



BOARD MEETING

May 7, 2025; 10:30 a.m.

Renaissance World Golf Village Convention Center, Legends 1 Meeting Room

TENTATIVE AGENDA Updated 5/6/2025

****Action Item***

- I. Call to Order/Roll Call**
- II. Public Comment**
- III. ECS Spotlight**
- IV. Approval of Delegation of Authority items***
- V. Approval of December 4, 2024 Board Meeting Minutes***
- VI. New/Unfinished Business**
 - A. Approval of the Preliminary ELCNF Budget for 2025-2026*
 - B. Approval of the revisions to the 2024-2025 Budget for Early Learning Coalition of North Florida 3/07/2025*
 - C. Approval for CEO Dawn E. Bell to move funds as needed to fully utilize the Grant Funds *
 - D. Approval of CEO Dawn E. Bell to allocate funding for any last minute Notices of Award*
 - E. Approval of 2022-24 School Readiness Plan Amendment #12*
 - F. Approval of the Episcopal Children's Services 2024/2025 Contract Amendment #0004-24*
 - G. Approval of the 2025/2026 Primary Service Provider Contract*
 - H. Approval of revisions to the Coalition's Personnel Policies and Procedures Manual *
 - I. Approval of second term Private Sector Board member Mary Ann Holanchock*
 - J. Approval of new Head Start Designee Board member Kathleen Allen*
 - K. Approval of new Private Sector Board member Meghan Deputy*
 - L. Approval of new Private Sector Board member Mary Ellen Hancock*
 - M. Approval of returning Board member Joy Farris*
 - N. Approval of Web/Marketing Consulting Contract with Creative Types/Amy Lyn D'Alesio for 2025-2026*

- O. Approval of sending four Board members to the National Summit on Education 2025 in New Orleans*
- P. Approval of the 2025-2026 Meeting Schedule *
- Q. RFP and RFQ Timelines for Recruiting Evaluators - **HANDOUT**
- R. Board Self Evaluation-Discussion – **HANDOUT**

VII. Committee Reports

A. Executive Administrative Committee

1. Ratify Approval of the 2023-2024 Audit *
2. Ratify Retro-Approval of the Episcopal Children's Services 2024/2025 Contract Amendment #0003-24*
3. Ratify Retro-Approval of the Revisions to the Coalition's Operational Policies and Procedures*
4. Ratify Retro-Approval of the Revisions To The Coalition's Personnel Policies and Procedures Manual*
5. Ratify Retro-Approval to the Revisions to the Coalition's Contract Management Policy*
6. Ratify Retro-Approval to the Revisions to the Coalitions Accounting and Financial Policies*
7. Ratify Retro-Approval to the Revisions to the Coalition's IT Policies*
8. Ratify Retro-Approval to the Revisions to the Coalition's Procurement Policy*
9. Ratify Approval of the Coalitions 2025-2026 COOP (Continuity of Operation Plan)*
10. Ratify Approval of the Coalition's Disposal of Inventory*
11. Ratify Retro-Approval of the Updated ELC Org Chart*

B. Approval of March 5, 2025 Executive Admin Meeting*

VIII. Staff Reports

- B. CEO Report- Verbal
- C. Finance Manager's Report
- D. 2nd and 3rd Quarter Program Update

IX. Review of Board Membership-INFORMATIONAL

X. Board Absenteeism Log – INFORMATIONAL

XI. Board Comment

XII. Next Meetings

- Wednesday, June 25, 2025, 10:30 a.m. – Exec/Admin Committee Zoom Call Meeting
- Wednesday, August 6, 2025, 10:30 a.m. – Exec/Admin Committee Zoom Call Meeting
- Wednesday September 10, 2025 10:30 – Annual Board Meeting

XIII. Adjournment*

ACTION ITEM SUMMARY

DESCRIPTION	Approval of the Delegation of Authority items
Reason for Recommended Action	<p>The Board designates authority to the Coalition's Office Manager to review and approve the Chief Executive Officer's timesheets, leave requests, work related travel expenses, and other routine operational requests. These documents are made available at each regular Board meeting.</p> <p><u>If this is not done the following would occur:</u></p> <p>It was recommended by the board to have these items approved at meetings, following the last Accountability Review. Therefore, the ELC is requesting board approval.</p>
How the Action will be accomplished	Board members will review the documents.

ACTION ITEM SUMMARY

DESCRIPTION	Approval of preliminary FY 2025-26 budget for Early Learning Coalition of North Florida.
Reason for Recommended Action	<p>The attached preliminary budget is an estimate of expected expenses for the upcoming year. At this point we have not received our Notice of Award for FY 2025-26; however, we are required to operate within a Board approved budget.</p> <p>This budget maintains revenues similar to amounts used for FY 2024-25 and ECS expenses at the contracted amount for FY 2024-25. The expenses are estimated based on the prior 12 months of expense. Annual purchase orders for FY 2025-26 will be created based on these budget amounts.</p> <p>If not approved, we be operating without an approved budget.</p>
How the Action will be accomplished	Board Approval and submission to DEL.

Early Learning Coalition of North Florida
FY 2025-2026

	5/7/2025 2025-2026
Notice of Awards	Initial Budget
School Readiness (SR)	25,907,978.00
Voluntary PreKindergarten (VPK)	17,583,737.00
Total Notice of Award	\$ 43,491,715.00
Subrecipient Expense	
School Readiness (SR)	24,792,487.00
Voluntary PreKindergarten (VPK)	17,500,863.00
Total Subrecipient Expense	42,293,350.00
Grant Funds Available to ELC of North FL	1,198,365.00
Other Donations and Revenue	
Interest Income	600.00
Miscellaneous Donations	2,500.00
Total Revenues	1,201,465.00
ELC of North Florida Estimated Expense	
5001 Salaries	663,500.00
5005 PR Taxes	51,627.00
5010 Health Insurance & HSA Contributions	125,000.00
5020 Pension	35,000.00
5030 Life, Disability, and WC	9,000.00
5101 Staff Development	10,000.00
6020 Contract Services	5,500.00
6002 Auditing	20,000.00
Legal	500.00
Printing & Reproduction	1,000.00
Repairs & Maintenance	1,000.00
7001 Office Sites - Occupancy	51,000.00
7051 Postage, Freight & Delivery	1,000.00
7101 Rentals - Office Equipment	3,000.00
7151 Office Supplies	10,500.00
7201 Communications	24,000.00
7251 D & O Insurance	5,500.00
7260 & 7265 General Liability	22,000.00
7302 Equipment <\$1,000	3,000.00
Equipment >\$1,000	3,000.00
7501 Travel - In State	8,000.00
7505 Travel - Out of State	11,000.00

7510 Travel - Local	7,000.00
Bank Fees	200.00
7605 Software/Licenses/Support	16,200.00
7610 Web Service	70,000.00
7615 Other employee expenditures	1,000.00
6035 ADP Fees	9,600.00
7620 Dues & Subscriptions	19,000.00
7625 Taxes, Licenses and Fees	500.00
7635 Misc. - Other Current Charges	8,000.00
7410 Quality Program	5,000.00

Total ELC North Florida Estimated Expense	1,200,627.00
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Surplus or (Loss)	838.00
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ACTION ITEM SUMMARY

DESCRIPTION	Approval of revisions to the 2024-2025 budget for Early Learning Coalition of North Florida.
Reason for Recommended Action	<p>On March 7th, The Division of Early Learning sent a revision to the Notice of Award for the 2024-25 Grant Year. Compared to our previously approved budget this revision reflects the actual NOA for FY2024-25.</p> <p>The increases will be used for direct services and paid to ECS as needed. NOA Remarks: SR Waitlist Allotment & SR Re-ob/De-ob</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.

Early Learning Coalition of North Florida
FY 2024-2025

	5/8/2024 2024-2025 Initial Budget	9/11/2024 2024-2025 Revision 1	9/24/2024 2024-2025 Revision 2	5/7/2025 2024-2025 Revision 3
Notice of Awards				
School Readiness (SR)	\$ 22,000,000	\$ 25,210,841	\$ 25,752,666	\$ 26,140,440
American Rescue Plan (ARP)	\$ -	\$ -	\$ 34,410	\$ 34,410
Voluntary PreKindergarten (VPK)	16,000,000	17,583,737	17,583,737	17,583,737
Total Notice of Award	\$ 38,000,000	\$ 42,794,578	\$ 43,370,813	\$ 43,758,587
Subrecipient Expense				
School Readiness (SR)	\$ 20,895,000	\$ 24,070,350	\$ 24,612,175	\$ 24,999,949
American Rescue Plan (ARP)	\$ -	\$ -	\$ 34,410	\$ 34,410
Voluntary PreKindergarten (VPK)	15,895,000	17,500,863	17,500,863	17,500,863
Total Subrecipient Expense	\$ 36,790,000	\$ 41,571,213	\$ 42,147,448	\$ 42,535,222
Grant Funds Available to ELC of North FL	\$ 1,210,000	\$ 1,223,365	\$ 1,223,365	\$ 1,223,365
Other Donations and Revenue				
Interest Income	\$ 600	\$ 600	\$ 600	\$ 600
Miscellaneous Donations	3,300	2,500	2,500	2,500
Total Revenues	\$ 1,213,900	\$ 1,226,465	\$ 1,226,465	\$ 1,226,465
ELC of North Florida Estimated Expense				
Salaries	\$ 665,000	\$ 663,500	\$ 663,500	\$ 663,500
PR Taxes	51,000	51,627	51,627	51,627
Health Insurance & HSA Contributions	125,000	125,000	125,000	125,000
Pension	35,000	35,002	35,002	35,002
Life, Disability, and WC	9,000	9,000	9,000	9,000
Staff Development	14,000	10,000	10,000	10,000
Contract Services	4,000	5,500	5,500	5,500
Auditing	19,000	20,000	20,000	20,000
Legal	500	500	500	500
Printing & Reproduction	1,000	1,000	1,000	1,000
Repairs & Maintenance	1,000	1,000	1,000	1,000
Office Sites - Occupancy	51,000	51,000	51,000	51,000
Postage, Freight & Delivery	1,000	1,000	1,000	1,000
Rentals - Office Equipment	3,000	3,000	3,000	3,000
Office Supplies	10,000	10,500	10,500	10,500
Communications	24,000	24,000	24,000	24,000
D & O Insurance	5,500	5,500	5,500	5,500
General Liability	18,000	22,000	22,000	22,000
Equipment <\$1,000	3,000	3,000	3,000	3,000
Equipment >\$1,000	3,000	3,000	3,000	3,000
Travel - In State	8,000	8,000	8,000	8,000
Travel - Out of State	11,000	11,000	11,000	11,000
Travel - Local	7,000	7,000	7,000	7,000
Bank Fees	200	200	200	200
Software/Licenses/Support	15,000	16,200	16,200	16,200
Web Service	70,000	70,000	70,000	70,000
Other employee expenditures	1,000	1,000	1,000	1,000
ADP Fees	7,100	9,600	9,600	9,600
Dues & Subscriptions	19,000	19,000	19,000	19,000
Taxes, Licenses and Fees	500	500	500	500
Misc. - Other Current Charges	9,600	8,000	8,000	8,000
Quality Program	30,000	30,000	30,000	30,000
Total ELC North Florida Estimated Expense	1,221,400	1,225,629	1,225,629	1,225,629
Surplus or (Loss)	\$ (7,500)	\$ 836	\$ 836	\$ 836

ACTION ITEM SUMMARY

DESCRIPTION	Board Authorization for CEO, Dawn E. Bell, to move funds as needed to fully utilize the Grant funds.
Reason for Recommended Action	<p>The CEO requires authority to move Grant funds from one category to another as needed to make full use of the Grant funds.</p> <p><u>If this is not done:</u> The grant funds would not be fully utilized.</p>
How the Action will be accomplished	Board Approval

ACTION ITEM SUMMARY

DESCRIPTION	Board authorization for CEO, Dawn E. Bell, to allocate funding to ECS without a board-approved contract amendment for any last minute End of Year Notice of Award.
Reason for Recommended Action	<p>The CEO needs authority to allocate funding to Episcopal Children's Services without a board-approved contract amendment for any last minute End of Year Notice of Award from DEL. Instead, email documentation would be made part of the contract files.</p> <p><u>If this is not done, the following would occur:</u></p> <p>The Coalition would not be able to dispense needed funding to Episcopal Children's Services to be spent before July 1.</p>
How the Action will be accomplished	Board Approval

ACTION ITEM SUMMARY

DESCRIPTION	Approval of 2022-24 School Readiness Plan Amendment #12
Reason for Recommended Action	<p>The following School Readiness Plan Attachments were revised:</p> <p><u>Annual Updates:</u></p> <ul style="list-style-type: none">• Attach V A ELC 2526 Monitoring Schedule 040425• Attach V A ELC 2526 ECS Monitoring Plan narrative 040425 – showing revisions <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none">• The Coalition’s School Readiness Plan would not be properly updated/in compliance with DEL.
How the Action will be accomplished	Board Approval, then DEL Approval.

ACTION ITEM SUMMARY

DESCRIPTION	Episcopal Children's Services 2024/2025 Contract Amendment #0004-24:
Reason for Recommended Action	<p><u>Revisions:</u></p> <ul style="list-style-type: none">A. Items #1, 2 and 3 included updates to the School Readiness budgeted amounts per the March 7, 2025 Notice of Award (NOA). This NOA added \$250,000 to School Readiness (SR), added \$2,136 to SR matching funds, and added \$57,982 to SR gold seal funds.B. Items #2 and 3 added the effective dates for ARPA (American Rescue Plan Act) Discretionary funding.C. Items #2 and 3 removed language that 'Additional School Readiness-Related Programs and Funding' are 'exclusive of the DEL School Readiness Grant Award Funding' because this is outdated language. Most programs are included on DEL's Notices of Award. Subsequent language remains regarding separate contracts. <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none">A. ECS's contract would not have the correct budgeted amounts for the School Readiness Program.B. ECS's contract would not have the effective dates for the ARPA Discretionary funding.C. ECS's contract would not have the updated language regarding additional School Readiness programs and funding.
How the Action will be accomplished	ECS 2024/2025 amendment #0004-24, and party signatures.

ACTION ITEM SUMMARY

DESCRIPTION	Episcopal Children's Services 2025/2026 Primary Service Provider Contract
Reason for Recommended Action	<p>Episcopal Children's Services won the 2022/2023 RFP (Request for Proposals) and this is the contract for their fourth year of that award.</p> <p>In addition, the Coalition has been satisfied with Episcopal Children's Services (ECS) performance in all prior years.</p> <p>If this is not done, the following would occur:</p> <ul style="list-style-type: none">• The Coalition would not have a Primary Service Provider contracted for 2025/2026.
How the Action will be accomplished	Board approval and party signatures.

ACTION ITEM SUMMARY

DESCRIPTION	Revisions to the Coalition's Personnel Policies and Procedures Manual
Reason for Recommended Action	<p><u>Revisions:</u></p> <p>HR207 – <u>Performance Evaluations</u>,</p> <ul style="list-style-type: none">• Deleted previous language for when an employee reaches their maximum pay range on their job description, and replaced it with a 'Flat Rate Remuneration' policy.• Deleted previous evaluation scoring policy, and replaced with a more concise scoring system. <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none">• The Coalition would not have the most accurate and updated Policies and Procedures.
How the Action will be accomplished	APPROVAL of the Personnel Policies and Procedures Manual revisions listed above.

ACTION ITEM SUMMARY

DESCRIPTION	Approval of second term of Private Sector Board Member Mary Ann Holanchock.
Reason for Recommended Action	<p>Mary Ann Holanchock is a returning Board Member, having served with the Early Learning Coalition of North Florida's Board in a mandated position while the Director of St. John's County School District's Head Start Program for over 20 years. She brings a wealth of knowledge and experience in early learning literacy programs including being a private provider and Director of Presbyterian Day School. Her entire tenure with the Coalition's Board is over 17 years with a combination of the mandated position and as a private provider. She will now serve in the capacity as a Private Sector Board Member.</p> <p>Mary Ann Holanchock term will be from June 2025 – June 2029.</p> <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none">• The Coalition would miss the opportunity to have a very dedicated and connected private sector business partner on the board•
How the Action will be accomplished	Board approval; then DEL will be notified via Plan Amendment/Board Roster submission.

ACTION ITEM SUMMARY

DESCRIPTION	Approval of the Member Appointed by Head Start Director: Kathleen Allen
Reason for Recommended Action	<p>Kathleen is a Family Advocate for the Early Childhood Services for St. Johns County Schools. Kathleen has 35 years' experience in both public and private setting in multiple states with 5 years in the state of Florida. Kathleen brings a diverse set of insights to her job with empathy and kindness as essential traits in working with children and families.</p> <p>Kathleen's term will be from August 2025 – August 2029.</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 DEL will be notified via Plan Amendment/Board Roster submission.

ACTION ITEM SUMMARY

DESCRIPTION	Approval of second term of Private Sector Board Member Meghan Deputy
Reason for Recommended Action	<p>Meghan is the Chief Programs Officer for the Arc Jacksonville. She oversees multiple educational programs for students with varying abilities. She has previously served as a college administrator (17 years). Meghan has always had a passion for education.</p> <p>Meghan's term will be from May 2025 – May 2029.</p> <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none">• The Coalition would miss the opportunity to have a very dedicated and connected private sector business partner on the board•
How the Action will be accomplished	Board approval; then DEL will be notified via Plan Amendment/Board Roster submission.

ACTION ITEM SUMMARY

DESCRIPTION	Approval of second term of Private Sector Board Member Mary Ellen Hancock
Reason for Recommended Action	<p>Mary Ellen has previously served on the ELC Board. Mary Ellen brings a strong business and financial acumen from a lifetime career in banking. Mary Ellen knows the positive impact of financial assistance and guidance that the ELC will have on families in need.</p> <p>Mary Ellen's term will be from May 2025 – May 2029.</p> <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none">• The Coalition would miss the opportunity to have a very dedicated and connected private sector business partner on the board•
How the Action will be accomplished	Board approval; then DEL will be notified via Plan Amendment/Board Roster submission.

ACTION ITEM SUMMARY

DESCRIPTION	Approval of Private Sector Board Member Joy Farris.
Reason for Recommended Action	<p>Joy is returning to our Board. Joy is Assistant General Counsel for Blue Cross and Blue Shield of Florida, Inc. specializing in intellectual property and corporate matters. She has worked at a large national law firm, for the State of New York, for the federal government, and as an adjunct biology professor. Her service record includes working as a director for a non-profit organization and serving as an AmeriCorps*VISTA volunteer creating juvenile justice programs for the State of Alaska.</p> <p>J. Farris private sector term May 2025 – May 2029</p> <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none">• The Coalition would miss the opportunity to have a very dedicated and connected private sector business partner on the board
How the Action will be accomplished	Board approval; then DEL will be notified via Plan Amendment/Board Roster submission.

ACTION ITEM SUMMARY

DESCRIPTION	Approval of Web/Marketing Consulting Contract with Creative Types/Amy Lyn D'Alesio for 2025-2026
Reason for Recommended Action	<p>Our Web/Marketing consulting services is up for procurement. Three quotes were obtained and staff recommends that we accept the Creative Types bid and enter/continue into a contract. This contract is to be billed on an hourly basis of \$60 per hour and not to exceed 250 hours/\$15,000 annually.</p> <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none">• The Coalition would not have anyone in place to assist the Coalition with their ongoing Marketing/Ad Graphics, website updates and social media marketing, etc. To hire a staff person to solely perform these duties would be far more costly than \$15,000 annually.
How the Action will be accomplished	Once Board approved, the contract will be signed and followed.



This agreement is made as of June 1, 2025 between
Early Learning Coalition of North Florida
and

Amy Lyn D'Alesio
14030 Atlantic Blvd
Unit 3414
Jacksonville FL 32225
USA(hereinafter "Company")

Agreement Between Amy Lyn D'Alesio, Sole Proprietor and Dawn Bell, The Early Learning Coalition of North Florida (ELC)

Dawn Bell, Early Learning Coalition of North Florida:

Thank you for purchasing services for Creative Types to provide ongoing Outreach Services Marketing/ Ad Graphics (print and online graphic design, public relations, social media and advertising) for the Early Learning Coalition of North Florida (ELC). Marketing duties that were previously handled by the Program and Outreach Coordinator will be added to the current contract the coalition has with Creative Types for other projects which will continue. Marketing/ Ad Graphics Contracted Service not to exceed 250 hours @ \$60/hr. Not to exceed \$15,000 annually. This Agreement begins on the fiscal year beginning July 1, 2025, services end June 30, 2026 and ends when you have paid the last invoice in full or as otherwise provided in this Agreement.

The Essentials

1. You are purchasing a services package from Amy Lyn D'Alesio (The Company). The Company has set aside time and resources just for your project.

2. Projects will be billed on an hourly basis of \$60 per hour; not to exceed \$15,000 annually.

3. This contract shall be in effect for the period beginning on July 1, 2025 and ending June 30, 2026, unless terminated earlier in accordance with the terms of this contract.

4. Monthly invoices will be emailed by the 10th of each month and are to be paid no later than the last day of that same month.

5. Payments to Amy Lyn D'Alesio are to be made via AHC or Online Payments via provided invoice link. The client will be invoiced and paid on receipt through the provided link in invoiced email. No checks or cash payments accepted without subsequent agreement. 1099 forms are available: Amy Lyn D'Alesio (EIN# 47-2772827).

6. Publishing and hosting costs are the responsibility and are not included in this agreement.

7. This is a collaborative process that will require your engagement and participation to complete.

8. We make it easy to understand what it is like to do business with Amy Lyn D'Alesio. Please check out the

Company Policies attached. Those policies are part of this Agreement even though they are not spelled out in this document.

9. This Agreement, the Company Policies and **Disclaimers**, and the Credit Card Authorization (if applicable) are the entire agreement between us. These written documents supersede our prior discussions, emails, online or voice messages. By signing, you agree that there is no information that you deem materially important that is not incorporated into this Agreement.

10. Final proofreading is the client's responsibility. See Exhibit A regarding Design Terms.

11. **Assurances and Certifications:** Creative Types/Amy Lyn D'Alesio agrees to comply with all applicable assurances and certifications as listed on **Attachment I - Assurances and Certifications**.

This is what the Package includes

Outreach Service needs may vary due to needs of the client. Our Deliverables and Services may include, but are not limited to*:

- Updates for the ELC website: www.elcnorthflorida.org, including:
 - Updating content and images
 - Maintaining accurate web links and creating new links for information
 - Updating calendars
 - Creating additional web pages as needed
- Graphic design projects such as brochures, posters, postcards and other mailings.
- Video editing.
- Event services.
- Public relations campaigns.
- Online social media marketing including strategies and promotions of ELC.
- Advertising design and coordination.
 - If needed, Project-related out-of-pocket expenses, such as copying, courier and shipping charges, will be reimbursed to me at cost. Agreed items under \$50, such as photography, templates or specialty graphics, may be purchased on behalf of the client for timely reimbursement. Payment for these items will be client's responsibility and will be billed separately.

* Additional large projects may also require a separate agreement between Creative Types and ELC if they do not fall under the scope of this agreement. For example, the redesign of the website may exceed the scope of work and require a separate agreement to cover cost of specialty graphics, images, etc.

These items are *NOT* included in the Services Package

You understand that additional investments are required to complement the Service Deliverables, including the following:

1. Stock photography. No images will be purchased for the client unless upon agreement.
2. Hosting for Websites - client has their own contract for hosting separate of Amy Lyn D'Alesio.
3. Social Media Management Software - if needed, client will purchase and own.
4. Under this Agreement, you are purchasing Deliverables, not a guarantee that you will like the visuals (although we think you will!).

Please also note:

4. **No Guarantees.** You acknowledge that no one has guaranteed business, financial, or other results from purchasing the Services package. You understand that marketing and outreach is only one of many parts of a successful business or organization.
5. **No Coaching.** You are not receiving business coaching, strategy, or other advice under this Agreement.

These are your responsibilities (you should not sign this agreement unless you can do these things)

Amy Lyn D'Alesio is a great sole-proprietor and company, but we can't do everything! Here is a list of your responsibilities in fulfilling this Agreement:

1. You can afford additional investments that your business may require. Outreach services and design are only one part of a successful business. By signing this agreement, you acknowledge that you are responsible for and can make additional financial investments in your business which may be required in your business discretion. By way of example and not limitation, Company is not responsible for resolving or coordinating technology issues related to your choice of printer, social media outlet or hosting services. You may be required to hire an outside professional to resolve such an issue at your own expense.

2. This Agreement does not terminate if you decide not to follow through on your business. You are agreeing to pay for Deliverables. When you sign this Agreement, you commit to pay the purchase price in full regardless of whether you (i) intend to use the Deliverables, (ii) like the brand visuals, (iii) your business goals and needs change after you sign this agreement, or (iv) for any other reason. This agreement is not contingent on your business circumstances.

3. Know Your Own Circumstances. You are in the best position to evaluate your personal circumstances, including legal, medical, financial, business, and family matters, and you take sole responsibility for the decisions or actions (or inaction) regarding them as those decisions or actions pertain to your purchase of the

Design Services package.

4. You can afford to pay the entire cost of the package, even if you cannot fully participate or collaborate as required by this Agreement. By signing up, you are representing and warranting to Amy Lyn D'Alesio that you can bear the economic risk for paying the package purchase price, and that in doing so, you will not experience economic or financial hardship. You understand that by signing this agreement, you have consumed resources that Amy Lyn D'Alesio's team cannot provide to someone else. This means you are responsible for the full cost of the package invoiced to you monthly even if your circumstances change. Amy Lyn D'Alesio is a business, too, and has relied on your commitment in expending resources on your behalf.

5. You understand the risks associated with being a business owner. You expressly acknowledge and agree that you did not sign this Agreement on the basis of representations regarding earnings or business results of design services.

Your Intellectual Property Rights in the Deliverables

1. Company sources photos and fonts from infringement and royalty free sources provided by Client, and Client represents and warrants that other components of the website or design images will be properly licensed for Client's intended use.

2. You acknowledge, understand, and agree that third party licenses may be used to design and develop the Deliverables, such as plugins, stock images, or other copyrighted works. You do not have ownership of these works.

3. Upon payment in full for this Agreement, you shall own a worldwide right, title, and interest in and to any final designs or copy.

4. Your content is fully owned by you and remains your property. You represent and warrant that you have rights to the content. You shall indemnify and hold harmless Company (and its subsidiaries, affiliates, officers, agents, co-branders or other partners, and employees) from any and all claims, damages, liabilities, costs, and expenses (including, but not limited to, reasonable attorneys' fees and all related costs and expenses) incurred by Company as a result of any claim, judgment, or adjudication against Company related to or arising from your content, such as (a) any photographs, illustrations, graphics, audio clips, video clips, text, data or any other information, content, display, or material (whether written, graphic, sound, or otherwise) provided by you to Company, or (b) a claim that Company's use of the your content infringes the intellectual property rights of a third party.

THINGS OUR LAWYER WANTS YOU TO KNOW

Please read this carefully because it impacts valuable legal rights!

1. There is a NO REFUNDS, NO CANCELLATION policy.

By signing this Agreement, you acknowledge that no one has represented to you that refunds are available or that you may cancel. Even if you cannot participate for any reason, you will continue to be billed for work provided until paid in full. Amy Lyn D'Alesio considers this policy a material inducement to entering into this Agreement, and would not have done so unless this No Refunds, No Cancellation policy were included. If you initiate a chargeback, Amy Lyn D'Alesio will issue a \$250 fee to you.

Please sign or initial below.

I agree to the terms and conditions of this contract.

Dawn

Bell

4/28/25

Dawn Bell

I understand that refunds are not available.

2. You are a business owner. You enter this Agreement in your capacity as a business owner, not as an individual consumer. This is true even if you do not have a business entity such as a limited liability company. As a business owner, you may have limited rights under the laws of your state, and may be giving up consumer rights.

3. Disclaimer of Warranties.

COMPANY DOES NOT WARRANT THAT THE SERVICES WILL MEET THE CUSTOMER'S REQUIREMENTS. THE ENTIRE RISK AS TO THE QUALITY AND PERFORMANCE OF SERVICES, DESIGN AND PRINTING IS WITH CLIENT. EXCEPT AS OTHERWISE SPECIFIED IN THIS AGREEMENT, COMPANY PROVIDES ITS SERVICES "AS IS" AND WITHOUT WARRANTY OF ANY KIND. THE PARTIES AGREE THAT (A) THE LIMITED WARRANTIES SET FORTH IN THIS SECTION ARE THE SOLE AND EXCLUSIVE WARRANTIES PROVIDED BY EACH PARTY, AND (B) EACH PARTY DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THIS AGREEMENT, PERFORMANCE OR INABILITY TO PERFORM UNDER THIS AGREEMENT, THE CONTENT, AND EACH PARTY'S COMPUTING AND DISTRIBUTION SYSTEM. IF ANY PROVISION OF THIS AGREEMENT SHALL BE UNLAWFUL, VOID, OR FOR ANY REASON UNENFORCEABLE, THEN THAT PROVISION SHALL BE DEEMED SEVERABLE FROM THIS AGREEMENT AND SHALL NOT AFFECT THE VALIDITY AND ENFORCEABILITY OF ANY REMAINING PROVISIONS.

4. Damages are limited under this Agreement.

IN NO EVENT SHALL COMPANY BE LIABLE TO YOU FOR ANY INDIRECT, SPECIAL, EXEMPLARY OR CONSEQUENTIAL DAMAGES, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR IMPLIED WARRANTIES ARISING FROM COURSE OF DEALING OR COURSE OF PERFORMANCE, LOST PROFITS, WHETHER OR NOT FORESEEABLE OR ALLEGED TO BE BASED ON BREACH OF WARRANTY, CONTRACT, NEGLIGENCE OR STRICT LIABILITY, ARISING UNDER THIS AGREEMENT, LOSS OF DATA, OR ANY PERFORMANCE UNDER THIS AGREEMENT, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES AND NOTWITHSTANDING THE FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY PROVIDED HEREIN. THE MAXIMUM REMEDY AVAILABLE TO YOU IS ANY AMOUNT PAID BY YOU HEREUNDER. COMPANY MAKES NO WARRANTY OF ANY KIND, WHETHER EXPRESS OR IMPLIED, WITH REGARD TO ANY THIRD PARTY PRODUCTS, THIRD PARTY CONTENT OR ANY SOFTWARE, EQUIPMENT, OR HARDWARE OBTAINED FROM THIRD PARTIES.

5. Publicity Rights.

Company retains the right to display graphics and other elements of your Design Services Package deliverables as examples of its work in its portfolio or the portfolio of its affiliates (including without limitation, companies owned by Amy Lyn D'Alesio). Where applicable, Client will be given credit.

6. No Guarantee of Revenue or Profits; Risk of Loss.

Business profitability or the lack thereof is greatly dependent upon individual decisions, abilities, and general market forces, and the Company makes no guarantees or warranties that the Deliverables will result in revenue or profits.

The Company is in no way responsible or liable for your use of the Deliverables in building a business. The risk of loss in business can be substantial. By signing this Agreement, you acknowledge that you assume all risks and liabilities related to your business, including the loss of funds paid under this Agreement.

7. Both parties can end this Agreement.

Company or Client may determine, in its sole discretion and without requiring disclosure of the reason, that the relationship under this Agreement must terminate no less than 30 days calendar notice, unless a lesser time is agreed upon by both parties. Said notice shall be delivered by read-receipt e-mail, certified mail-return receipt requested or in

person with proof of delivery. Client will then pay Company for any items or services rendered when Company provides a final invoice. Upon paid final invoice, client will be given any materials or designs paid for up until time of termination. No refunds will be given for any prior invoiced and paid work. If Company ends this Agreement, your obligation to pay, to defend and indemnify Company, and resolve disputes in Florida survive.

8. Termination for Breach.

This contract may be terminated by the Coalition for nonperformance by the Company upon no less than a seven (7) calendar day notice in writing to the Company Waiver or breach of any provisions of this contract shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this contract. In the event of such termination, the Coalition shall be liable for payment only for

services rendered prior to the effective date of termination. Contractor shall give the Coalition written notice of any perceived breach and it shall give the Coalition ten (10) business days to cure any perceived breach under the contract.

9. Termination 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 Coalition become unavailable, the Coalition may terminate this contract upon no less than one (120) calendar day notice in writing to the Contractor

8. Florida law governs this Agreement and it will be enforced by either party in Florida.

This Agreement will be governed by Florida law, without regard to its conflicts of law principles. I understand and agree that I submit to the personal jurisdiction and venue of the Florida courts and agree that any legal proceeding commenced shall take place in a 20-mile radius of Jacksonville, Florida.

9. No Assignment; No oral waivers or modifications.

This Agreement may not be assigned to any other party. Its requirements may not be waived or modified except in writing signed by the Company.

10. Electronic Signatures and Other Documents.

You agree that your electronic signature is valid and binding evidence of your assent to the terms of this Agreement. You agree to sign additional documents which may be necessary to complete the material purpose of this Agreement, including without limitation, waivers and/or limitations of liability, payment authorizations, and/or publicity releases.

11. No relationship.

The parties hereto expressly understand and agree that they are not employers or employees, principals and agents, or partners or co-venturers in the performance of each and every part of this Agreement, and they remain solely responsible for all of their respective employees and agents.

I have read the foregoing Agreement, understand its terms, and agree:

I, the Client, agree to the terms and conditions of this contract.

Dawn

Bell

4/28/25

Dawn Bell

I agree to the terms and conditions of this contract.

Amy Lyn

D'Alesio

5/1/25

Amy Lyn D'Alesio

AMY LYN D'ALESIO • CREATIVE TYPES

14030 ATLANTIC BLVD. UNIT 3414 • JACKSONVILLE, FL 32225



TENATIVE

2025-2026 MEETING SCHEDULE

DATE	TIME	MEETING
July 2025		No Meetings
August 6, 2025	10:30 a.m.	Exec/Admin Committee; Zoom Meeting
September 10, 2025	10:30 a.m.	<i>ANNUAL Board; Meeting/Workshop; Elect Officers</i>
October 2025		No Meetings
November 5, 2025	10:30 a.m.	Exec/Admin Committee; Zoom Meeting
December 3, 2025	2:00 p.m.	Board- CaddyShack Restaurant, World Golf Village
January 2026		No Meetings
February 2026		No Meetings
March 4, 2026	10:30 a.m.	Exec/Admin Committee; ZOOM Meeting
April 2026		No Meetings
May 6, 2026	10:30 a.m.	Board Meeting
June 24, 2026	10:30 a.m.	Exec/Admin Committee; ZOOM Meeting

Board meetings, with the exception of the December meeting, are held at:

- Renaissance World Golf Village Resort and Convention Center,
500 South Legacy Trail, St. Augustine, FL 32092
- The December Board meeting is held at Caddy Shack Restaurant, World Golf Village
- AD-HOC Committee Meetings are added as needed.

PLEASE MAKE NOTE: This is a tentative schedule that is continuously being updated as meetings are being added cancelled or rescheduled, due to unforeseen circumstances.

Updated Meeting Schedules are posted on our website: www.elcnorthflorida.org

Timelines for 2025/2026– Meeting Dates ONLY

(Revised 03/13/25)

RFP (Request for Proposals) for Primary Service Provider 2026/2027

Activities/Events	Date	Time	Address
Distribute RFP <u>Timeline</u> and recruit RFP Procurement Committee members (2 Fiscal and 2 Program)	05/07/25	10:30 am	Coalition Board of Directors Meeting World Golf Village
RFP Committee Meeting to: (1) approve the Final RFP to be forwarded to Exec/Admin committee, and (2) assign a chairperson who will prepare the recommendation for the Board (after the scoring of the proposals).	07/23/25	11:00 am	RFP Committee <u>Conference Call</u>
Exec/Admin Committee Meeting to approve Final RFP	08/06/25	10:30 am	Exec/Admin Committee Conference Call
Initial RFP Procurement Committee Meeting to include Public Opening of Proposals	09/23/25	11:00 am	Caddy Shack Restaurant meeting room at World Golf Village
Final RFP Procurement Committee meeting, scores tabulated, proposers ranked, and Prepare Recommendation for Board	10/28/25	11:00 am	Caddy Shack Restaurant meeting room at World Golf Village
Board Meeting: Review and approve RFP Committee recommendation	12/03/25	2:00 pm	Coalition Board of Directors Meeting Caddy Shack Restaurant
Exec/Admin Committee Meeting: Approve Contract (<i>ONLY if it is a NEW contractor, to allow for transition activities</i>)	03/04/26	10:30 am	Coalition Board of Directors Meeting World Golf Village
Board Meeting: Approve Contract	05/06/26	10:30 am	Coalition Board of Directors Meeting World Golf Village

RFQ (Request For Qualifications) for External Auditing Services 2026/2027

Activities/Events	Date	Time	Address
Distribute RFQ <u>Timeline</u> (to recruit evaluators)	05/07/25	10:30 am	Coalition Board of Directors Meeting World Golf Village
RFQ document to be approved	12/03/25	10:30 am	Coalition Board of Directors Meeting Caddy Shack Restaurant
E-mail proposals to review team for scoring.	03/25/26		ELC will e-mail proposals and scoring tools/instructions
RFQ Proposals External Reviewers' Evaluation Meeting	04/23/26	11:00 am	Caddy Shack Restaurant meeting room at World Golf Village
Board Meeting: Approve RFQ Committee recommendation and contract	05/06/26	10:30 am	Coalition Board of Directors Meeting World Golf Village

Orange indicates an additional meeting date

Dates/times may be subject to change

ELC Board Member Annual Self-Evaluation

Board Member Name: _____ Date: _____
Evaluation Period: 2024-2025 ELC: North Florida

Please complete and return to mhanson@elcnorthflorida.org by July 15th.

Position Summary: Board members act as a group, set policies and goals for the Chief Executive Officer to implement and achieve.

Self-Evaluate your performance as an individual Board Member in the domains below using the following ratings:

3 = Exceeds Expectations

2 = Meets Expectations

1 = Does Not Meet Expectations

Comments must be included for each factor with a rating of "Does Not Meet Expectations." Additional comments may be attached to this form.

Domain 1: Individual Board Member Contributions – Supports the CEO and the operations and administration of the ELC by interfacing between CEO and staff. As an ELC Board member I.....

Rating	Performance Indicator
	Attended at least 80% of all Board meetings during the past year, including special called meetings.
	Carefully review all background materials prior to Board and committee meetings.
	Have developed a thorough understanding of the ELC by-laws and Board policies.
	Offer constructive suggestions, comments, and feedback during all Board discussions.
	Respect the right of other Board members to disagree and to have sufficient time to express their thoughts.
	Serve as an ambassador for the ELC during community events and contacts (e.g., opening of a child care center, meetings of community agencies), and maintain the highest standards for professional behavior when doing so.
	Help to recruit new private sector members as needed.
Rating Average (total divided by 7):	Comments regarding the performance in this domain:

Domain 2: ELC Board Operational Responsibilities – Our ELC Board.....

Rating	Performance Indicator
	Provides input into the development and revision of ELC policies as needed and approves those policies.
	Assures the long-term progress of the Coalition by carefully monitoring program reports at each Board meeting.
	Assures the financial integrity of the organization by exercising responsible stewardship through the careful scrutiny of fiscal reports at each Board meeting.
	Uses the talents of Board members and interested citizens through committees, which meet regularly and provide information and recommendations to the Board on key issues.
	Is provided sufficient notice of all Board and Committee meetings.
	Is provided briefing and other materials prior to the Board meeting, with sufficient time for members to review and be prepared for the meeting.
	Has had a quorum at all Board meetings during the past year.
	Has positive and informational interactions with the ELC CEO and staff.
	Has evaluated the CEO during the past year, through a collaborative process that involves Board members and the CEO.
	Has evaluated our Board's performance during the past year, and has used the results to strengthen Board operations.
	Has developed and uses a Code of Conduct that reflects our collective values, and describes our conduct both during Board/Committee meetings, as well as in the community when members are representing the Board.
Rating Average (total divided by 11):	Comments regarding the performance in this domain:

Domain 3: ELC Board General Responsibilities – Our ELC Board.....

Rating	Performance Indicator
	Ensures that the ELC adheres to all applicable federal, state, and local laws, and is accountable to the public and to the State of Florida for all organizational actions, and assures that business is conducted in the spirit of transparency, as required by Florida's Sunshine Laws.
	Ensures that services are procured through an open, fair, and robust competitive process.
	Preserves and nurtures a number of external and internal relationships to ensure the accomplishment of the ELC's mission and outcomes.
	Demonstrates accountability by establishing standards to measure both organizational and Board performance. It monitors its performance regularly to ensure compliance.
	Utilizes a strong Board governance model to ensure that decisions are made without real or perceived conflicts of interest on the part of any Board member.
Rating Average (total divided by 5):	Comments regarding the performance in this domain:

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(Optional): Notes/comments

	Notes/Comments

Performance Domain	Rating Averages
Domain 1	
Domain 2	
Domain 3	
*Overall Rating	

**To calculate the overall rating, add up all rating averages from each domain and divide by 6 or 7, as appropriate.*

Overall Rating:

3.0 = Exceeds Expectations

2.0 – 2.9 = Meets Expectations

1.9 and below= Does Not Meet Expectations

Board Member Name: _____

Early Learning Coalition of North Florida

Finance Manager's Report

Board Meeting

Wednesday - May 7, 2025

Desk Reviews and Audits

We are currently being audited on ARPA funds, all of the requested documentation has been submitted. We recently submitted all documentation for the desk review and are awaiting the final report. The external audit has been completed and final audit has been issued.

Q3 Financial Statements (see attachment)

Attached are the Q3 financial statements for FY24-25. Grant expenses are in direct proportion to the grant revenue. Expenses are as expected or less than projected. The few outliers are due to large one-time expenditures.

Targets and Restrictions

VPK Admin percentage is currently 4.076% which is lower than our target of 5%. SR Administration percentage is currently 3.348% which is less than our target of 5%. All other targets and restrictions remain in alignment with the grant requirements.

Brittany Goodson

Early Learning Coalition of North Florida

DRAFT

Balance Sheet

As of March 31, 2025

ASSETS

Cash, Operating	\$	4,225,833
Cash, Money Market		64,099
Petty Cash		200
Deposits		874
Prepaid Expense		5,330
Right of Use Asset		118,560
Equipment		17,418
Less: Accumulated Depreciation		(6,498)

TOTAL ASSETS	\$	4,425,816
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LIABILITIES

Episcopal Children's Services Payable	\$	3,433,068
DEL Advance Payable		987,908
Interest due to OEL		40,609
Other AP		6,241
Current portion of Lease Liability		14,072
Accrued Payroll		
Accrued Vacation		27,194
Accrued Employee Benefits		1,096
Long-Term Lease Liability		105,085

TOTAL LIABILITIES	\$	4,615,273
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Net Assets @06/30/2023	(183,730)
Net change YTD@ 06/30/2024	(4,393)
Net change FY2025	(1,334)

Total Liabilities and Net Assets	\$	4,425,816
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\$	0
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Early Learning Coalition of North Florida
FY 2024-2025

	2024-2025 Total Budget	Q3 FY2025 Budget	FY 2024-2025 Q3 Actual	Favorable (Unfavorable)
Notice of Awards				
School Readiness (SR)	\$ 26,140,440	\$ 19,605,330	\$ 18,373,201	\$ (1,232,129)
ARPA	34,410	25,808	34,409	8,601
Voluntary PreKindergarten (VPK)	17,583,737	13,187,803	14,738,740	1,550,937
Total Notice of Award	\$ 43,758,587	\$ 32,818,941	\$ 33,146,350	327,409
Subrecipient Expense				
School Readiness (SR)	\$ 24,999,949	\$ 18,749,962	\$ 17,679,039	\$ 1,070,923
ARPA	34,410	25,808	34,409	(8,601)
Voluntary PreKindergarten (VPK)	17,500,863	13,125,647	14,711,941	1,586,294
Total Subrecipient Expense	\$ 42,535,222	\$ 31,901,417	\$ 32,425,389	(523,972)
Grant Funds Available to ELC of North FL	\$ 1,123,365	\$ 917,524	\$ 720,961	(196,563)
Other Donations and Revenue				
Interest Income	\$ 600	\$ 450	\$ 746	\$ 296
Miscellaneous Donations	2,500	1,875	1,520	(155)
Total Revenues	\$ 1,226,465	\$ 919,849	\$ 723,227	(196,622)
ELC of North Florida Estimated Expense				
Salaries	\$ 663,500	\$ 497,625	\$ 419,244.54	\$ 78,380
PR Taxes	51,627	38,720	31,905.38	6,815
Health Insurance & HSA Contributions	125,000	93,750	65,151.66	28,598
Pension	35,002	26,252	20,212.98	6,039
Life, Disability, and WC	9,000	6,750	3,794.96	2,955
Staff Development	10,000	7,500	5,832.75	1,667
Contract Services	5,500	4,125	2,939.55	1,185
Auditing	20,000	15,000	14,384.00	616
Legal	500	375	0	375
Printing & Reproduction	1,000	750	0	750
Repairs & Maintenance	1,000	750	0	750
Office Sites - Occupancy	51,000	38,250	30,354.39	7,896
Postage, Freight & Delivery	1,000	750	402.67	347
Rentals - Office Equipment	3,000	2,250	1,726.20	524
Office Supplies	10,500	7,875	4,717.88	3,157
Communications	24,000	18,000	10,899.66	7,100
D & O Insurance	5,500	4,125	3,509.27	616
General Liability	22,000	16,500	18,082.66	(1,583)
Equipment <\$1,000	3,000	2,250	1,959.05	291
Equipment >\$1,000	3,000	2,250	0	2,250
Travel - In State	8,000	6,000	2,260.63	3,739
Travel - Out of State	11,000	8,250	5,458.13	2,792
Travel - Local	7,000	5,250	4,071.86	1,178
Bank Fees	200	150		150
Software/Licenses/Support	16,200	12,150	8,324.99	3,825
Web Services	70,000	52,500	52,524.45	(24)
Other employee expenditures	1,000	750	306.13	444
ADP Fees	9,600	7,200	4,636.67	2,563
Dues & Subscriptions	19,000	14,250	10,102.00	4,148
Taxes, Licenses and Fees	500	375	471.25	(16)
Misc. - Other Current Charges	8,000	6,000	1,029.00	4,971
Quality Program	30,000	22,500	248.50	22,252
Total ELC North Florida Estimated Expense	1,225,629	919,222	724,561	194,661
Surplus or (Loss)	\$ 836	\$ 627	\$ (1,334)	\$ 1,961

MEMORANDUM

To: All Board Members
From: Tajaro Dixon, Grants and Operations Manager
Date: April 3, 2025
Subject: 2024/2025 Second Quarter Program Update and Quality Assurance Activities

Coalition Activities:

- DEL's biennial Accountability Review has been completed and the Coalition received the Final Report and Close-out notification 01/07/25. There were ten compliance issues, all of which have been corrected (errors and policy/procedure):
 1. One board member did not complete the Form 8B when they had abstained from a vote.
 2. The coalition's 2022-2023 VPK on-site monitoring tool did not include three criteria.
 3. The coalition's CCR&R written policies and procedures did not address monitoring CCR&R program data or serving providers.
 4. One child's name in the statewide information system did not exactly match the child's name on the birth Certificate.
 5. The coalition did not update one child's wait list priority from 2 to 3 when the family submitted a second application that did not include a referral.
 6. DEL did not receive documentation that the lead VPK instructor completed Emergent Literacy or standards trainings.
 7. DEL did not receive documentation that the coalition verified that one school district school-year Provider on Probation had an approved Provider Improvement Plan prior to offering the 2023-2024 VPK Program.
 8. DEL did not receive documentation that the coalition approved or disapproved one Provider On Probation's Provider Improvement Plan within 14 calendar days of submission.
 9. The coalition incorrectly listed an instructor as the lead VPK instructor.
 10. There were six School Readiness Duplicate Payments. (Four of the payments were for one day of attendance. The other two resulted from transfers to/from ELC of Duval.)
- The Coalition/Episcopal Children's Services 2023/2024 Contract closed-out on schedule and with no issues.
- Coalition staff completed their annual review of Information Technology Policies and Procedures and anti-virus refresher trainings. This included the mandatory annual training from DOE.
- DEL released School Readiness updated program guidance for 24/25, and the Coalition was able to make all needed updates for the second quarter monitoring period.
- Coalition staff completed the annual review and updates of the CEO Succession Plan Handoff Report.
- Coalition staff completed the annual review of all administrative policies for any needed updates. This included a complete IT policy review with our new vendor, 'TruTech'.

Episcopal Children's Services (ECS) Contract Monitoring:

The 2024/2025 First Quarter Monitoring was performed November 1-15, 2024. This monitoring included all DEL required "eligibility" criteria for School Readiness and VPK. Additional area of review was the Annual Data Security and Security Systems Review. From this review, there were four compliance issues and two observations that were routine in nature and required staff refresher training sessions. The staff trainings were held before the final report.

The 2024/2025 Second Quarter Monitoring was performed February 10-24, 2025. This monitoring included all DEL required "eligibility" criteria for School Readiness and VPK. Additional areas of review were Data Security Systems Updates, Staff Development and Training, and Fiscal Non-direct Costs. From this review, there were three compliance issues that were routine in nature and required staff refresher training sessions. The staff trainings were held before the final report.

ALL full reports are available upon request.

MEMORANDUM

To: All Board Members
From: Tajaro Dixon, Grants and Operations Manager
Date: April 3, 2025
Subject: 2024/2025 Third Quarter Program Update and Quality Assurance Activities

Coalition Activities:

- Coalition staff completed the annual review of all administrative policies for any needed updates. All revisions were approved at the March 5, 2025 Exec/Admin meeting.
- Coalition staff completed the RFP (Request for Proposals) and RFQ (Request for Qualifications) Procurement Processing Timelines for 24/25 and 25/26. These will result in the Primary Service Provider Contract for services beginning July 1, 2026 and the External Auditing Services Contract for services beginning July 1, 2026. Both contracts will have the option for three additional one-year contracts.
- The 2025/2026 Sub-recipient Contract Monitoring Schedule and Narrative Plan were completed and will be submitted as part of the School Readiness Plan 22-24 Amendment #12, after today's board approval.
- The Episcopal Children's Services contract renewal process for 2025/2026 began during third quarter.

Episcopal Children's Services (ECS) Contract Monitoring:

The 2024/2025 Third Quarter Monitoring is scheduled for May 9-23, 2025. This monitoring will include all DEL required "eligibility" criteria for School Readiness and VPK. Additional areas of review will be Data Security Systems Updates and Quality Contracts.

The 2024/2025 Fourth Quarter Monitoring is scheduled for August 11-22, 2025. This monitoring will include all DEL required "eligibility" criteria for School Readiness and VPK. Additional areas of review will be Data Security Systems Updates, Fiscal Non-direct Costs, and Fiscal Year-end Overview.

ALL full reports are available upon request.

BOARD

MEMBER ABSENTEEISM LOG

By-Laws: Unexcused absences from two (2)

3.2.8. Mandated

members with three (3) consecutive

X = Attended

MEMBER NAME	No Meeting January 2024	No Meeting February 2024	No Meeting March 2024	No Meeting April 2024	May 8, 2024	No Meeting July -24	No Meeting August 2024	September 11, 2024	No Meeting October 2024	No Meeting November 2024	December 4, 2024	May 8, 2025
Allen, M.					X			X			Excused	
Allen, K.												
Barstow, L.					Excused			X			X	
Bloom, C.					X			Excused			X	
Bocher, T.											X	
Buchanan, M.								X			Excused	
Coleman, R.					Excused			X			Excused	
DeLoomyn, V.					X			X			X	
Deputy, M.												
Farris, J.											No longer a member	
Gaines, T.											Excused	
Hancock, M.												
Graham, B.					X			X			Excused	
Holmbeck, M.					X			X			X	
Jernigan, R.					X						No longer a member	No longer a member
Jonhalls, M.					X			X			X	
Joseph, K.					Excused			X			No longer a member	No longer a member
Koberger, L.											Excused	
Little, T.					X			X			X	
McElhone, B.					Excused			X			X	
Pearson, N.					No longer a member			No longer a member			No longer a member	No longer a member
Pascock, M.					X			X			X	
Ramirez, A.											X	
Ramoutar, M.											X	
Shontz-Phillips, S.					Excused			No longer a member			No longer a member	No longer a member
Simpson-Gotham, A.					X			X			X	
Siragusa, M.					Excused			X			Excused	
Stallings, J.					X			X			X	
Steele, B.											Excused	
Taylor,											Excused	
Williams, R.					X			X			X	

BOARD MEMBERSHIP SUMMARY As of October 28, 2024

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>Vice Chair</i>	September 2024	September 2028
Private Sector	Makayla Buchanan	September 2024	September 2028
Total Private Sector	4		
PUTNAM			
Representative of Programs for Children with Disabilities under the Federal Individuals with Disabilities Education Act			
County Health Department Director or Designee	Marsha Peacock	September 2021	September 2025
Appointed by Putnam County District Superintendent of Schools	Tatiana Gaines	December 2024	December 2028
Private Sector	Jessica Stallings	March 2022	March 2026
Private Sector	Bailey Steele	September 2024	September 2028
Total Private Sector	1		
ST. JOHNS			
Member Appointed by Bd. of County Commissioners or the Governing Board of a Municipality			
Head Start Director	Ann Taylor	December 2024	December 2028
Governor Appointee Private Sector CHAIR	*Brian McElhone	July 2021	July 2025
Private Sector	Vacant, <i>Chair</i>		
Private Sector	Mike Siragusa	September 2018	September 2026
Private Sector	Michelle Jonihakis - <i>Treasurer</i>	December 2018	December 2026
Private Sector	Mary Ann Holanchock	June 2021	June 2025
Private Sector	Andrea Ramirez	December 2024	December 2028
Total Private Sector	4		
MULTI COUNTIES			
DCF Regional Administrator or Designee	Mala Ramoutar	September 2024	September 2028

DCF Regional Licensing Designee	Cassandra Bloom	December 2023	December 2027
Regional Workforce Board Executive Director or Designee	*Renee Williams, (Baker, Clay, Nassau, Putnam, St. Johns)	September 2014	September 2026
President of a Florida College System or Designee	* Dr. Myrna Allen, - <i>Secretary</i> (Clay, Putnam, St. Johns)	September 2014	September 2026
Representative of Private Family Home Child Care Providers	Tamela Bocher	December 2024	December 2028
Representative of Faith Based Child Care Providers	*Theresa Little, (Putnam, St. Johns)	December 7, 2016	December 2024
Private Sector	Leslie A. Barstow (St. Johns)	March 2022	March 2026
Private Sector	Aubrie Simpson Gotham, <i>Interim Chair</i> (St. Johns)	December 2018	December 2026
Ex-Officio Private Sector	Lisa Koburger	December 2024	December 2028
Total Private Sector	3		
Combined Total Private Sector (Must comprise MORE THAN 1/3 of total Board Membership):	12		
TOTAL MEMBERSHIP	23		

- **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.

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 11 private sector members.
- **Total Membership:** 15 to 30 members. We currently have 23 board members.

ACTION ITEM SUMMARY –UPDATED 5/06/2025

DESCRIPTION	Approval of Web/Marketing Consulting Contract with Creative Types/Amy Lyn D'Alesio for 2025-2026
Reason for Recommended Action	<p>Our Web/Marketing consulting services is up for procurement. Three quotes were obtained and staff recommends that we accept the Creative Types bid and enter/continue into a contract. This contract is to be billed on an hourly basis of \$60 per hour and not to exceed 250 hours/\$15,000 annually.</p> <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none">• The Coalition would not have anyone in place to assist the Coalition with their ongoing Marketing/Ad Graphics, website updates and social media marketing, etc. To hire a staff person to solely perform these duties would be far more costly than \$15,000 annually.
How the Action will be accomplished	Once Board approved, the contract will be signed and followed.