, GA 30650	No
FirstCoastShredding	First Coast Shredding, LLC	Active	1960 US Highway 1 S. #220 St. Augustine, FL 32086	No
FirstNationalBank	First National Bank Omaha	Active	P. O. Box 2818 Omaha, NE 68103-2818	No
FloridaAssocforInfan	Florida Association for Infant Mental Health, Inc.	Active	PO Box 1182 Riverview, FL 33568 USA	No
FloridaDepartmento	Florida Department of State	Active	The Gray Building 500 S. Bronough Street Tallahassee, FL 32339-0250	No
FPL	FPL	Active	General Mail Facility Miami, FL 33188-0001	No
GuardianInsurance	Guardian Insurance	Active	PO Box 26090 Lehigh Valley, PA 18002-6090	No
InLovingHandsScho	In Loving Hands School Kids Hangout	Active	165 SE Nightingale Street Keystone Heights, FL 32656	No
JoanWhitson	Joan Whitson	Active	5337 1st Street St. Augustine, FL 32080	No
Joy Stanton	Joy Stanton	Active	297 Jackrabbit Trail Ponte Vedra, FL 32081	No
JumpstartforYoung	Jumpstart for Young Children, Inc.	Active	Attention: Carolyn Swanhall 308 Congress Street, 6th Fl Boston, MA 02210-1027	No
KiwanisClubofPala	Kiwanis Club of Palatka	Active	P O Box 313 Palatka, FL 32178	No
KiwanisClubofSt	Kiwanis Club of St. Augustine	Active	PO Box 637 St. Augustine, FL 32085-0637	No
KonicaMinoltaBusin	Konica Minolta Business Solutions USA Inc	Active	Dept. AT 952823 Atlanta, GA 31192-2823	No
LaKayCornell	LaKay Cornell	Active	24 Eastman St St. Augustine, FL 32084 USA	Yes
Logate LLC	Logate LLC	Active	3620 Peoria Road Orange Park, FL 32065	Yes
LogoDepot	Stellar Performance Group, LLC	Active	365 College Drive, #106 Middleburg, FL 32065 USA	Yes
MarywoodRetreat...	Marywood Retreat Center	Active	235 Marywood Dr. St. Johns, FL 32259	No

**Main - ELC of NFL**  
Vendor Information List - Active Vendor List - SP

Vendor ID	Vendor Name	Status	Printed Main Address	Issue 1099
MollyMaidFirstCoa	Molly Maid First Coast	Active	310 Commerce Lake Drive Suite 104 St. Augustine, FL 32095	No
MossKrusickAsso	Moss, Krusick & Associates, LLC	Active	501 S. New York Avenue Suite 100 Winter Park, FL 32789	No
MyronCorp	Myron Corp.	Active	PO Box 660888 Dallas, TX 75266-0888	No
NadiaRamoutar	Nadia Ramoutar, Ph.D.	Active	8335 Freedom Crossing Trail, Unit 2302 Jacksonville, FL 32256 USA	Yes
NationalAlarmServ...	National Alarm Service	Active	4861 S.R. 13 North St. Johns, FL 32259	No
NEFEC	NEFEC	Active	dba Putnam County Schools 3841 Reid Street Palatka, FL 32177	Yes
NonProfitTechnologi	NonProfit Technologies Inc.	Active	631 North US Hwy 1, Suite 101 North Palm Beach, FL 33408	No
Nourishing	Nourishing Soul Sisters	Active	201 S Matanzas Blvd St. Augustine, FL 32080 USA	No
OEL	Office of Early Learning	Active	Attn: Financial Administration and Budget Services 250 Marriott Drive Tallahassee, FL 32301-2983	No
OfficeDepot	Office Depot, Inc.	Active	P. O. Box 1413 Charlotte, NC 28201-1413	No
PalatkaDailyNews	Palatka Daily News	Active	PO Box 777 Palatka, FL 32178-0777	No
PettyCash	Petty Cash	Active	2450 Old Moultrie Rd. Suite 103 St. Augustine, FL 32086 USA	No
PhiladelphiaIndemni	Philadelphia Indemnity Insurance Company	Active	PO Box 70251 Philadelphia, PA 19176-0251	No
PutnamCountyCh...	Putnam County Chamber of Commerce	Active	1100 Reid Street Palatka, FL 32177	No
RavineGardensState	Ravine Gardens State Park	Active	1600 Twigg St. Palatka, FL 32177	No
ReneeWilliams	Renee Williams	Active	100 Stephanie Street Palatka, FL 32177	No
RichardCohen	Richard Cohen	Active	661 Elm Street Montpelier, VT 05602 USA	Yes
SandraDunnvant	Sandra Dunnvant	Active	3620 Peoria Road Orange Park, FL 32065	No
ScholasticInc	Scholastic Inc.	Active	P.O. Box 3720 Jefferson City, MO 65102-3720	No
SharonBrown	Sharon Brown	Active	4342 Woodley Creek Road Jacksonville, FL 32218	Yes
ShuaLifeSkills	Fun Fitness Training, LLC	Active	DBA Shua Life Skills 2800 SW 73rd Way, #1605 Davie, FL 33314	Yes



**Main - ELC of NFL**  
Vendor Information List - Active Vendor List - SP

Vendor ID	Vendor Name	Status	Printed Main Address	Issue 1099
StaplesBusinessCr...	Staples Business Credit	Active	P O Box 105638 Atlanta, GA 30345-5638	No
StAugustineSunris	St. Augustine Sunrise Rotary	Active	PO Box 505 St. Augustine, FL 32085	No
StephanieLaRoche	Stephanie LaRoche	Active	4813 Florida Club Circle #1205 Jacksonville, FL 32216	No
StJohnsCountyCha	St. Johns County Chamber of Commerce	Active	100 Southpark Blvd Suite 405 & 406 St. Augustine, FL 32086	No
StJohnsRiverStat	St. Johns River State College	Active	283 College Drive Orange Park, FL 32065	No
TeresaForbes	Teresa P Forbes	Active	1705 SR 16 St Augustine, FL 32084	Yes
TheresaLittle2	Theresa Little	Active	3637 Montclair Drive Jacksonville, FL 32217	No
TMobile	T-Mobile	Active	PO Box 742596 Cincinnati, OH 45274-2596	No
TransamericaLifeIn	Transamerica Life Ins. Co.	Active	PO Box 742504 Cincinnati, OH 45274-2504	No
TurnerInsuranceAdv	Turner Insurance Advisor Group, Inc.	Active	2121 N.E. Coachman Rd. Clearwater, FL 33765	No
UnitedWayofNorthe	United Way of Northeast Florida	Active	Attn: Accounts Payable P.O. Box 864228 Orlando, FL 32886-4228	No
UnitedWayofSJC	United Way of SJC	Active	PO Box 1007 St. Augustine, FL 32085	No
VOID	VOID Check	Active	,	No

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

### **I. RFP Conflict of Interest Forms**

#### **HANDOUT**

**Early Learning Coalition of North Florida, Inc.**

**Conflict of Interest Questionnaire**

Regarding:

**Request for Proposal (RFP) #ELCNF-22/23-001**

**For the Delivery of School Readiness and Voluntary Prekindergarten Services:**

**Child Care Resource and Referral, Inclusion, Quality Support Services, Eligibility and Enrollment, and Fiscal Administration  
As Established by Florida's School Readiness and Voluntary Prekindergarten Acts**

**For Fiscal Year 2022-2023**

(Title of Solicitation/Contract)

List of Applicants/Proposers:

**Episcopal Children's Services (E.C.S.)**

As an RFP Committee member and/or Board of Directors member who is participating in the Coalition's Request for Proposals process (name/# listed above), please answer the following questions:

1. Do you, your immediate family, or business partner have financial or other interests in any of the Applicants listed? \_\_\_\_\_
2. Have gratuities, favors, or anything of monetary value been offered to you or accepted by you from any of the Applicants listed?  
\_\_\_\_\_
3. Have you been employed by any of the Applicants listed within the last 24 months?  
\_\_\_\_\_
4. Do you plan to obtain a financial interest, e.g. stock, in any of the Applicants listed?  
\_\_\_\_\_
5. Do you plan to seek or accept future employment with any of the Applicants listed?  
\_\_\_\_\_
6. Are there any other conditions which may cause a conflict of interest? \_\_\_\_\_  
\_\_\_\_\_

If you answered "yes" to any of the above questions, attach to this questionnaire a written explanation of your answer below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I declare all of the above questions are answered truthfully and to the best of my knowledge. I further declare that I will not divulge any information about this procurement to anyone during the evaluation and award process.

\_\_\_\_\_  
Name (type or print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **VII. Board Absenteeism Log**

### **INFORMATIONAL**

**BOARD**

**MEMBER ABSENTEEISM LOG**

By-Laws *Unexcused absences from two (2)*

*3.2.8. Mandated*

*members with three (3) consecutive*

X = Attended

MEMBER NAME	6/10/2020	No Meeting July-20	No Meeting August-20	9/09/2020	No Meeting Oct-20	No Meeting Nov-20	12/2/2020	No Meeting Jan-21	No Meeting Feb-21	3/11/2021	No Meeting Apr-21	No Meeting May-21	6/9/2021
Allen, M.	X			X			X			X			EXCUSED
Coleman, R.	X			X			X			X			X
Delcomyn, V.	No longer a member			X			X			EXCUSED			X
Gammon, K.	X			X			X			X			X
Garcia, M.	X			X			X			X			No longer a member
Graham, B.	EXCUSED			X			EXCUSED			X			EXCUSED
Hill, M.	X			X			X			X			X
Johns, J.	X			X			EXCUSED			No longer a member			No longer a member
Jonihakis, M.	X			X			X			X			X
Little, T.	X			X			X			X			X
Matheny, T	X			X			X			X			X
McElhone, B.	X			X			X			EXCUSED			X
Pearson, N.	EXCUSED			EXCUSED			EXCUSED			X			No longer a member
Puckett, C.	X			X			X			EXCUSED			EXCUSED
Simpkins, K.	X			X			X			X			X
Simpson-Gotham, A.	X			X			X			X			X
Siragusa, M.	X			X			X			X			X
Stanton, J.	X			X			X			X			X
Tauch, P.	X			X			X			X			X
Williams, R.	X			X			X			X			X

## **VIII. Board Comment**

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## **IX. Next Meetings**

- Wednesday, November 3, 2021, 10:30 a.m. –  
Exec/Admin Committee Conference Call  
Meeting
  - Wednesday, December 1, 2021, 2:00 p.m.-  
Board Meeting at  
**World Golf Village Caddyshack Restaurant**
- 

## **X. Adjournment\***

**\*ACTION ITEM**