



EARLY LEARNING COALITION

North Florida

BOARD MEETING

December 6, 2023 2:00 p.m.
*Renaissance World Golf Village and Convention Center
Caddy Shack Restaurant*

TENTATIVE AGENDA

**Action Item*

- I. **Call to Order/Roll Call**
- II. **Public Comment**
- III. **Approval of Delegation of Authority Items***
- IV. **Approval of September 13, 2023 Annual Board Meeting Minutes***
- V. **New/Unfinished Business**
 - A. Summary of D. Bell Annual Evaluation- **HANDOUT**
 - B. Approval of ELCNF Revised 2023-2024 Budget *
 - C. Approval of ELCNF Clay County Office Lease Extension to January 31, 2025*
 - D. Approval of ELCNF Palatka County Office Lease Extension to January 31, 2025*
 - E. Approval of Management Decision Recommendation for ECS Audit 2022/2023*
 - F. Approval of Putnam County Health Department Designee Robyn Jernigan*
 - G. Approval of DCF Regional Licensing Designee Cassandra Bloom*
 - H. Review of Board Membership- **INFORMATIONAL**
- VI. **Staff and Committee Reports**
 - A. CEO Report-Verbal
 1. United Way of St. Johns County Grant Funding *Informational*
 - B. Finance Manager's Report
 - C. 1st Quarter Program Update
 - D. Executive Administrative Committee November 1, 2023
 - Draft of November 1, 2023 Exec/Admin Meeting Minutes - *Informational*
 1. Ratify Approval of the Episcopal Children's Services 2023/2024 Contract Amendment 0002-23*
 2. Ratify Approval of the Approval of 2022-2024 School Readiness Plan Attachment I.H. ELC Record Retention Policy*
 3. Ratify Approval of Disposal of Inventory*
 4. Ratify Approval of the minutes of the August 4, 2021 Exec/Admin meeting*
 5. Ratify Approval of the minutes of the May 3, 2023 Exec/Admin meeting*



VII. Board Absenteeism Log – INFORMATIONAL

VIII. Board Comment

IX. Next Meetings

- Wednesday, March 6, 2024 10:30 a.m. – Exec/Admin Committee Conference Call Meeting
- Wednesday, May 8, 2024, 10:30 a.m. – Board Meeting,

X. Adjournment*

Personnel Activity Report

EMPLOYEE NAME: Dawn E. Bail
 TITLE: Chief Executive Officer

PP End: 9/12/2023

APPROVING AUTHORITY: ELCNF Board
 TITLE: N/A

Date	# of Hours	*TRBA	*TR00	*TRCS	*TRAM	Other	AL	SL	PSL	Unallocated Time	DAILY LOG
8/30/2023	7.00	4.00	3.00							0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
9/1/2023	7.00	4.00	3.00							0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
9/2/2023	4.00	4.00								0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
9/3/2023	3.00	3.00								0.00	electronic correspondence
9/4/2023	6.00	3.00				3.00				8.00	electronic correspondence
9/5/2023	8.00	3.00	3.00							0.00	Holiday
9/6/2023	3.00	3.00			2.00					0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
9/7/2023	5.00	3.00	2.00							0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
9/8/2023	4.00	4.00								0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
9/9/2023	4.00	4.00								0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
9/10/2023	5.00	5.00								0.00	electronic correspondence
9/11/2023	9.00	4.00	3.00							0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
9/12/2023	72.00	48.00	17.00	0.00	7.00	8.00	0.00	0.00	0.00	8.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
Total	80.00	53.33	18.89	0.00	0.9722	0.78	0.00	0.00	0.00	0.00	
Percent	80.00	53.33	18.89	0.00	0.9722	0.78	0.00	0.00	0.00	0.00	

I hereby affirm that this is a true and complete statement of my hours changed in this period.

Employee Signature: *Dawn E. Bail*

Date: 9/12/2023

Approving Authority Signature: *Dawn E. Bail*

Date: 9/12/2023

For Official Use Only:
 [] Check and Initial Once Reviewed & Entered into Pay Summary
 [] Check and Initial Once Entered into PAR Roll-Up

ANNUAL LEAVE

8/30/2023 AL Balance	119.00
This PP Accrual	8.00
This PP Usage	0.00
9/12/2023 AL Balance	127.00

TOTAL SICK LEAVE

8/30/2023 SL Balance	106.50
This PP Accrual	4.00
This PP Usage	0.00
9/12/2023 SL Balance	110.50

PERSONAL SICK LEAVE

8/30/2023 PSL Balance	80.00
This PP Usage	0.00
9/12/2023 PSL Balance	80.00

Personnel Activity Report

EMPLOYEE NAME: Dawn E. Bell
TITLE: Chief Executive Officer

PP End: 9/26/2023

APPROVING AUTHORITY: ELCNF Board
TITLE: N/A

Date		# of Hours	*TRBA	*TRBO	*TRCS	*TRADL	Other	AL	SL	PSL	Unallocated Time	DAILY LOG
9/19/2023	W	8.00	3.00	3.00		2.00					0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
9/18/2023	T	8.00	3.00	3.00		2.00					0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
9/17/2023	F	3.00	2.00								0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
9/16/2023	S	4.00	4.00	1.00							0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
9/15/2023	S	4.00	4.00								0.00	electronic correspondence
9/14/2023	M	6.00	4.00	2.00							0.00	electronic correspondence
9/13/2023	T	6.00	4.00			2.00					0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
9/12/2023	W	9.00	5.00	2.00		2.00					0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
9/11/2023	T	8.00	3.00	3.00							0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
9/10/2023	F	8.00	5.00	2.00							0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
9/9/2023	S	4.00	4.00								0.00	electronic correspondence
9/8/2023	S	4.00	4.00								0.00	electronic correspondence
9/7/2023	M	6.00	4.00	2.00							0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
9/6/2023	T	4.00	4.00								0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
Total		80.00	53.00	18.00	0.00	9.00	0.00	0.00	0.00	0.00	0.00	
Percent		66.25%	22.50%	22.50%	0.00%	11.25%	0.00%	0.00%	0.00%	0.00%	0.00%	
Unallocated		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

I hereby affirm that this is a true and complete statement of my hours changed in this period.

Employee Signature: *Dawn E. Bell*

Date: *9/26/2023*

Approving Authority Signature: *Dawn E. Bell*

Date: *9/26/2023*

For Official Use Only:
 Check and Initial Once Reviewed & Entered into Pay Summary
 Check and Initial Once Entered into P&R Roll-Up

ANNUAL LEAVE	
9/13/2023 AL Balance	127.00
This PP Accrual	8.00
This PP Usage	0.00
9/26/2023 AL Balance	135.00

TOTAL SICK LEAVE	
9/13/2023 SL Balance	106.50
This PP Accrual	4.00
This PP Usage	0.00
9/26/2023 SL Balance	110.50

PERSONAL SICK LEAVE	
FY21/22 PSL Balance	80.00
This PP Usage	0.00
9/26/2023 PSL Balance	80.00

Personnel Activity Report

EMPLOYEE NAME: Dawn E. Bell
TITLE: Chief Executive Officer

PP End: 10/10/2023

APPROVING AUTHORITY: EL CNF Board
TITLE: N/A

Date	# of Hours	'97BSA	'97Q99	97QCS	'97ADM	Other	AL	SL	PSL	Unallocated Time	DESCRIPTION
9/27/2023	2.00	2.00								6.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
9/28/2023	4.00	4.00					4.00			4.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
9/29/2023	2.00	2.00					6.00			6.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
10/1/2023	3.00	3.00								0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
10/2/2023	3.00	3.00								0.00	electronic correspondence
10/3/2023	4.00	2.00	2.00				1.00			1.00	electronic correspondence
10/4/2023	4.00	2.00	2.00							0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
10/5/2023	5.00	3.00	2.00				4.00			4.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
10/6/2023	4.00	3.00	1.00				3.00			3.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
10/7/2023	3.00	3.00								0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
10/8/2023	3.00	3.00								0.00	electronic correspondence
10/9/2023	4.00	4.00					3.00			0.00	electronic correspondence
10/10/2023	4.00	4.00					4.00			4.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
Total	49.00	36.00	8.00	0.00	5.00	0.00	31.00	0.00	0.00	31.00	
Unallocated	31.00	22.78	5.06	0.00	0.10204	0.00	3.16	0.00	0.00	3.16	
Total	80.00	58.78	13.06	0.00	8.16	0.00	34.16	0.00	0.00	34.16	
Percent		0.73469	0.16327	0.00000	0.10204	0.00000	0.42700	0.00000	0.00000	0.42700	

I hereby affirm that this is a true and complete statement of my hours charged in this period.

Employee Signature: *Dawn Bell*

Date: 10/10/2023

Approving Authority Signature: *Rebecca*

Date: 10/10/2023

For Official Use Only:
 [] Check and Initial Once Reviewed & Entered into Pay Summary
 [] Check and Initial Once Entered into PARS Roll-Up

ANNUAL LEAVE	
9/27/2023 AL Balance	135.00
This PP Accrual	8.00
This PP Usage	-31.00
10/10/2023 AL Balance	112.00

TOTAL SICK LEAVE	
9/27/2023 SL Balance	110.50
This PP Accrual	4.00
This PP Usage	0.00
10/10/2023 SL Balance	114.50

PERSONAL SICK LEAVE	
F721/22 PSL Balance	80.00
This PP Usage	0.00
10/10/2023 PSL Balance	80.00

LEAVE REQUEST FORM

Name: Dawn E Bell

Date of Request: 9/12/2023

Date(s) / Time of Leave:

Leave Type (See Legend):

- 09/27 6 hours annual leave
- 09/28 4 hours annual leave
- 09/29 6 hours annual leave
- 10/03 1 hour annual leave
- 10/04 4 hours annual leave
- 10/05 3 hours annual leave
- 10/09 3 hours annual leave
- 10/10 4 hours annual leave

31 hours annual leave

Approved: *Michelle Knowlton*

Date: 10/10/2023

Not Approved: _____

Date: _____

Comments: _____

AL: Annual Leave

Personnel Activity Report

EMPLOYEE NAME: **Dawn E. Bell** TITLE: **Chief Executive Officer**

PP End: **10/24/2023**

APPROVING AUTHORITY: **ELCNF Board**
TITLE: **N/A**

Date	# of Hours	*TRSA	*7000	*9000	*PPADM	Other	AL	SL	PSL	Unallocated Time	DAILY LOG
10/11/2023	W	3.00	3.00							0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
10/12/2023	T	5.00	2.00	3.00						0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
10/13/2023	F	7.00	3.00	3.00	1.00					0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
10/14/2023	S	4.00	4.00							0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
10/15/2023	S	6.00	6.00							0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
10/16/2023	M	8.00	3.00	4.00	1.00					0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
10/17/2023	T	9.00	5.00	4.00						0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
10/18/2023	W	8.00	3.00	3.00	2.00					0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
10/19/2023	T	8.00	4.00	4.00						0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
10/20/2023	F	5.00	5.00							0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
10/21/2023	S	4.00	4.00							0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
10/22/2023	\$	3.00	3.00							0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
10/23/2023	M	4.00	4.00							0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
10/24/2023	T	6.00	3.00	3.00						0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
Total		80.00	52.00	24.00	4.00	0.00	0.00	0.00	0.00	0.00	
Unaccounted		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total		80.00	52.00	24.00	4.00	0.00	0.00	0.00	0.00	0.00	
Percent		0.55000	0.30000	0.00000	0.05000						

I hereby affirm that this is a true and complete statement of my hours changed in this period.

Employee Signature

10/24/2023
Date

Dawn Bell
Approving Authority Signature

10/24/2023
Date

For Official Use Only:
Check and Initial Once Reviewed & Entered into Pay Summary
Check and Initial Once Entered into PARS Roll-Up

ANNUAL LEAVE	
10/11/2023 AL Balance	112.00
This PP Accrual	8.00
10/24/2023 AL Balance	120.00

TOTAL SICK LEAVE	
10/11/2023 SL Balance	114.50
This PP Accrual	4.00
10/24/2023 SL Balance	118.50

PERSONAL SICK LEAVE	
FY21/22 PSL Balance	80.00
This PP Usage	0.00
10/24/2023 PSL Balance	80.00

Personnel Activity Report

EMPLOYEE NAME: Dawn E. Ball
TITLE: Chief Executive Officer
PP End: 11/7/2023
APPROVING AUTHORITY: ELCNF Board
TITLE: N/A

Date	# of Hours	*97BBA	*97000	97005	*97ADM	Other	AL	SL	PSL	Unallocated Time	DAILY LOG
10/25/2023	5.00	3.00	2.00				3.00			3.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing.
10/27/2023	5.00	3.00	2.00							0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing.
10/28/2023	5.00	3.00			2.00					0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing.
10/29/2023	5.00	5.00								0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing.
10/30/2023	3.00	3.00								0.00	electronic correspondence
11/1/2023	2.00	2.00					5.00			5.00	electronic correspondence
11/2/2023	4.00	4.00					6.00			6.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing.
11/3/2023	4.00	4.00								0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing.
11/4/2023	4.00	2.00	2.00							0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing.
11/5/2023	5.00	5.00								0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing.
11/6/2023	4.00	4.00					4.00			4.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing.
11/7/2023	6.00	3.00	2.00							0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing.
Total	62.00	51.00	8.00	0.00	3.00	0.00	18.00	0.00	0.00	18.00	
Percent	18.00	14.81	2.32	0.00	0.04839	0.00	0.87	0.00	0.00	0.87	
Unallocated	80.00	65.81	10.32	0.00	3.87						
Percent	0.82258	0.12903	0.00000	0.04839							

I hereby affirm that this is a true and complete statement of my hours charged in this period.

Employee Signature:  Date: 11/7/2023

ANNUAL LEAVE		TOTAL SICK LEAVE		PERSONAL SICK LEAVE	
10/25/2023 AL Balance	120.00	10/25/2023 SL Balance	118.50	FY21/22 PSL Balance	80.00
This PP Accrual	8.00	This PP Accrual	4.00	This PP Usage	0.00
This PP Usage	-18.00	11/7/2023 SL Balance	122.50	11/7/2023 PSL Balance	80.00
11/7/2023 AL Balance	110.00				

Approving Authority Signature:  Date: 11/7/2023
 For Official Use Only:  Date: _____
 Check and Initial Once Reviewed & Entered into Pay Summary
 Check and Initial Once Entered into PRR Roll-Up

LEAVE REQUEST FORM

Name: Dawn E Bell

Date of Request: 9/12//2023

Date(s) / Time of Leave:

Leave Type (See Legend):

10/25 3 hours annual leave

10/30 5 hours annual leave

10/31 6 hours annual leave

11/06 4 hours annual leave

18 hours annual leave

Approved: *Reckerson*

Date: 11/7/2023

Not Approved: _____

Date: _____

Comments: _____

AL: Annual Leave

SL: Sick Leave

PSL: Personal Sick Leave

Personnel Activity Report

EMPLOYEE NAME: **Dawn E. Bell** TITLE: **Chief Executive Officer**

PP End: **11/21/2023**

APPROVING AUTHORITY: **ELCNF Board**
TITLE: **N/A**

Date	# of Hours	*97BBA	*97C00	97C03	*97ADM	Other	AL	SL	PSL	Unallocated Time	DAILY LOG
11/8/2023	W 6.00	3.00	2.00		1.00					0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing.
11/9/2023	T 8.00	4.00	4.00							0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing.
11/10/2023	F 0.00					8.00				8.00	Veterans Day
11/12/2023	S 3.00	3.00								0.00	electronic correspondence
11/12/2023	S 3.00	3.00								0.00	electronic correspondence
11/13/2023	M 6.00	4.00	2.00							0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing.
11/14/2023	T 6.00	3.00	2.00							0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing.
11/15/2023	W 7.00	5.00			2.00					0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing.
11/16/2023	T 3.00	3.00						5.00		5.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing.
11/17/2023	F 6.00	3.00	3.00							0.00	electronic correspondence
11/18/2023	S 4.00	4.00								0.00	electronic correspondence
11/19/2023	S 3.00	3.00								0.00	electronic correspondence
11/20/2023	M 6.00	3.00	1.00		2.00					0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing.
11/21/2023	T 6.00	3.00	2.00		1.00					0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing.
Total	67.00	44.00	16.00	0.00	7.00	8.00	0.00	5.00	0.00	13.00	
Percent	0.656716	0.23881	0.00000	0.10448							
Unallocated	13.00	8.54	3.10	0.00	1.36						
Total	80.00	52.54	19.10	0.00	8.36						
Percent	0.65672	0.23881	0.00000	0.10448							

I hereby affirm that this is a true and complete statement of my hours charged in this period.

Employee Signature: *Dawn E. Bell* Date: 11/21/2023

Approving Authority Signature: *Dawn E. Bell* Date: 11/21/2023

For Official Use Only: Check and Initial Once Reviewed & Entered into Pay Summary
 Check and Initial Once Entered into PAR Roll-Up

ANNUAL LEAVE	
11/8/2023 AL Balance	110.00
This PP Accrual	8.00
This PP Usage	0.00
11/21/2023 AL Balance	118.00

TOTAL SICK LEAVE	
11/8/2023 SL Balance	122.50
This PP Accrual	4.00
This PP Usage	-5.00
11/21/2023 SL Balance	121.50

PERSONAL SICK LEAVE	
FY21/22 PSL Balance	80.00
This PP Usage	0.00
11/21/2023 PSL Balance	80.00

LEAVE REQUEST FORM

Name: Dawn E Bell

Date of Request: 10/12//2023

Date(s) / Time of Leave:

Leave Type (See Legend):

11/16 5 hours sick leave

5 hours sick leave

Approved: 

Date: 11/21/2023

Not Approved: _____

Date: _____

Comments: _____

AL: Annual Leave

SL: Sick Leave

PSL: Personal Sick Leave

Early Learning Coalition of North Florida, Inc.

ANNUAL BOARD MEETING

The Renaissance World Golf Village and Convention Center
September 13, 2023
10:30 a.m.

ATTENDANCE

Members Present:

Myrna Allen,
Leslie Barstow
Vina Delcomyn - *Treasurer*
Mary Ann Holanchock
Krista Joseph
Michelle Jonihakis
Theresa Little
Jennifer Overly
Marsha Peacock
Aubrie Simpson-Gotham, *Vice Chair*
Michael Siragusa
Jessica Stallings
Cassandra Virgo
Renee Williams, *Secretary*

Members Absent

Ron Coleman
Patricia Dorsey
Kyle Gammon
Brian Graham
Eleanor Hoffman
Brian McElhone
Shannon Shontz-Phillips

Staff Present:

Dawn E. Bell, Chief Executive Officer
Marie Hanson, Office Manager
Tajaro Dixon, Grants and Operations Manager

Others Present:

Teresa Matheney, ECS representative
Ron Joseph, Public

I. CALL TO ORDER/ROLL CALL

Aubrie Simpson-Gotham, Vice Chair called the meeting to order at 10:35 a.m. Roll was taken; quorum was met, with 14 of the 21 board members in attendance.

II. PUBLIC COMMENT- None

III. APPROVAL 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. The delegation items are included in the Board Packet for review. There were no discussions or questions on the items.

APPROVAL OF THE DELEGATION OF AUTHORITY ITEMS*

1. V. Delcomyn motioned to approve the Delegation of Authority Items as presented. M. Jonihakis seconded the motion. No discussion. Motion passed unanimously.

IV. APPROVAL OF JUNE 21, 2023 BOARD MEETING MINUTES*

2. T. Little motioned to approve the June 21, 2023 Board Meeting Minutes, as presented. L. Barstow seconded the motion. No discussion. Motion passed unanimously.

V. NEW/UNFINISHED BUSINESS

A. APPROVAL OF BUDGET AMENDMENT FY2023-24 FOR EARLY LEARNING COALITION OF NORTH FLORIDA.

The updated budget is an estimate of expected expenses for the upcoming year. Notice of Award for FY 2023-24, are required to operate within a Board approved budget.

This budget maintains revenues similar to amounts used for FY2022-23 and ECS expenses at the contracted amount for FY2022-23. The expenses are estimated based on the prior 12 months of expense. Annual purchase orders for FY2023-24 will be created based on these budgeted amounts. Additional updates may come through and we will advise the board.

Please note: the "handout" for the amendment that was approved was for up to the 8/16/2023 Notice of Award.

3. M. Siragusa motioned the approval of the budget amendment FY 2023-24 for Early Learning Coalition of North Florida. V. Delcomyn seconded the motion. No further discussion. Motion passed unanimously.

B. APPROVAL OF THE EPISCOPAL CHILDREN'S SERVICES 2023/2024 CONTRACT AMENDMENT # 001-23

Revisions:

1. Items **#5, 10, and 28** were to update the School Readiness budgeted amounts, as well as the Additional School Readiness-Related Programs budgeted amounts per the July 1, 2023, July 21, 2023, and August 17, 2023 Notices of Award.
2. Items **#15, 20, 21, and 29** were to update the Voluntary Prekindergarten budgeted amounts as well as the Additional Voluntary Prekindergarten-Related Programs budgeted amounts per the July 1, 2023 and July 21, 2023 Notices of Award.
3. The remaining items were updates from the Division of Early Learning (DEL) 2023/2024 Grant Agreement.

4. M. Allen motioned the approval of the Episcopal Children’s Services 2023/2024 Contract Amendment #001-23. V. Delcomyn seconded the motion. No further discussion. Motion passed unanimously.

C. APPROVAL OF THE 2023-2024 SCHOOL READINESS PLAN AMENDMENT #04

School Readiness Plan was revised with the following needed updates:

- Attach IF and IJ ECS Procurement - Disbursements V7 080123

5. M. Hollanchock motioned to approve the 2023-2024 School Readiness Plan Amendment #04. T. Little seconded the motion. No further discussion. Motion passed unanimously.

D. APPROVAL OF THE ELCNF 2022-2023 ANNUAL REPORT

The Board was provided a copy of the ELCNF 2022-2023 Annual Report that was a handout at the meeting and on our official website.

6. T. Little motioned to approve the ELCNF 2022-2023 Annual Report. V. Delcomyn seconded the motion. No further discussion. Motion passed unanimously.

E. RETRO-APPROVAL OF THE ASSOCIATION OF EARLY LEARNING COALITIONS, INC. ANNUAL MEMBERSHIP DUES

The Association of Early Learning Coalitions, Inc. Annual Membership Dues of \$10,025.00

7. M. Holanchock motioned to approve the Association of Early Learning Coalitions, Inc. membership dues. C. Virgo seconded the motion. No further discussion. Motion passed unanimously.

F. RETRO-APPROVAL OF THE IVENTURE SOLUTIONS FOR MANAGED IT SERVICES CONTRACT EFFECTIVE AUGUST 14, 2023

The 5 Year contract (August 14, 2023-August 14, 2028) is for managed IT services with iVenture Solutions:

- Full time Managed services
- Network, Server, Workstation & Asset Management with 24/7 x 365 Monitoring and Management.
- Managed Anti-Virus and Firewall Software for all offices

- Private Cloud management
 - Monthly fee schedule of \$2,008.00
 - Onboarding/Transition fees with Cloud migration \$3,980.00
- This contract is not to exceed \$30,000 annually without written permission.

G. APPROVAL OF SENDING FOUR BOARD MEMBERS TO THE NATIONAL SUMMIT ON EDUCATION 2023 IN ATLANTA GEORGIA

8. M. Holanchock motioned to approve sending four Board members to the National Summit on Education 2023 in Atlanta Georgia. M. Jonihakis seconded the motion. C. Virgo, T. Little, L. Barstow and J. Stallings abstained from voting. No further discussion. Motion passed unanimously.

BOARD MEMBERSHIP REVIEW

D. Bell reviewed upcoming board term dates and overall membership statuses. No discussion or further comments.

ELECTION OF OFFICERS*

By unanimous vote, the following board members were nominated and re-elected to serve as the Coalition Officers for the 2023-2024 fiscal year:

- Interim Chair: Aubrie Simpson-Gotham
- Vice Chair: Vina Delcomyn
- Treasurer: Michelle Jonihakis
- Secretary: Dr. Myrna Allen

9. M. Holanchock motioned to approve the Election of Officers. M. Siragusa seconded the motion. No Discussion. Motion passed unanimously.

STANDING COMMITTEE DISCUSSION AND SIGN-UP.

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

Based on the responses from Board Members, the following were re-elected to the Executive Administration Committee: A. Simpson-Gotham, V. Delcomyn, M. Jonihakis, M. Allen and M. Siragusa.

CODE OF ETHICS-HANDOUT

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

CONFLICT OF INTEREST QUESTIONNAIRE-HANDOUT

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

No Comments.

IV. STAFF AND COMMITTEE REPORTS

CEO REPORT

REVIEW OF THE 2022-2023 BOARD SELF EVALUATION RESULTS

D. Bell reviewed the results of the 2022-2023 Board Self Evaluation. This evaluation allows both board and staff members to assess how we are all doing and identifies any gaps that we can provide support through materials or training. Staff looks for those 1 or 2 ratings to see if there may be a gap, whether it is individually or more globally as a board. Twelve Board Members participated in the self-evaluation where overall results was rated a 4.13 or "exceeds expectations".

CEO UPDATES

D. Bell updated the Board on the ARP funds, teacher initiatives attached to training and other incentive plans.

FINANCE MANAGER'S REPORT-VERBAL

D. Bell gave the Finance report for the Finance Team.

Annual audits and monitoring of sub-recipient

We are currently transmitting files to our independent auditors for the fiscal yearend June 30, 2023. In addition, we have completed the required monitoring for the 3rd and 4th quarters of 2023 with our partner Episcopal Children's Services.

Q4 Financial Statements (see attachment)

Attached are the Q4 financial statements for fiscal yearend June 30, 2023. We will close out the year with a loss" \$10k. Grant expenditures for the fiscal year are less than anticipated and in direct proportion to the reduction in grant revenue" \$7M.

Targets and Restrictions

VPK Admin percentage is currently 3.22% which is lower than our target of 4%. SR Administration percentage is currently 3.9% which is less than our target of 5%. All other targets and restrictions remain in alignment with grant requirements to close out the fiscal year.

Balance Sheet

As of June 30, 2023

ASSETS

Cash, Operating	\$	2,699,881
Cash, Money Market		62,119
Petty Cash		200
Deposits		850
DEL Receivable		620,002
Other Receivables		890
Prepaid Expense		3,704
Prepaid Insurance		18,683
Equipment		6,498
Less: Accumulated Depreciation		(6,498)

TOTAL ASSETS \$ 3,406,328

LIABILITIES

Episcopal Children's Services Payable \$ 3,480,681

DEL Advance Payable		
Interest due to OEL		63,428
Other AP		3,561
Accrued Vacation		41,791

Accrued Employee Benefits 0

TOTAL LIABILITIES \$ 3,589,461

Net Assets @06/30/2022 (173,551)

Net change YTD @ 06/30/2023 (9,581)

Total Liabilities and Net Assets \$ 3,406,329
\$ (1)

DRAFT

Early Learning Coalition of North Florida					
FY 2022-2023					
As of June 30, 2023					
	6/30/2023			Favorable	
Notice of Awards	Annual Budget	Q4 Budget	Q4 Actual	(Unfavorable)	
School Readiness (SR)	\$ 21,572,458	\$ 21,572,458	\$ 20,907,005	\$ (665,453)	
PDG Services	74,990	\$ 74,990	74,990	0	
CRRSA	2,144,687	\$ 2,144,687	870,715	(1,273,972)	
ESSER	87,905	\$ 87,905	87,784	(121)	
ARP	45,943,541	\$ 45,943,541	42,196,632	(3,746,909)	
Voluntary PreKindergarten (VPK)	19,977,090	\$ 19,977,090	18,554,030	(1,423,060)	
Total Notice of Award	\$ 89,800,671	\$ 89,800,671	\$ 82,691,156	\$ (7,109,515)	
Subrecipient Expense					
School Readiness (SR)	\$ 20,572,458	\$ 20,572,458	\$ 19,934,289	\$ 638,169	
PDG Services	74,990	74,990	\$ 74,990	0	
CRRSA	2,144,687	2,144,687	\$ 870,715	1,273,972	
ESSER	87,905	87,905	\$ 87,784	121	
ARP	45,943,541	45,943,541	\$ 42,196,632	3,746,909	
Voluntary PreKindergarten (VPK)	19,779,090	19,779,090	\$ 18,510,264	1,268,826	
Total Subrecipient Expense	\$ 88,602,671	\$ 88,602,671	\$ 81,674,674	\$ 6,927,997	
Grant Funds Available to ELC of North FL	\$ 1,198,000	\$ 1,198,000	\$ 1,016,483	\$ (181,518)	
Other Donations and Revenue					
Interest Income	\$ 600	\$ 600	\$ 824	\$ 224	
Clay Electric Foundation	15,000	\$ 15,000	0	\$ (15,000)	
Quality Teacher's Conference	6,000	\$ 6,000	7,428	1,428	
Miscellaneous Donations	3,500	\$ 3,500	3,766	266	
Total Revenues	\$ 1,223,100	\$ 1,223,100	\$ 1,028,501	\$ (194,599)	
ELC of North Florida Estimated Expense					
Salaries	\$ 595,000	\$ 595,000	\$ 571,179	\$ 23,821	
PR Taxes	65,000	\$ 65,000	43,368	21,632	
Health Insurance & HSA Contributions	150,000	\$ 150,000	119,973	30,027	
Pension	40,000	\$ 40,000	25,450	14,550	
Life, Disability, and WC	18,000	\$ 18,000	9,219	8,781	
Staff Development	10,000	\$ 10,000	9,574	426	
Contract Services	12,000	\$ 12,000	17,988	(5,988)	
Auditing	15,000	\$ 15,000	16,800	(1,800)	
Legal	500	\$ 500		500	
Printing & Reproduction	2,000	\$ 2,000	332	1,668	
Repairs & Maintenance	1,000	\$ 1,000	2,850	(1,850)	
Office Sites - Occupancy	65,000	\$ 65,000	48,361	16,639	
Postage, Freight & Delivery	4,000	\$ 4,000	601	3,399	
Rentals - Office Equipment	6,000	\$ 6,000	2,649	3,351	
Office Supplies	12,000	\$ 12,000	6,706	5,294	
Communications	22,000	\$ 22,000	21,685	315	
D & O Insurance	2,700	\$ 2,700	3,342	(642)	
General Liability	8,700	\$ 8,700	7,859	841	
Equipment <\$5000	4,500	\$ 4,500	5,064	(564)	
Equipment >\$5000	4,000	\$ 4,000	9,803	(5,803)	
Travel - In State	8,000	\$ 8,000	2,990	5,010	
Travel - Out of State	6,000	\$ 6,000	5,787	213	
Travel - Local	7,000	\$ 7,000	4,899	2,101	
Bank Fees	500	\$ 500	11	489	
Software/Licenses/Support	20,000	\$ 20,000	8,605	11,395	
Web Service	35,000	\$ 35,000	36,098	(1,098)	
Other employee expenditures	4,000	\$ 4,000		4,000	
ADP Fees	9,000	\$ 9,000	7,839	1,161	
Dues & Subscriptions	15,000	\$ 15,000	11,740	3,260	
Taxes, Licenses and Fees	800	\$ 800	145	655	
Misc. - Other Current Charges	9,000	\$ 9,000	13,292	(4,292)	
Quality Program	65,000	\$ 65,000	23,875	41,125	
Total ELC North Florida Estimated Expense	1,216,700	1,216,700	1,038,082	178,618	
Surplus or (Loss)	\$ 6,400	\$ 6,400	\$ (9,581)	\$ (15,981)	

4TH QUARTER PROGRAM UPDATE

T. Dixon reported on the following:

Coalition Activities:

- The Division of Early Learning (DEL) Fiscal Monitoring occurred October 31 – November 3, 2022. We received the Final report 01/24/23, and we received the close-out letter (email) May 9, 2023.
- The entire School Readiness (SR) Plan for 2022-2024 was submitted to DEL October 6, 2022. Three documents have not been approved as of today's date. The Coalition continues to follow up with DEL to have them reviewed and approved.
- Coalition and ECS staff held an "Open Discussions Lunch" meeting April 17, 2023, which continues to be a valuable process.
- The Coalition's COOP (Continuation of Operations Plan) for 2023/2024 was submitted to DEL by the May 1, 2023 deadline.
- The Coalition's 2023/2024 Subcontractor Monitoring Plan was completed and submitted to ECS and DEL.
- The DEL Grant Agreement as well as the Episcopal Children Services (ECS) contract were completed and approved in time for July 1, 2023 funding and services.
- The 2023/2024 Coalition's Anti-Fraud Plan was submitted to DEL's Office of Inspector General May 17, 2023 (and was approved July 26, 2023).

Episcopal Children's Services (ECS) Contract Monitoring:

The 2022/2023 Third Quarter Monitoring was performed May 15 - 26, 2023. This monitoring included all DEL required "eligibility" criteria for School Readiness and VPK. Additional areas of review were Developmental Screenings and ARPA Provider Application Monitoring. From this review, there were five compliance issues. These required staff refresher training sessions and two required corrections during monitoring. The staff trainings were held and corrections were made before the final report.

The 2022/2023 Fourth Quarter Monitoring is scheduled for August 14-25, 2023. This monitoring will include all DEL required "eligibility" criteria for School Readiness and VPK. Additional area of review will be Data Security Systems Updates, SR Plan Compliance III. B. Infant/Toddler, ARPA Provider Application Monitoring, Non-direct Costs Review (3rd and 4th quarters combined), and Fiscal Year-end Overview.

ALL full reports are available upon request.

EXECUTIVE ADMINISTRATIVE COMMITTEE *NO AUGUST MEETING*

BOARD ABSENTEEISM LOG- INFORMATIONAL

BOARD COMMENTS

No Comments.

NEXT MEETINGS

The next scheduled meetings are as follows:

- Wednesday, November 1, 2023 , 10:30 a.m. – Exec/Admin Committee Conference Call Meeting
- Wednesday, December 6, 2023, 2:00 p.m. –Board Meeting, World Golf Village, Caddy Shack Restaurant.

ADJOURNMENT*

- 10.** T. Little motioned for adjournment at 11:43 a.m. L. Barstow seconded the motion. No discussion. Motion passed unanimously.

Minutes Submitted By: Marie Hanson, Office Manager

Dawn Bell's Annual 2022-2023 Evaluation Summary

- The evaluation was conducted on September 13, 2023 with the following Board members serving as the Evaluation Team:
 - Aubrie Simpson-Gotham, Vina Delcomyn, Mary Ann Holanchock and Michael Siragusa
- A total of 21 evaluations were emailed to board members. Six members completed the evaluation and 15 members did not return a completed form.
- Out of a 1-5 rating scale, 1= unsatisfactory and 5= outstanding: Dawn's overall rating score was 4.40, which earned a final rating of very good to outstanding.
- Dawn's next evaluation period ends September 2024
- If any Board member would like to see a copy of the final compiled evaluation results, please contact Marie Hanson.

ACTION ITEM SUMMARY

DESCRIPTION	Approval of revisions to the 2023-2024 budget for Early Learning Coalition of North Florida.
Reason for Recommended Action	<p>On Sep 29, The Division of Early Learning sent a revision to the Notice of Award for the 2023-2024 Grant Year. Compared to our previously approved budget this revision reflects the actual NOA for FY2023-24.</p> <p>The allocation of these funds between ECS and ELCNF has been agreed to by both entities.</p> <p>If not approved, we will not have a budget that reconciles to the Notice of Award.</p>
How the Action will be accomplished	Board Approval and submission to DEL.

Early Learning Coalition of North Florida
FY 2023-2024

	6/26/2023	8/16/2023	9/8/2023	9/29/2023
	2023-2024	2023-2024	2023-2024	2023-2024
	Proposed Budget	DEL Update	DEL Update	DEL Update
Notice of Awards				
School Readiness (SR)	\$ 21,600,000	\$ 25,313,287	\$ 25,313,287	\$ 25,313,287
PDG Services	75,000	0		
ARPA	25,000,000	3,051,349	12,668,927	13,155,584
CRRSA		1,279,153	1,279,153	1,279,153
Voluntary PreKindergarten (VPK)	20,000,000	18,133,727	18,133,727	18,133,727
Total Notice of Award	\$ 66,675,000	\$ 47,777,516	\$ 57,395,094	\$ 57,881,751
Subrecipient Expense				
School Readiness (SR)	\$ 20,400,000	\$ 24,313,287	\$ 24,313,287	\$ 24,313,287
PDG Services	75,000			
ARPA	25,000,000	3,051,349	12,668,927	13,155,584
CRRSA		1,279,153	1,279,153	1,279,153
Voluntary PreKindergarten (VPK)	19,950,000	17,883,727	17,883,727	17,883,727
Total Subrecipient Expense	\$ 65,425,000	\$ 46,527,516	\$ 56,145,094	\$ 56,631,751
Grant Funds Available to ELC of North FL	\$ 1,250,000	\$ 1,250,000	\$ 1,250,000	\$ 1,250,000
Other Donations and Revenue				
Interest Income	\$ 600	\$ 600	\$ 600	\$ 600
Quality Teacher's Conference	6,000	6,000	6,000	6,000
Miscellaneous Donations	3,500	3,500	3,500	3,500
Total Revenues	\$ 1,260,100	\$ 1,260,100	\$ 1,260,100	\$ 1,260,100
ELC of North Florida Estimated Expense				
Salaries	\$ 615,000	\$ 615,000	\$ 615,000	\$ 615,000
PR Taxes	65,000	65,000	65,000	65,000
Health Insurance & HSA Contributions	150,000	150,000	150,000	150,000
Pension	50,000	50,000	50,000	50,000
Life, Disability, and WC	18,000	18,000	18,000	18,000
Staff Development	10,000	10,000	10,000	10,000
Contract Services	15,000	15,000	15,000	15,000
Auditing	15,000	15,000	15,000	15,000
Legal	500	500	500	500
Printing & Reproduction	2,000	2,000	2,000	2,000
Repairs & Maintenance	1,000	1,000	1,000	1,000
Office Sites - Occupancy	70,000	70,000	70,000	70,000
Postage, Freight & Delivery	4,000	4,000	4,000	4,000
Rentals - Office Equipment	6,000	6,000	6,000	6,000
Office Supplies	12,000	12,000	12,000	12,000
Communications	22,000	22,000	22,000	22,000
D & O Insurance	2,700	2,700	2,700	2,700
General Liability	8,700	8,700	8,700	8,700
Equipment <\$1,000	4,500	4,500	4,500	4,500
Equipment >\$1,000	4,000	4,000	4,000	4,000
Travel - In State	8,000	8,000	8,000	8,000
Travel - Out of State	6,000	6,000	6,000	6,000
Travel - Local	7,000	7,000	7,000	7,000
Bank Fees	500	500	500	500
Software/Licenses/Support	22,400	22,400	22,400	22,400
Web Service	45,000	45,000	45,000	45,000
Other employee expenditures	4,000	4,000	4,000	4,000
ADP Fees	9,000	9,000	9,000	9,000
Dues & Subscriptions	15,000	15,000	15,000	15,000
Taxes, Licenses and Fees	800	800	800	800
Misc. - Other Current Charges	9,000	9,000	9,000	9,000
Quality Program	65,000	65,000	65,000	65,000
Total ELC North Florida Estimated Expense	1,267,100	1,267,100	1,267,100	1,267,100
Surplus or (Loss)	\$ (7,000)	\$ (7,000)	\$ (7,000)	\$ (7,000)

ACTION ITEM SUMMARY

DESCRIPTION	Approval of ELCNF Clay County Office Lease Extension to January 31, 2025 and Rental Increase to \$890.00
Reason for Recommended Action	<p>Staff requests board approval to approve the lease extension of the ELCNF Clay County Office.</p> <p>The space is 600 square feet with two large offices, half bath and storage area for supplies. The rent will be increased from \$840 per month to \$890 per month and includes water. The office houses our Clay County Outreach Assistant, our Clay County Reading Pals resource room and library as well as provides a conference area for training.</p> <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none"> • The Coalition would need to find new comparable office space for Clay County staff and Reading Pal Volunteers and our Clay County Literacy Outreach programs could be less effective in delivering the quality and level of service expected and renowned for.
How the Action will be accomplished	Approval of lease agreement extension and rental increase listed above.

Logate LLC

ADDENDUM TO LEASE

This agreement, made this 30th day of December, 2023, is agreed to and shall bind the TENANT, its heirs, estate, or legally appointed representatives. TENANT as herein used shall include all persons to whom this property is leased.

PREMISES ADDRESS: 3620 Peoria Rd Orange Park, FL 32065

TENANT: Early Learning Coalition of Nort Florida Inc.

TENANT _____ (PRINT)

TENANT _____ (PRINT)

ALL PROVISIONS OF THE LEASE AGREEMENT SHALL APPLY UNLESS IN CONFLICT WITH THIS ADDENDUM IN WHICH CASE THIS ADDENDUM SHALL APPLY.

The current Lease Agreement which now expires on January 31st 2025.

*The rent to increase to \$890.00 starting February 1st 2024 and continue through to the expiration date. The tenant will not pay electric, unless it is in excess of \$40 a month. The meter will be read at the end of the lease.

TENANT(s):

Date Tenant(s): _____

PROPERTY MANAGER:



Date Property Mgr : 11/14/2023

ACTION ITEM SUMMARY

DESCRIPTION	Approval of The Northeast Florida Educational Consortium Lease Renewal Effective February 1,2024
Reason for Recommended Action	<p>Staff requests board approval to continue the NEFEC lease agreement of rental of office space in Palatka, FL. The current lease ends January 31, 2024, and the new lease will start Feb. 1, 2024 and conclude January 31, 2025, with the option of automatic renewal for 12 months, starting Feb. 1 2024 and concluding on January 31, 2025 at the monthly rental rate of \$300.00.</p> <p>The space currently houses our Grants and Operations Manager, Tajaro Dixon and one office is used for Coalition storage. The total for the two rooms is \$300.00 per month and includes electric. There is no increase from the addendum of August 1, 2023 lease and is still considered an excellent monthly rent.</p> <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none"> • The Coalition would need to find comparable office space for Putnam County staff, the Putnam County Reading Pals resources room, and storage.
How the Action will be accomplished	Approval of lease agreement listed above.



NEFEC

nefec.org



BOARD OF DIRECTORS:

Sherrie Raulerson
Baker

Will Hartley
Bradford

Alex L. Carswell, Jr.
Columbia

Mike Thomas
Dixie

LaShakia Moore
Flagler

Tracie Snow
FSDB

Dr. James A. Surrency
Gilchrist

Lee Wetherington-Zamora
Hamilton

Robert Edwards
Lafayette

Christopher Cowart
Levy

Dr. Kathy K. Burns
Nassau

Brian K. Marchman, Ph.D.
P.K. Yonge

Dr. Richard M. Surrency, Sr.
Putnam

Ted L. Roush
Suwannee

Mike Ripplinger
Union

Dr. Patrick J. Wnek
Executive Director

NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM

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

LEASE AGREEMENT

THIS LEASE made the 1st day of February, 2024, by and between the **North East Florida Educational Consortium (NEFEC)** by **The District School Board of Putnam County, Florida**, having its principal office at 200 Reid Street, City of Palatka, County of Putnam and State of Florida, hereinafter referred to as "Lessor" and **Early Learning Coalition of North Florida, Inc.**, of 3841 Reid Street, Building 005, City of Palatka, County of Putnam and State of Florida, hereinafter referred to as "Lessee", states as follows, to-wit:

RECITALS:

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

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

SECTION ONE: TERM AND RENT

Lessor demises the above premises for a term of twelve (12) months, commencing on the 1st day of February, 2024, and concluding on the 31st day of January, 2025, at the monthly rental amount of three hundred dollars (\$300.00). All rental payments shall be made to Lessor at the address specified above. The lessee has the option to automatically renew for an additional term of twelve (12) months, commencing on the 1st day of February, 2025, and concluding on the 31st day of January, 2026, at the monthly rental amount of three hundred dollars (\$300.00).

SECTION TWO: ALTERATIONS, ADDITIONS AND IMPROVEMENTS

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

SECTION THREE: INSURANCE

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

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

SECTION FOUR: UNLAWFUL OR DANGEROUS ACTIVITY

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

SECTION FIVE: INDEMNITY

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

SECTION SIX: DEFAULT OR BREACH

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

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

SECTION SEVEN: EFFECT OF DEFAULT

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

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

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

SECTION EIGHT: DESTRUCTION OF PREMISES

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

SECTION NINE: SUBORDINATION

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

SECTION TEN: ACCESS TO PREMISES; SIGNS POSTED BY LESSOR

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

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

SECTION ELEVEN: EASEMENTS, AGREEMENTS OR ENCUMBRANCES

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

SECTION TWELVE: QUIET ENJOYMENT

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

SECTION THIRTEEN: LIABILITY OF LESSOR

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

SECTION FOURTEEN: RENT ABATEMENT

No abatement, diminution or reduction of rent shall be claimed or allowed to Lessee or any person claiming under him under any circumstances, whether for inconvenience, discomfort, interruption of business or otherwise, arising from the making of alterations, improvements or repairs to the premises, because of any governmental laws or arising from and during the restoration of the demised premises after the destruction or damage thereof by fire or other cause.

SECTION FIFTEEN: WAIVERS

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

SECTION SIXTEEN: NOTICE

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

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

SECTION SEVENTEEN: ASSIGNMENT, MORTGAGE OR SUBLEASE

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

SECTION EIGHTEEN: SURRENDER OF POSSESSION

Lessee shall, on the last day of the term, or on earlier termination and forfeiture of the lease, peaceably and quietly surrender and deliver the demised premises to Lessor free of subtenancies, including all buildings, additions and improvements constructed or placed thereon by Lessee, except moveable trade fixtures, all in good condition and repair. Any trade fixtures or personal property not used in connection with the operation of the demised premises and belonging to Lessee, if not removed at the termination or default, and if Lessor shall so elect, shall be deemed abandoned and become the property of Lessor without any payment or offset therefore. Lessor may remove such fixtures or property from the demised premises and store them at the risk and expense

of Lessee if Lessor shall not so elect. Lessee shall repair and restore all damage to the demised premises caused by the removal of equipment, trade fixtures and personal property.

SECTION NINETEEN: REMEDIES OF LESSOR

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

SECTION TWENTY: UNILATERAL TERMINATION

By Lessee:

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

By Lessor:

Due to Lack of Availability:

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

SECTION TWENTY-ONE: TOTAL AGREEMENT; APPLICABLE TO SUCCESSORS

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

SECTION TWENTY-TWO: APPLICABLE LAW

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

SECTION TWENTY-THREE: ASSURANCES AND CERTIFICATIONS

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

SECTION TWENTY-FOUR: TIME OF THE ESSENCE

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

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

Lessor:

Lessee:

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

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

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

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

ATTACHMENT I – ASSURANCES AND CERTIFICATIONS

ASSURANCES AND CERTIFICATIONS

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

A. ASSURANCES – NON-CONSTRUCTION PROGRAMS.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

D. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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

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

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

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

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

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

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

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

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

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

E. CERTIFICATION REGARDING CONVICTED VENDOR LIST AND DISCRIMINATORY VENDOR LIST

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

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

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

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

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

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

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

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

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

I. CERTIFICATION REGARDING IMMIGRATION STATUS

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

J. CERTIFICATION REGARDING STANDARDS OF CONDUCT

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

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

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

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

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

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

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

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

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

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

O. ENERGY EFFICIENCY

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

P. SCRUTINIZED COMPANIES LISTS

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

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

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

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

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

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

S. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

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

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

T. ACCESS TO RECORDS

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

ACTION ITEM SUMMARY

DESCRIPTION	Approval of Management Decision Recommendation for ECS Audit 2022/2023
Reason for Recommended Action	<p>To approve management decision to consider the ECS annual audit properly reviewed and therefore resolved.</p> <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none">• The Coalition would not be in compliance with policy requiring committee approval.
How the Action will be accomplished	Management decision to be approved at 12/6/2023 Board meeting.

ELC OF North Florida, Inc.

Management Decision Recommendation

ECS Audit Report
For FYE June 30, 2023

FORVIS, LLP performed the June 30, 2023 audit of Episcopal Children's Services, Inc. The report was issued on October 25, 2023 and subsequent events were evaluated through the date of issuance. This report was reviewed by ELC management and staff. The report and audited financial statements are on file and available to the Board for review at anytime.

A summary of the audit results is as follows:

1. The Independent Auditor's Report
 - a. Expressed an unqualified opinion on the consolidated financial statements of ECS.
 - b. Stated no instances of noncompliance material to the financial statements of Episcopal Children's Services, Inc. were disclosed during the audit.
 - c. Stated no material weaknesses were identified during the audit of the financial statements.
 - d. Expressed an unqualified opinion on the major award programs.
 - e. Stated no material weaknesses were identified during the audit of major federal programs.

2. The Independent Auditor's Report on Internal Controls
 - a. Expressed no opinion on ECS internal controls.
 - b. Reported no material weaknesses to internal controls.
 - c. Expressed no opinion on ECS compliance and other such matters.
 - d. The results of the internal control testing disclosed no issues of noncompliance or other matters that would be required to be reported under *Government Auditing Standards*.

3. Supplemental Information
 - a. There were no findings in relation to prior audits.
 - b. There were no current audit findings on the ECS Financial Statements.
 - c. There were no current audit findings or questioned costs on the ECS Major Federal Awards Program Audit.
 - d. ECS qualifies as a low risk auditee.

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

ACTION ITEM SUMMARY

DESCRIPTION	Approval of the County Health Department Director or Designee, Robyn Jernigan
Reason for Recommended Action	<p>Robyn Jernigan is the designee for the Putnam County Health Department. Robyn is the Healthy Families Program Manager for Putnam County. Robyn holds a master's degree in Psychology, specializing in addiction and has worked in the daycare setting with ages two and up.</p> <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none">• The Coalition would continue to be out of compliance by not having a mandated seat filled.
How the Action will be accomplished	Board approval; then OEL will be notified via Plan Amendment/Board Roster submission.



Early Learning Coalition of North Florida, Inc.
2450 Old Moultrie Road, Ste. 103, St. Augustine, FL 32086
PH: (904) 342-2267
FX: (904) 342-2268
www.elcnorthflorida.org

BOARD MEMBERSHIP APPLICATION

NAME: Robyn Jernigan (Please Print)

ADDRESS: 2801 Kennedy Street Palatka FL 32177
Street City State Zip

MAILING ADDRESS: 2801 Kennedy Street Palatka FL 32177
City State Zip

PHONE: FAX: _

CELL PHONE: Day & month of birthday:

EMAIL: robyn.jernigan@flhealth.gov

EMPLOYER: Florida Department of Health Putnam County/Healthy Families Florida/Putnam

ADDRESS: 2801 Kennedy Street Palatka FL 32177
Street City State Zip

MAILING ADDRESS: Same as above
City State Zip

PHONE: 386-326-3330 or 386-872-2087 FAX: 386-326-3398

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

COMMENTS:

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

As Program Manager for the Healthy Families Putnam program in Putnam County, FL and with past experience throughout the community, I feel as if I would be a good addition to the board and would like to increase my education in the new happenings in Early Education to be able to provide better services to those in my community.

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

The availability of affordable childcare in Putnam County. How to provide the education to those that do not place their children in a childcare facility.

3. What strengths will you bring to the Coalition?

I hold a master's degree in Psychology, specializing in addiction, have worked in the daycare setting with ages two and up, I'm a longstanding resident of Putnam County, FL.

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 serve on the Circuit 7 Community Alliance, Healthy Families Florida Advisory Board, Healthy Families Putnam Advisory Board.

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

ACTION ITEM SUMMARY

DESCRIPTION	Approval of DCF Regional Administrator or Designee: Cassandra Bloom
Reason for Recommended Action	<p>Cassandra currently serves as the supervisor for licensing in Circuit 7, which includes St. John’s county. She has been designated to serve on the board on behalf of Mala Ramatour, Program Manager for the Department of Children and Families in accordance with the new State established guidelines that two DCF representatives or designees serve on Coalition Boards.</p> <p>Cassandra’s term would extend from December 2023 – December 2027.</p> <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none"> • The Coalition would continue to be out of compliance by not having a mandated seat filled.
How the Action will be accomplished	Board approval; then OEL will be notified via Plan Amendment/Board Roster submission.



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 PH: (904) 342-2267
 FX: (904) 342-2268
www.elcnorthflorida.org

BOARD MEMBERSHIP APPLICATION

NAME: Cassandra S. Bloom
 (Please Print)

ADDRESS: _____
Street City State

MAILING ADDRESS: _____
City State Zip

PHONE: NA FAX: NA
 Day & month of birthday: 7 =

EMAIL: _____

EMPLOYER: Dept of Children + Families, Office of Licensing
 ADDRESS: 210 N Palmetto Ave, Daytona Beach FL 32114
Street Suite 430 City State Zip

MAILING ADDRESS: Same as above
City State Zip

PHONE: (386) 785-3664 FAX: unknown

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.

I am concerned with the overall well being of children in licensed care and feel my more than 45 years of experience and knowledge of Early Care and Education may be a help to Coalition.

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

My concerns is that new teachers/caregivers do not have the hands on experiences to deal with all children and their needs for age appropriate social and cognitive experiences. This does not come in a book or online. They must understand each child and their individual needs. In my years of childcare in other states, I have seen the quality of new teachers/caregivers' level of knowledge drastically reduced. Granted there are some high-quality seasoned personnel however they are retiring. More relevant hands-on workshops/ in person training are needed. Since COVID, the children and parents have changed, and needs may be different.

3. What strengths will you bring to the Coalition?

I have strong knowledge skills in Child Development as well as Licensing experience.

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.

Broward County NAEYC board 1995-2004 Historian
TN Child Care Resource and Referral Board 2011-2021

BOARD MEMBERSHIP SUMMARY
As of December 6, 2023

Position	Name	Term Start Date	Term End Date
BAKER			
Total Private Sector	0		
BRADFORD			
Total Private Sector	0		
CLAY			
Governor Appointee Private Sector	Ron Coleman	November 22, 2013	April 30, 2016
Governor Appointee Private Sector	*Brian H. Graham	May 14, 2015	April 30, 2019
Private Sector	Vina Delcomyn - <i>Treasurer</i>	September 2020	September 2024
Total Private Sector	3		
PUTNAM			
Representative of Programs for Children with Disabilities under the Federal Individuals with Disabilities Education Act	Marsha Peacock	September 2021	September 2025
County Health Department Director or Designee	Robyn Jernigan	December 2023	December 2027
Appointed by Putnam County District Superintendent of Schools	Jessica Stallings	March 2022	March 2026
Total Private Sector	0		
ST. JOHNS			
Member Appointed by Bd. of County Commissioners or the Governing Board of a Municipality	Krista Joseph	March 2023	March 2027
Head Start Director	*Brian McElhone	July 2021	July 2025
Governor Appointee Private Sector CHAIR	Vacant, <i>Chair</i>		
Private Sector	Mike Siragusa	September 2018	September 2026
Private Sector	Michelle Jonihakis	December 2018	December 2026
Private Sector			
Total Private Sector	3		
MULTI COUNTIES			
DCF Regional Administrator or Designee	Cassandra Virgo	June 2022	June 2026
DCF Regional Licensing Designee	Cassandra Bloom	December 2023	December 2027
Regional Workforce Board Executive Director or	*Renee Williams, <i>Secretary</i> (Baker,	September 2014	September 2026

Designee	Clay, Nassau, Putnam, St. Johns)		
President of a Florida College System or Designee	* Dr. Myrna Allen, (Clay, Putnam, St. Johns)	September 2014	September 2026
Representative of Private Family Home Child Care Providers	Patricia Dorsey (Putnam County)	March 2023	March 2027
Representative of Faith Based Child Care Providers	*Theresa Little, (Putnam, St. Johns)	December 7, 2016	December 2025
Private Sector	Leslie A. Barstow (St. Johns)	March 2022	March 2026
Private Sector	Aubrie Simpson Gotham, <i>Vice Chair</i> (St. Johns)	December 2018	December 2026
Private Sector	Shannon Shontz-Phillips	June 21,2023	June 2027
Private Sector	Mary Ann Holanchock	June 2021	June 2025
Total Private Sector	4		
Combined Total Private Sector (<i>Must comprise MORE THAN 1/3 of total Board Membership</i>):	10		
TOTAL MEMBERSHIP	20		

- **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. Nancy officially retired April 30, 2021.
- **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 expired September 2022. The Board approved Dr. Allen’s third term on the septmeber 14, 2022 meeting. Dr. Allen’s third term expires Septemer 14, 2026. (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 expired September 2022. The Board approved R Williams third term on the September 14, 2022 meeting. R Williams third term expires September 2026. (Regional Workforce Board Executive Director or Designee)

- **Joy Farris**-Term date is March 16,2020. The Board approved J. Farris’ second term on the March 11, 2020 meeting. J. Farris’ second term expires March 2024. March 8, 2023 Joy resigned the Board.
- **Theresa Little**- 1st term expired December 2020. The Board approved for a second term at the March 10, 2021 Board Meeting with the second term ending March 2025.
- **Teresa Metheney – ECS Representative** -The position was eliminated from the Board March 2022.
- **Andrew Warnock, DCF Regional Admin/Designee** – Was replaced with Cassandra Virgo ate the June 15, 2022 Board meeting.
- **Cassandra Virgo, DCF Regional Admin/Designee** – Board approved June 2022 and expires June 2026.
- **Rebecca Chandler, DCF Regional Admin/Designee** – Board approved March 2022, term expired March 2026. **Replaced by Jennifer Overly December 2022.**
- **Jessica Bishop, Putnam County Health Dept. Designee**- Board approved June 2021.**Was replaced by Eleanor Hoffman September 2022.**
- **Eleanor Hoffman, Putnam County Health Dept. Designee** – Board approved September 2022, expires September 2026
- **Whitney Kersey-Graves** - March 2023, removed from Board per a DEL review, no private sector member can be employed by public sector.
- **Kyle Gammon** – Term expired 9/2023 – did not stay on for another term.
- **Jennifer Overly** – DCF rep replaced by **Cassandra Bloom. Term starts 12/6/2023**

Mandatory Seats: All mandatory seats have been filled.

- **Combined Total Private Sector** (*Must be comprised of MORE THAN 1/3 of total Board Membership*). We currently have 10 private sector members.
- **Total Membership:** 15 to 30 members. We currently have 21 board members.

Early Learning Coalition of North Florida

Finance Manager's Report

Board Meeting

Wednesday - December 6, 2023

Desk Reviews and Audits

Our Desk Review for the last half of FY2023 DEL is currently in progress. We have completed the information requests from our external auditors, but have not yet received an audit report.

Q1 Financial Statements (see attachment)

Attached are the Q1 financial statements for FY23-24. The Coalition's year to date surplus is slightly less than was budgeted. Grant expenses are less than anticipated at this time and in direct proportion to the reduction in grant revenue.

Targets and Restrictions

VPK Admin percentage is currently 3.98% which is less than our target of 4%. SR Administration percentage is currently 4.76% which is less than our target of 5%. ARPA admin percentage is currently 33.1% which is greater than our target of 5%. This will be in alignment once spending in the other OCA's starts. All other targets and restrictions remain in alignment with grant requirements.

Chris Spell

Early Learning Coalition of North Florida
Balance Sheet
As of September 30, 2023

ASSETS

Cash, Operating	\$	4,791,762
Cash, Money Market		62,219
Petty Cash		200
Deposits		850
DEL Receivable		3,840,178
Other Receivables		1,101
Prepaid Expense		1,558
Prepaid Insurance		14,616
Equipment		6,498
Less: Accumulated Depreciation		<u>(6,498)</u>

TOTAL ASSETS \$ 8,712,485

LIABILITIES

Episcopal Children's Services Payable	\$	3,735,973
DEL Advance Payable	\$	5,117,295
Interest due to DEL	\$	14,441
Other AP	\$	1,037
Accrued Vacation	\$	25,774
Accrued Employee Benefits		<u>846</u>

TOTAL LIABILITIES \$ 8,895,367

Net Assets @ 6/30/2023 (183,131)

Net change YTD @ 9/30/2023 249

Total Liabilities and Net Assets \$ 8,712,485

Early Learning Coalition of North Florida
FY 2023-2024
As of September 30, 2023

	7/1/2023			Favorable	
Notice of Awards	Annual Budget	Q1 Budget	Q1 Actual	(Unfavorable)	
School Readiness (SR)	\$ 25,313,287	\$ 6,328,322	\$ 5,436,384	\$	(891,938)
CRRSA	\$ 1,279,153	\$ 319,788		\$	(319,788)
ARPA	\$ 13,155,584	\$ 3,288,896	2,799,421		(489,475)
Voluntary PreKindergarten (VPK)	\$ 18,133,727	\$ 4,533,432	4,470,463		(62,969)
Total Notice of Award	\$ 57,881,751	\$ 14,470,438	\$ 12,706,268	\$	(1,764,169)
Subrecipient Expense					
School Readiness (SR)	\$ 24,313,287	\$ 6,078,322	\$ 5,158,792	\$	919,530
CRRSA	\$ 1,279,153	\$ 319,788	-	\$	319,788
ARPA	\$ 13,155,584	\$ 3,288,896	2,799,421	\$	489,475
Voluntary PreKindergarten (VPK)	\$ 17,883,727	\$ 4,470,932	4,451,508	\$	19,424
Total Subrecipient Expense	\$ 56,631,751	\$ 14,157,938	\$ 12,409,721	\$	1,748,217
Grant Funds Available to ELC of North FL	\$ 1,250,000	\$ 312,500	\$ 296,548	\$	(15,952)
Other Donations and Revenue					
Interest Income	\$ 600	\$ 150	\$ 601	\$	451
Quality Teacher's Conference	\$ 6,000	\$ -	\$ -	\$	-
Miscellaneous Donations	\$ 3,500	\$ 875	\$ 45	\$	(830)
Total Revenues	\$ 1,260,100	\$ 313,525	\$ 297,193	\$	(16,332)
ELC of North Florida Estimated Expense					
Salaries	\$ 615,000	\$ 153,750	\$ 150,568	\$	3,182
PR Taxes	\$ 65,000	\$ 16,250	\$ 11,434	\$	4,816
Health Insurance & HSA Contributions	\$ 150,000	\$ 37,500	\$ 35,925	\$	1,575
Pension	\$ 50,000	\$ 12,500	\$ 7,405	\$	5,095
Life, Disability, and WC	\$ 18,000	\$ 4,500	\$ 2,135	\$	2,366
Staff Development	\$ 10,000	\$ 2,500	\$ 3,463	\$	(963)
Contract Services	\$ 15,000	\$ 3,750	\$ 1,500	\$	2,250
Auditing	\$ 15,000	\$ -	\$ -	\$	-
Legal	\$ 500	\$ 125	\$ -	\$	125
Printing & Reproduction	\$ 2,000	\$ 500	\$ -	\$	500
Repairs & Maintenance	\$ 1,000	\$ 250	\$ -	\$	250
Office Sites - Occupancy	\$ 70,000	\$ 17,500	\$ 12,582	\$	4,918
Postage, Freight & Delivery	\$ 4,000	\$ 1,000	\$ 109	\$	891
Rentals - Office Equipment	\$ 6,000	\$ 1,500	\$ 409	\$	1,091
Office Supplies	\$ 12,000	\$ 3,000	\$ 3,049	\$	(49)
Communications	\$ 22,000	\$ 5,500	\$ 4,943	\$	557
D & O Insurance	\$ 2,700	\$ -	\$ -	\$	-
General Liability	\$ 8,700	\$ -	\$ -	\$	-
Equipment <\$5000	\$ 4,500	\$ 1,125	\$ 1,275	\$	(150)
Equipment >\$5000	\$ 4,000	\$ 1,000	\$ -	\$	1,000
Travel - In State	\$ 8,000	\$ 2,000	\$ 1,998	\$	2
Travel - Out of State	\$ 6,000	\$ 1,500	\$ -	\$	1,500
Travel - Local	\$ 7,000	\$ 1,750	\$ 1,534	\$	216
Bank Fees	\$ 500	\$ 125	\$ 25	\$	100
Software/Licenses/Support	\$ 22,400	\$ 5,600	\$ 2,271	\$	3,329
Web Service	\$ 45,000	\$ 11,250	\$ 26,785	\$	(15,535)
Other employee expenditures	\$ 4,000	\$ 1,000	\$ -	\$	1,000
ADP Fees	\$ 9,000	\$ 2,250	\$ 1,495	\$	755
Dues & Subscriptions	\$ 15,000	\$ 3,750	\$ 11,129	\$	(7,379)
Taxes, Licenses and Fees	\$ 800	\$ 200	\$ 54	\$	146
Misc. - Other Current Charges	\$ 9,000	\$ 2,250	\$ 392	\$	1,858
Quality Program	\$ 65,000	\$ 16,250	\$ 16,466	\$	(216)
Total ELC North Florida Estimated Expense	\$ 1,267,100	\$ 310,175	\$ 296,944	\$	13,231
Surplus or (Loss)	\$ (7,000)	\$ 3,350	\$ 249	\$	(3,101)



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

MEMORANDUM

To: All Board Members
From: Tajaro Dixon, Grants and Operations Manager
Date: October 9, 2023
Subject: 2023/2024 First Quarter Program Update and Quality Assurance Activities

Coalition Activities:

- The entire School Readiness (SR) Plan for 2022-2024 was submitted to DEL October 6, 2022. The last three documents were approved September 20, 2023.
- The Coalition received an additional notice of award September 29, 2023 and the Episcopal Children's Services (ECS) Contract Amendment #2 is in today's packet.
- The Coalition staff completed the 2023/2024 Internal Controls Questionnaire (ICQ). In addition, ECS completed this same ICQ (as they do each year) and their responses are reviewed by Coalition staff for any needed follow-up and/or approval. There were no issues for follow up.
- The Coalition staff met the October 1, 2023 DEL deadline for all the annual items; annual report, ELC staffing changes, inventory, sub-recipient monitoring plan, CEO annual review, fiscal prior year revenue and expense report and current year budget.
- All Coalition staff completed their annual review of Anti-Fraud plan, policies and practices in July.

Episcopal Children's Services (ECS) Contract Monitoring:

The 2022/2023 Fourth Quarter Monitoring was performed August 14-25, 2023. This monitoring included all DEL required "eligibility" criteria for School Readiness and VPK. Additional areas of review were Data Security Systems Updates, SR Plan Compliance III. B. Infant/Toddler, ARPA Provider Application Monitoring, Non-direct Costs Review (3rd and 4th quarters combined), and Fiscal Year-end Overview. From this review, there were nine compliance issues. These required corrections during monitoring and staff refresher training sessions. The staff trainings were held and corrections were made before the final report.

The 2023/2024 First Quarter Monitoring is scheduled for November 3-17, 2023. This monitoring will include all DEL required "eligibility" criteria for School Readiness and VPK. Additional areas of review will be Annual Data Security Systems Review and ARPA Provider Application Monitoring.

ALL full reports are available upon request.



A United Way Agency Funded by the State of Florida



Executive/Administrative MEETING

Conference Call

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

November 1, 2023

10:30 a.m.

ATTENDANCE

Members Present:

Aubrie Simpson, Gotham, Interim Chair
Michelle Jonihakis
Dr. Myrna Allen
Theresa Little
Michael Siragusa

Members Absent:

Vina Delcomyn, *excused*

Staff Present:

Dawn Bell, Chief Executive Officer
Tajaro Dixon, Grants & Operations Manager
Marie Hanson, Office Manager

Others Present:

None

CALL TO ORDER/ROLL CALL

A. Simpson-Gotham called the meeting to order at 10:36 a.m. M. Hanson took Roll Call; quorum was met with 5 of the 6 Exec/Admin committee members in attendance.

PUBLIC COMMENT

No comments.

APPROVAL OF THE EPISCOPAL CHILDREN'S SERVICES 2023/2024 CONTRACT AMENDMENT 0002-23*

- 1.** M. Siragusa motioned to approve the Approval of the Episcopal Children's Services 2023/2024 Contract Amendment 0002-23. T. Little seconded the motion. No discussion-motion passed unanimously.

APPROVAL OF 2022-2024 SCHOOL READINESS PLAN ATTACHMENT I.H. ELC RECORD RETENTION POLICY*

2. M. Jonihakis motioned the approval of the 2022-2024 School Readiness Plan attachment I.H. ELC Record Retention Policy. M. Siragusa seconded the motion. No discussion, motion passed unanimously.

APPROVAL OF DISPOSAL OF INVENTORY*

3. T. Little motioned to approve the Disposal of Inventory. M. Siragusa seconded the motion. No discussion, motion passed unanimously.

ADDENDUM ADDED AFTER MEETING: VOTES TAKEN VIA EMAIL RESONSES

APPROVAL OF MINUTES FROM THE AUGUST 4, 2021 EXECUTIVE/ADMIN MEETING*

4. All Exec/Admin members responded with their approval of the August 4, 2021 minutes with no discussion – motion passed unanimously.

APPROVAL OF MINUTES FROM THE MAY 3, 2023 EXECUTIVE/ADMIN MEETING*

5. All Exec/Admin members responded with their approval of the MAY 3, 2023 with no discussion – motion passed unanimously.

Exec/Admin Committee COMMENTS

NEXT MEETINGS

The next scheduled meetings are as follows:

- Board Meeting: December 6, 2023, 2:00 p.m. Caddy Shack Restaurant
- Exec/Admin Meeting: March 6, 2024 10:30 a.m. Conference Call

ADJOURNMENT*

6. M. Siragusa motioned for adjournment at 10:45 a.m. T. Little seconded the motion. No discussion, motion passed unanimously.

Minutes submitted by Marie Hanson, Office Manager, November 1, 2023

